

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

Governing Board Minutes

October 22, 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 October 22, 2019.

1.1 Moment of Silent Prayer or Reflection

1.2 Roll Call

BOARD MEMBERS PRESENT: Kathy Cox, President
Lisa Roman, Vice President
Nichole Cohen, Member
John Masden, Member
Archana Aliyar, Member

BOARD MEMBERS ABSENT:

ADMINISTRATION PRESENT: Diana Asseier, Superintendent
Jaime Festa-Daigle, Director of Personnel
Brad Gardner, Director of Educational Services
Michael Murray, Director of Business Services
Aggie Wolter, Director of Special Services
Connie Hogard, Principal, Smoketree Elementary
Corey Triassi, Principal, Starline Elementary
Brady Krueger, Assistant Principal, High School
Shannon Williams, Assistant Principal, High School
Dustin Zampogna, Assistant Principal, High School
Terry Fleming, Secretary

Others: 14

1.3 Pledge of Allegiance

1.4 Call for an Executive Session – none

1.5 Call for Bond Hearing – Informational / Discussion

BOND HEARING: ARS 15-491 K

1. Bond Hearing - Bond Fund Report for 2019

According to ARS §15-491 K., the district is required to hold a hearing annually, between September 1 and October 31, until bond proceeds are spent, at which time an update of the progress of capital improvements financed through bonding is discussed and at which time the public is permitted an opportunity to comment. Mr. Murray gave a bond report that includes a summary of each FY19 bond project and the combined expenditures to date, and a summary with photos of in-progress and FY20 projects.

2. Call to the Public - none

3. Recognition of Visitors

- Mrs. Cox announced: The Certificate of Achievement for Excellence in Financial Reporting has been awarded to Lake Havasu Unified School District #1 by Government Finance Officers Association for its comprehensive annual financial report (CAFR) for fiscal year ended June 30, 2018. The Certificate of Achievement is the highest form of recognition in governmental accounting and financial reporting, and its attainment represents a significant accomplishment.

Lake Havasu Unified School District #1 has also received a Certificate of Excellence in Financial Reporting plaque, from the Association of School Business Officials International, for its Comprehensive Annual Financial Report (CAFR) for the final year ended June 30, 2018.

The Board congratulated the District, Mr. Murray and his business department team for their dedicated work to make this possible.

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

4. Consent Agenda

4.1 Approval of Consent Agenda

- 4.1.1 Approval of Minutes:
 - Regular Session of September 17, 2019
 - Special Session of September 17, 2019
 - Executive Session on September 17, 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 \$28,894.81 and to Student Activities Organizations in the amount of \$7,213.38.
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 Job Descriptions for Instructional Interventionist and Reading Interventionist Festa-Daigle
- 4.1.7 Approval of Change of Policy Regulation IJOA-R Field Trips Festa-Daigle

Mr. Masden moved, seconded by Mrs. Cohen, to approve the Consent Calendar as presented, except move item 4.1.5 to 4.2.

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

4.2 Items(s) removed from the Consent Agenda

- 4.1.5 Approval of Travel Asseier

Mrs. Cohen shared concerns that the student travel information is not complete. She would like to see name of conference/training that students are going to, how much students are individually paying, and the actual cost (monetary) of the travel, regardless of funding source.

Mr. Masden moved, seconded by Mrs. Cohen, to approve the 4.2 as presented.

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

5. Old Business

5.1 Second Presentation/Review of Revised Policies

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

JICA and JICA-R Student Dress have been moved to a separate action item for discussion. There have been no changes to any of the other policies since the first reading on September 17, 2019, except change noted on Policy JLCD.

		Page
Policy Advisory No. 651 BEDH Public Participation at Board Meetings	Asseier	1
Policy Advisory No. 652 DJE Bidding/Purchasing Procedures	Murray	2
Policy Advisory No. 653 GBEA Staff Ethics	Festa-Daigle	6
Policy Advisory No. 654 GBEB, GBEB-R Staff Conduct	Festa-Daigle	8
Policy Advisory No. 655 GBEFA Staff Use of Digital Wireless Communications or Electronic Devices While Operating a Motor Vehicle	Festa-Daigle	13
Policy Advisory No. 656 GBI Staff Participation in Political Activities	Festa-Daigle	15
Policy Advisory No. 657 GCF Professional Staff Hiring	Festa-Daigle	17
Policy Advisory No. 658 GCFC, GCFC-E Professional Staff Certification and Credentialing Requirements	Festa-Daigle	20
Policy Advisory No. 659 GCO Evaluation of Professional Staff Members	Festa-Daigle	24
Policy Advisory No. 660 GDF Support Staff Hiring	Festa-Daigle	30
Policy Advisory No. 661 GDFA, GDFA-E Support Staff Qualifications and Requirements	Festa-Daigle	33

