

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

December 20, 2016

REGULAR MEETING SESSION:

1. Opening of Meeting

1.1 Call to Order

The regular session of the Governing Board of Lake Havasu Unified School District No. 1 was called to order by Governing Board President, Jo Navaretta at 6:00 p.m. in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona, on December 20, 2016.

1.2 ROLL CALL

BOARD MEMBERS PRESENT:

Jo Navaretta, President
Pat Rooney, Vice President
Roger Schmitt, Member
Nichole Cohen, Member
Nancy Iannone, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT:

Diana Asseier, Superintendent
Aggie Wolter, Director of Special Services
Missy Wood, Director of Special Services
Brad Gardner, Director of Educational Services
Connie Hogard, Principal, Smoketree Elementary
Claude Sanders, Principal, Havasupai Elementary
Mike Murray, Principal, Starline Elementary
Ruben Gonzalez, Principal, Nautilus Elementary
Brett Bitterman, Principal, Oro Grande Elementary
Andrea Helart, Principal, Jamaica Elementary
Mari Jo Mulligan, Principal, Thunderbolt Middle School
Scott Becker, Principal, Lake Havasu High School
Jaime Festa, Assistant Principal, High School
Dale Genger, Assistant Principal, High School
Terry Fleming, Secretary

Others: 62

1.3 Call for Executive Session - none

1.4 Pledge of Allegiance

1.5 Moments of Silence

1.6 Recognition of Visitors

- Recognition of Retiring Board Members: Roger Schmitt (4 years), Nancy Iannone (8 years), and Jo Navaretta (24 years). Each was thanked with a wall plaque. A reception in their honor was held just prior to this meeting.

- Award of Financial Reporting Achievements to LHUSD and Elaine (Missy) Wood. This is the 27th year that the District has received this award.

- K-12 Foundation and ABC Vision 2020 Pillar 2 Scholarships were given to: Eugenia Anderson, Marie Hendry, Wade Novy, Valari Rose-Johnson, Ginny Sautner, Jill Sieh, Shannon Williams, Brian Zemojtel, and Julie Zemojtel.

- Lake Havasu City Education Association (LHCEA) Carol Nowakowski thanked everyone for the outcome of the Override results. Legislation proposals are being prepared for funding education. Arizona Department of Education has adopted new math and ELA Standards.

2. Call to Public

- Mary Heronema and other staff members who have worked with Missy Wood acknowledged her for her contributions to the District and thanked her for her 16 years of services.

- Dr. Danny Pirtle gave an update on the racial hostility at Lake Havasu High School. He is working with Superintendent regarding the concerns.

- Ms. Bobbie Weigel spoke on her concerns of lack of communication with the High School. Mrs. Navaretta ask her to make an appointment with Mr. Becker, High School Principal.

3. Consent Calendar

3.1.1 Approval of Minutes –

Regular Session of November 15, 2016

Work Session of November 4, 2016; November 9, 2016

3.1.2 Approval or Modification of Agenda

3.1.3 Personnel Report: Certified; Employment, Separation, Exception to Policy, Long Term Medical, Other. Support Staff; Employment, Separation, Exception to Policy, Long Term Medical, Other.

3.1.4 Approval of Vouchers for October 2016 / \$2,355,803.83

Student Activity Funds for K-8 for October 2016 / \$38,818.50

Student Activity Funds for 9-12 for October 2016 / \$226,400.64

Auxiliary Funds for October 2016 / \$769,845.34

3.1.5 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$8,227.50 and to Student Activities Organizations in the amount of \$100.00. *A detailed list of donations can be viewed as background material by contacting the District.*

3.1.6 Approval of New Job and Job Description for Part Time Athletic Trainer Miner

Mr. Schmitt moved that the Board approve the consent calendar.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

4. Old Business - none.

5. New Business

5.1 Addendum to Long-Term Lease Agreement Between Lake Havasu Unified School District #1 and Arizona State University

Mrs. Navaretta recommended the Governing Board approve an addendum to the existing long-term lease agreement between Lake Havasu Unified School District #1 (landlord) and the Arizona Board of Regents, for and on behalf of Arizona State University (tenant).