Policy Advisory No. 662 IHA, IHA-E Basic Instructional Program	Gardner/Wolter	38
Policy Advisory No. 663 IHAMD Instruction and Training in Suicide Prevention	Gardner/Wolter	41
Policy Advisory No. 664 IKF Graduation Requirements	Gardner/Wolter	42
Policy Advisory No. 666 JIH Student Interrogations, Searches and Arrests	Asseier	51
Policy Advisory No. 667 JLCD Medicines/Administering Medicines to Students - <i>This Policy has recommended changes per our District Liability Trust</i>	Wolter	54
Policy Advisory No. 668 JLDAC Screening/Testing of Students	Wolter	57
Policy Advisory No. 669 JLF Reporting Child Abuse/Child Protection	Asseier	59

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

Discussion ensued on GBI Staff Participation in Political Activities section E.

Mr. Masden moved to amend his motion, seconded by Mrs. Roman, to approve item 5.1 with change in GBI Staff Participation in Political Activities section E to read 'E. Political circulars or petitions may not be posted or distributed on school property, except as allowed in section D.'

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

5.2 Second Presentation/Review of Revised Policies JICA and JICA-R Student Dress

Mr. Asseier recommended that the Board approve the previously adopted policies JICA and JICA-R Student Dress without the changes recommended per Arizona School Boards Association (ASBA) Policy Services Advisory for August 2019.

JICA and JICA-R Student Dress have been moved to a separate action item for discussion.

The current Lake Havasu Unified School District #1 (LHUSD) board policy and regulation include in some form most of the recommendations from ASBA. However, the current LHUSD policy is more specific to the needs of the district and schools and reflects our current uniform shirt requirement.

A copy of the ASBA Policy Services Advisory, with rationale, was emailed to the Governing Board prior to the October 22, 2019, meeting for their review.

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

Discussion ensued on portion of suggested changes from ASBA.

Mr. Masden moved, seconded by Mrs. Cohen to withdraw his motion.

Mr. Masden moved, seconded by Mrs. Cohen, to approve item 5.2 will removal of all of policy language from ASBA.

Mrs. Cohen would like to have a board discussion at a future meeting on special activities that are used as fund raising to wear non standardized shirts. Mrs. Masden added the use of school marquees as fund raisers.

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

6. New Business

6.1 Approval of Job Descriptions for Communications and Community Outreach Coordinator and Elementary School Counselor

Mrs. Festa-Daigle recommended that the Governing Board approve the job descriptions for the Communications and Community Outreach Coordinator and Elementary School Counselor (see attached).

It is imperative that LHUSD be focused on effective, strategic, and clear communication with our families, community members, staff, and potential staff and students. While communicating about LHUSD's success is something we are all focused on, there is no one person that is singularly focused on LHUSD's communication strategy.

LHUSD also needs to be represented at community events and other outreach programs. A dedicated position for tax credit was dissolved last year, and with that, so was some of the communication about tax credit and LHUSD's co- and extra-curricular programs. This position will be dedicated to community engagement and support for all sites as well as the district as a whole in our communications functions.

LHUSD completed the application for elementary school counselors through the Safe Arizona Schools Grant. Should this be grant application be funded, a job description must be in place so we can begin hiring immediately. The elementary counselor job description focuses age appropriate strategies for counselors

who will be working with young children, school staff, and families.

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

Discussion on need for both these positions. Board voiced concerns with priority of staffing and ask for an assessment of that priority: help for Director of Educational Services, Art/Music teachers, Nurses, Counselors, and lower Athletic fees. Mrs. Asseier stated that the Communications and Community Outreach Coordinator position will be opened when a funding source is established.

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

6.2 Approval of Qualified Evaluators for the 2019-2020 School Year

Mrs. Festa-Daigle recommended that the Governing Board approve the following administrators and certified staff as qualified evaluators for the 2019-2020 School Year:

Carolyn Alexander	Andrea Helart
Diana Asseier	Brady Krueger
Brett Bitterman	Mari Jo Mulligan
Lindsay Bitterman	Mike Murray
Marsha Becker	Christina Musselman
Scott Becker	Christie Olsen
Michelle Budden	Claude Sanders
Roger Burger	Corey Triassi
Connie Hogard	Shannon Williams
Brett Chapple	Aggie Wolter
Mary Clark	Tamara Yates
Tessa Cross	Michelle Youso
Jaime Festa-Daigle	Dustin Zampogna
Brad Gardner	

The above individuals have received the necessary training as required by ARS§15-537(D) and are delegated the authority to issue written preliminary notices of inadequacy of classroom performance.

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

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

6.3 Approval of Performance Pay Site Based Goals for 2019-20

Mrs. Festa-Daigle recommended that the Governing Board approve the following Performance Pay Site Based Goals for 2019-2020.

Lake Havasu Unified School District and its stakeholders have high expectations for our students, teachers and administrators. Each year each site sets goals to improve student learning. Goals include four components:

- Student Achievement: Each site will create student achievement goal(s) based on the criteria. Goal(s) will be submitted to and approved by the superintendent each fall. Successful attainment of goal will qualify staff member to receive 50% of site based goals money.
- Professional Development: Each site will develop professional development goal(s) tied to student achievement. Goal(s) will be submitted to and approved by the superintendent each fall. Successful attainment of goal will qualify staff member to receive 25% of site based goals money.
- Parent Communication/Involvement: Each site will develop parent communication/involvement goal(s) tied to student achievement. Goal(s) will be submitted to and approved by the superintendent each fall. Successful attainment of goal will qualify staff member to receive 25% of site based goals money.
- Principals will share how these goals fit in with the District Targets/Mission.

Two elementary schools have chosen math as their goals, specifically algebraic thinking and number fluency. Pre to post test data will be used to show growth.

Four elementary schools have chosen literacy goals with focus on informational text, thinking maps, Accelerated Reader, and effective instructional practices for literacy development. Pre to post test data will be used to show growth.

All elementary sites added a PE and either music or art performance component to their plan.

Secondary sites have chosen goals around improvement on ELA and Math pre to post tests. Both sites will focus professional development and instruction around literacy.

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

Mrs. Festa-Daigle stated that counselors do get 301 funds if they have a certified certificate. Board would like to see samples of the High School writing assignments when they are completed.

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

6.4 Approval of Novels for ELA Revisions

Mr. Gardner recommended that the Governing Board approve the list of novels (below) by grade level. The Lake Havasu Unified School District is in the process of reviewing curriculum. This summer representatives from each site and each grade band met in teams to develop an essential standards list and pacing guide. Current novels were reviewed and comparisons were made on the Lexile level for each grade band. It was discovered in the process that some of the novels currently taught were actually below the grade band Lexile recommendations.

In an effort to remain transparent and to support the essential standards documents the following novels have been requested as supplemental to the core and optional for students in the tenth grade. The second list of novels support the Honors English summer reading program.

Novels: 10th grade; Howl's Moving Castle, Ready Player One, The Girl Who Circumnavigated Fairyland in a Ship of Her Own Making, The Hobbit or There and Back Again, Cinder, Caravel, Across the Universe, Miss Peregrine's Home For Peculiar Children, Ender's Game, A Mad, Wicked Folly, The Selection, The Testing, The Maze Runner, The Fault in Our Stars, Everything, Everything.

Honors English summer reading program; 9th grade, Born a Crime: Stories from a South African Childhood, I Know Why the Caged Bird Sings, Half Broke Horses. 10th grade, The Round House, Snow Flower and the Secret Fan, How the Garcia Girls Lost Their Accents. 11th grade, Their Eyes Were Watching God, Barrio Boy. 12th grade, How to Read Literature Like a Professor.

A handout with the curriculum overview of approved Elementary through High School Curriculum, plus requested high school literary selections for Board approval, was provided by email to the Governing Board prior to the meeting.

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

Discussion on concerns with why the Honors English Teachers selected the novels for the summer reading program. Board and audience members discussed the novel list: Kathleen Rabideau, Mary Ann Thompson, and Shannon Williams.

Mr. Masden moved to amend his motion to approve 10th grade novels without the Honors English summer reading program novels. Mrs. Roman stated her second stands.

Mr. Masden withdrew his motion. Mrs. Roman did not withdraw her original second.

Mrs. Roman moved, seconded by Mrs. Cox, to approve item 6.4 as presented.

Mr. Masden stated point of motion – Mrs. Roman would need to withdraw her second to have a new motion.

Mrs. Roman withdrew her second.

Mr. Masden moved, seconded by Mrs. Cohen to approve 10th grade novels without the Honors English summer reading program novels.

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

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

Mrs. Asseier stated that at this point in time, we do not purchase novels without Board approval.

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

6.5 Discussion and Possible Action on Arizona School Boards Association Bylaw Proposal

Mrs. Asseier led discussion with the Board to consider, and give direction on voting on one bylaw and core belief change proposal from the Arizona School Boards Association (ASBA). This bylaw proposal has been offered by other ASBA member school boards, ASBA committees, and the Board of Directors, and must be approved by two-thirds of the ASBA member boards to be effective. After discussion, the Board will vote to give direction to Superintendent Asseier to vote in the manner the board has approved. The following are the bylaw proposals to be considered and acted upon:

Proposal A: With unanimous approval of the ASBA Board of directors, the Board recommends that a bylaw and/or core belief may be amended or repealed or adopted by a majority affirmative vote of all member boards.