The initial term of the lease agreement is set to expire on January 20, 2017. If approved, the addendum will continue the lease for an additional five year term, pursuant to Article 3, Paragraph 3.2.

Also included in the addendum is a clarification of the tenant's duties, with the intent that the tenant will be responsible for the maintenance and repairs of the leased premises, except for the field, which will be maintained by Lake Havasu City; designated pods until such time as the landlord's use terminates, pursuant to Section 2.2 of the agreement; and the public infrastructure required to be maintained by the landlord or City under Section 7.6 of the agreement.

The tenant assumes responsibility for the condition, operation, repair, replacement, maintenance and management of the premises during the renewal term, except as listed above, including infrastructure, improvements, fencing, landscaping, sidewalks, curbs, parking lots and walkways, drainage and irrigation, and any other area of the leased premises.

All remaining terms and conditions of the agreement dated January 20, 2012, will remain in full force and effect. A copy of the original Lease and Option Agreement was electronically provided to the Board prior to this meeting.

Mrs. Cohen moved that the Board approve item 5.1 as presented.

Mr. Rooney seconded the motion. Renewal is for 5 years and maintenance issues have been clarified.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.2 Approval of Transfer of Deed Agreement, Cypress Park, 301 Cypress Drive, Approximately 8.3

Acres, with Lake Havasu City

Mrs. Navaretta recommended the Governing Board approve the transfer of deed agreement for Parcel Number 109-29-044, 301 Cypress Drive, between Lake Havasu Unified School District #1 (District) and Lake Havasu City (City). It is also recommended the governing board approve a resolution authorizing the District's Superintendent, Diana Asseier, to sign all documents related to the completion of this transaction.

The City has identified a need to develop and improve additional areas for recreational usage and requires additional property to do so. The District recognizes the ongoing benefit to students and the community.

The City and the District obtained a qualified appraiser to appraise the property and it has been determined that the "as-is" simple market value is \$830,000, where it has also been determined that the current gross sales potential amount is \$1,250,000. Therefore an amount of \$1,000,000 to be paid by the City to the District has been determined to be a fair and equitable amount and will allow the transfer of the title deed for Parcel Number 109-29-044, 301 Cypress Drive, Lake Havasu City.

The proceeds will be used to pay off the loan agreement the District negotiated with Horizon Bank to construct the bus barn, located at the district office site. This loan originally required payments over ten years. In paying this off the District will save approximately \$165,536 in interest over the next nine years.

The original intergovernmental agreement with the City remains intact, and the City will continue to make payments as per the agreement.

The agreement and resolution are attached for the board's review and have been approved as to form by the District's attorney and the City's attorney.

Mr. Schmitt moved that the Board approve 5.2 as presented.

Mrs. Iannone seconded the motion. Discussion on the appraisal and the amount that was agreed on. Funds will be going into an IGA Capital account.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.3 Approval to Secure Arizona's Master Teacher Program Grant Through the Arizona K12 Center

Mr. Gardner recommended that the Board approve our request to secure Arizona's Master Teacher Program Grant through the Arizona K12 Center. Eligible applicants may apply for up to three years of funding with year one at \$100,000, year two at \$85,000, and year three at \$70,000. The grant would assist our district with developing and supporting our newest members of the teaching profession.

Our district's newest teachers would benefit greatly from the professional development provided by the Arizona K12 Center's professional learning plan. One of our district's goals is to provide teachers with meaningful professional development opportunities and to retain them. The grant would provide financial support for a three year period, at which time we can reapply for the same grant. Our district would provide identified Master Teachers who would work directly with beginning teachers. We would strive to develop more master teachers in our effort to build teacher leadership capacity, and we would continue to support teachers interested in entering the pathway to become Nationally Board Certified. We recognize that student learning increases when a child has a high-quality teacher, and a teacher's practice improves when it is supported through a collaborative work environment that provides ongoing mentoring or coaching. Securing the aforementioned grant would assist us in improving and sustaining a high quality professional development program for our newest teachers.

Mrs. Cohen moved that the Board table item 5.3 until further review. Due date is January 30, 2017. No second was made. Mrs. Navaretta ask for another motion.

Mrs. Cohen again moved that the Board table item 5.3 until further review.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.4 Approval of New Courses and Class Fees at LHHS for the 2017-18 School Year

Mr. Becker recommended that the Governing Board approve the attached list of new courses and class fee changes for the 2017-2018 school year at Lake Havasu High School.

- The following courses will be added with the aforementioned course description attached:

ADVANCED ANATOMY (H) 1-2

AP BIOLOGY (H) 1-2

CTE INTRO TO PROFESSIONAL SALES AND MARKETING**

CTE ADVANCED PROFESSIONAL SALES AND MARKETING**

CTE INTRODUCTION TO LAW, PUBLIC SAFETY AND SECURITY

CTE ADV APP TO LAW, PUBLIC SAFETY AND SECURITY*

CTE INTERNSHIP-LAW, PUBLIC SAFETY AND SECURITY*

COMMUNICATIONS SKILLS (Sr. English, Semester 1)

21ST CENTURY COMMUNICATION (Sr. English, Semester 2)

SHAKESPEARE (Senior English, Semester 1)

WORLD MYTHOLOGY (Senior English, Semester 2)

COLORGUARD 1-2 (*change from one semester to yearlong*)

LIFE SKILLS (*A+ elective choice*)

*will be implemented in future years **name change for Student Government

- The following class fees will be changed with the aforementioned attachment:

Fundamentals of Engineering-Cabinetmaking: Increase to \$20 (from \$10)

Introduction to Cabinetmaking: Increase to \$40 (from \$20)

Advanced Cabinetmaking 1-2: Increase to \$40 (from \$20)

Advanced Cabinetmaking 3-4: Increase to \$40 (from \$0)

Chemistry: Increase to \$15 (from \$10)

Chemistry Honors: Increase to \$20 (from \$15)

Adv Honors Chemistry (AP): Increase to \$30 (from \$25)

Anatomy: Increase to \$35 (from \$25)

Physics Honors: Increase to \$20 (from \$15)

Concert Choir: Increase to \$10 (from \$5)

Enchanted Voices: Increase to \$10 (from \$5)

Knight Voices: Increase to \$10 (from \$5)

Mr. Schmitt moved that the Board approve 5.4 as presented.

Mr. Rooney seconded the motion. Class are contingent on staffing and number of students enrolled. Increases to class fees are due to the rising cost of materials for the class. There is help for students who cannot afford to pay the fees.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.5 Discussion and Approval of Revisions to the High School Calendar for the Remainder of the 2016-17 School Year

Mr. Becker recommended the Governing Board approve revisions to the High School Calendar for the remainder of the 2016-17 school year.

Our 2015-16 audit revealed a discrepancy in the calculation of instructional minutes.

These changes are being made so the mandatory instructional minutes for high school students will be met for the 2016-17 school year.

Mrs. Asseier shared a PowerPoint presentation on "How to Calculate High School FTE" from the Arizona Department of Education. Mr. Becker explained the changes in schedule times for second semester to correct the instructional minutes.

Mrs. Cohen moved that the Board approve item 5.5 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.6 Award of Bid – Beverage Vending Machine Service

Mrs. Wood recommended the Governing Board award the bid for beverage vending machine service to Swire Coca Cola.

On September 20, 2016, the Governing Board determined it was appropriate to use the request for proposal (RFP) process for beverage vending machine service. Prior to issuance of the RFP, the

principals at all school sites were contacted to get their input into the number and type of machines at their locations. The final product line to be sold shall be the mutual decision of the site administrator and the contractor. Written into the RFP was the district's desire to offer either a variety of beverages or bottled water, utilizing timers when necessary, and following Arizona school district nutritional standards.

Using the RFP process gives the District the right to award a contract in which price is not the determining factor. On September 21, 2016, a request for proposals was e-mailed to two firms and was posted on the District's website. A notice was also published in the Kingman Daily Miner, as required by statute, on September 22 and September 29, 2016. The closing for this request for proposals was October 27, 2016, at 2:00 p.m. One proposal, from Swire Coca Cola, was received.

District employees Anne Taffe and Mary Heronema conducted an evaluation of the proposals to ensure compliance to the RFP, awarding a total of 121 points out of a possible 140, per the evaluation form that was included as an attachment to the RFP. Proposals were evaluated on variety of product, responsiveness to the proposal, experience of the offeror, percentage of gross revenue paid to district and qualifications, i.e. staffing, resources, history of competence, etc.

Attached is a copy of Swire Coca Cola's estimated profit statement, based on current history, which shows the 35% commission that will be deposited, on a monthly basis, into the auxiliary accounts of each site where a vending machine is located.

Mr. Schmitt moved that the Board approve item 5.6 as present.

Mrs. Iannone seconded the motion. Bid posting was in the Kingman newspaper (county seat).

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.7 Approval to Submit Revision to the 2015-16 Annual Financial Report for the Lake Havasu Unified School District #1 to the Arizona Department of Education

Mrs. Wood recommended that the Governing Board approve the request to submit a revised annual financial report for 2015-16 to the Arizona Department of Education.

The 2015-16 annual financial report was originally approved by the governing board on October 6, 2016. It has since been discovered that a correction is required:

There is an issue with the balance for grants fund 100 due to a cross fiscal year payroll check void and reprint for an employee. The employee lost a check during fiscal year 2015-16, which was reissued in that fiscal year, however the employee didn't attempt to cash the check until the 2016-17 fiscal year. This resulted in an incorrect ending balance in Fund 100 as well as the beginning balance for fiscal year 2017. A correction was made and the amount has now been reduced by \$538.98.

The bus barn value needs to reflect the value based on the completion of the project that was finalized in April 2016, and an activity bus, purchased with JTED funds, was not included on the district's asset list. The fixed assets total on the annual financial report needs to be corrected to reflect these changes. With the transition from course of construction to the completed bus barn, a portion of the lease payment was re-coded.

Mrs. Iannone moved that the Board approve item 5.7 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.8 First Presentation/Review of Revised Policy EBAA Reporting of Hazards / Warning System

Mrs. Asseier recommended that the Board approve the first presentation of revised policy EBAA Reporting of Hazards / Warning System.

Per Arizona School Boards Association Policy Services Advisories, dated July 2016, the following policy revision is being presented:

Policy Advisory No. 552 Policy EBAA—Reporting of Hazards/ Warning Systems
House Bill 2190 initiated changes to a number of education or education related statutes. Corresponding changes have been made to policy documents based on the statutory language that has been added or deleted. The documents affected are EBAA, Reporting of Hazards/Warning Systems; IKE-RB, Promotion and Retention of Students; JC, School Attendance Areas; and KB, Parental Involvement in Education.

Mr. Schmitt moved that the Board approve item 5.8 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.9 Compliance with Tax Reform Act of 1986

Mrs. Wood recommended the Governing Board approve and sign the attached form to be forwarded to the Mohave County Treasurer, along with a copy of the district's budget.

The Mohave County Treasurer's office has made arrangements with Wells Fargo to register warrants for the calendar year 2017. The Mohave County Treasurer has requested the Governing Board approve and sign the attached letter of declaration to do so for calendar year 2017 and has also requested that a copy of the district's budget be provided to the treasurer's office.

Mrs. Cohen moved that the Board approve item 5.9 as present.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.10 Award of Bid - Audit Services

Mrs. Asseier recommended the Governing Board award the bid for audit services to Heinfeld, Meech & Company. The award will cover the audit of the 2016-17 school year, at total cost of \$46,000.00, and may be renewed for four subsequent years.

The request for proposal process was approved by the governing board on October 18, 2016. On October 19 the RFP was mailed to the nine auditing firms registered on the district bid list. The RFP was also placed on the district's web site. Three bids were received and opened on November 21, 2016. The bid evaluation was performed by Diana Asseier, Superintendent; Missy Wood, Director of Business Services; and Mary Heronema, Administrative Assistant, Business Services.

The summary is as follows:

Heinfeld, Meech & Co.	264 points (out of 300)
Clifton Larson Allen	244 points (out of 300)
William Dobridge CPA	217 points (out of 300)

Heinfeld Meech was awarded the bid for audit services five years ago and their service has always been excellent. In addition to the audit services requested by the district, the firm continually offers classes and workshops on the latest topics and changes in auditing requirements. Because the district is a client, staff members are able to participate at a reduced rate.

The district's Comprehensive Annual Financial Reports (CAFR's) have been recognized for excellence by the Association of School Business Officials and the Government Finance Officers Association.

After Governing Board approval, the contract between the district and Heinfeld Meech must be approved by the Arizona Auditor General's office before audit work may begin.

Mrs. Iannone moved that the Board approve item 5.10 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.11 Discussion and Possible Appointment of Director of Business Services

Mrs. Asseier announced that at this time there was no candidate to bring forward. She is working with several statewide associations and the position will be opened again.

No action was taken of item 5.11.

5.12 Approval of Contract for Contracted Occupational Services with ProCare Health Services

Mrs. Wolter recommended that the Board approve the contract with ProCare Health (VocoVision)

for teletherapy with an Occupational Therapist for the 16-17 school year not to exceed \$50,570.00.

LHUSD has not been able to fill a critical full time occupational therapist position that was vacated by a subcontractor. Pro Care Health is an approved vendor under the SAVE Contract RFP 15-005. We are requesting approval to contract with Pro Care Health for occupational teletherapy services at \$72.50 per hour for a total sum not to exceed \$50,570.00.

LHUSD is obligated to ensure the provision of services for eligible students to receive a free appropriate public education for students requiring related services as required under the Individuals with Disabilities Education Act (IDEA).

Funds from M& O budget will be used to pay for services. This has been reviewed by purchasing and legal.

Mr. Rooney moved that the Board approve item 5.12 as present.

Mr. Schmitt seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.13 Approval of Purchase of Contracted Speech Services with Soliant Health

Mrs. Wolter recommended that the Board approve the purchase of contracted Speech Therapy with Soliant Health for the 16-17 school year not to exceed \$50,220.

LHUSD has taken action to recruit qualified therapy related services staff but has had difficulty filling these openings. Soliant Health is an approved vendor as part of the SAVE Contract RFP # 14-002-5. We are requesting approval of the purchase of contracted speech therapy service for the 16-17 school year with Soliant Health at a rate not to exceed \$72.00 per hour.

LHUSD is obligated to ensure the provision of services for eligible students to receive a free appropriate public education for students requiring related services as required under the Individuals with Disabilities Education Act (IDEA).

This contract will be replacing an existing contract. Funds from M& O budget will be used to pay for services. This has been reviewed by purchasing and legal.

Mr. Schmitt moved that the Board approve item 5.13 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

5.14 Approval of Renewal of Facility Use Agreement Between American National Red Cross and Lake Havasu Unified School District for Emergency Shelter

Mrs. Wolter recommended the Governing Board approve the renewal of Facility Use Agreement between American National Red Cross and Lake Havasu Unified School District to use our approved school site(s) as emergency shelter(s) in the event of a community emergency.

The Facility Use Agreement establishes a formal commitment between the parties outlining procedures and financial reimbursement in the event a community emergency shelter would need to be opened using a District's approved school(s) .

Legal has previously approved the document as to form. The agreement is attached for your review, and will be in place until either party submits written 30 day notice. The agreement is periodically reviewed every couple of years.

Mrs. Iannone moved that the Board approve item 5.14 as present.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Cohen: YES, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: YES

6. Informational

6.1 Superintendent's Report

- Mrs. Asseier gave appreciation of the generous Gifts and Donations to the District.
- Mrs. Asseier gave an update on the current District School Facilities Board projects.

7. Communications

- Mrs. Schmitt gave thanks and appreciation for being able to be a Board member over the past years.

8. Adjournment

Following a motion by Mr. Schmitt seconded by Mr. Rooney, the meeting was adjourned at 7:55 p.m.
ROLL CALL VOTE: Cohen: NO, Iannone: YES, Schmitt: YES, Rooney: YES, Navaretta: 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 December 20, 2016 are approved as submitted.

Pat Rooney, Board Vice President

Nichole Cohen, Board Member

*The mission of Lake Havasu Unified School District is to nurture all our children to their fullest potential, to develop their skills in all major aspects of learning, to create lifelong learners who think critically, and to engage the entire community in this unity of purpose. --**WE** are preparing for tomorrow, one student at a time.*