Background: Currently, a minimum of two-thirds of all ASBA member boards must vote in the affirmative to amend or repeal a bylaw.

Mr. Masden moved, seconded by Mrs. Cohen, to register a NO vote with Arizona School Boards Association on this item.

Mr. Masden stated this to change the ASBA voting would lower the bar.

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

6.6 Approval to Consolidate and Close Bank Accounts

Mr. Murray recommended the Governing Board approve the closure of the K-8 student activities checking and savings accounts and merge them with the 9-12 student activities checking and savings accounts. It is also recommended to close the Paymentech credit card processing account, due to inactivity.

Currently the district reconciles four Student Activity accounts:

- K-8 Student Activities checking
- K-8 Student Activities savings
- 9-12 Student Activities checking
- 9-12 Student Activities savings

The consolidation of K-8 and 9-12 Student Activities accounts would be the result of a decision to begin processing all purchase orders and check issuances of all student activity funds at the district office. Prior to this fiscal year, the bookstore at LHHS created purchase orders and issued checks for all 9-12 Student Activity transactions, while K-8 transactions were processed at the district office. With upgrades to our financial and receipting software, the ability to streamline our process across the district will assist in strengthening our internal controls.

Closing the K-8 checking and savings accounts will allow for a consolidation of all student activities funds into two accounts:

- Student Activities checking
- Student Activities savings

Inactivity in the Paymentech bank account is a result of changes in the processing of credit card transactions for Tax Credit and Facilities Use fees.

This item was reviewed by the accounting office and auditing consultant.

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

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

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

Mr. Murray recommended the approval of:

Approval of Vouchers – Vouchers for September 2019 / \$3,652,702.30

Student Activities Funds and Auxiliary Funds are unavailable for July and August, 2019, due to roll over of end of year balances into iVision.

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

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

6.8 Superintendent Selection Process

At this time it is appropriate for Governing Board members to discuss the process they will use to select a Superintendent for the 2020-2021 school year.

Mrs. Asseier led the discussion and the governing board has several options in selecting a Superintendent. These include using an outside agency to conduct a search or doing it as a board internally.

The Arizona School Board Association (ASBA) is an agency that conducts Superintendent searches. The preliminary (basic) ASBA fee on the services that ASBA would be approximately \$8,100.

The Governing Board can conduct the search themselves. This would include opening the position, screening applicants, interviewing top candidates, and selecting. The cost of this process would be limited to staff time and advertising the position, which will be minimal. The process could be completed in approximately 30 to 90 days, depending on the focus for candidate attraction. If it is the intent of the Governing Board to recruit candidates who will ensure that the continuing priorities of the board are implemented, this would be the most logical approach. However, the decision is completely with the Governing Board. The Superintendent's Office would assist the Governing Board in this process, along with the personnel department.

Mr. Masden moved, seconded by Mrs. Roman, to open discussion on item 6.8.

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

Board members received a letter of resignation from Mrs. Asseier. Her last day will be June 30, 2020. Discussion on process: will open job within District and outside of District by placing announcement on District website and with State resources.

Mrs. Asseier suggested that Board think about what they are looking for on Superintendent profile and job description. She will email Board possible question(s) for written portion of application. Mr. Masden moved, seconded by Mrs. Cohen, to close discussion on item 6.8.

Mrs. Asseier reviewed the timeline: open for 4 weeks, Board do screening (individually or in an Executive Session), have interviews in January, and appoint January or February.
ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: YES, Cox: YES

Mr. Masden moved, seconded by Mrs. Cohen, to open Superintendent search internally and outside, post on State resources, close applications on December 2, and use the remainder of December to screen application.

Discussion on possibility of adding additional committee members for application screening or just have Board screen application. Mrs. Asseier suggested that if the Board conducts the screening, the Board could open up for staff or community members to suggest interview questions.
ROLL CALL VOTE: Roman: YES, 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.
- Mrs. Asseier thanked Calvary and community members who helped with the Day of Service.
- She thanked staff who helped receive a lower Bond rating that will lower what community members have to pay.
- The elementary schools had a successful ALICE training.
- A new Kindergarten teacher was added at Smoketree to help with class sizes.
- Transportation has had Stop the Bleed training and received their kits. Thank you Mrs. Wolter for helping with that.
- The London Bridge Day Parade will be this Saturday and all are invited to walk with the District's entry.
- Mrs. Asseier reported on the School Safety Grant (three elementary counselors). Information is in the board packet.

* Directors reports from Educational Services and Special Services.

* Governing Board Members

- Mrs. Cohen provided that the total Carbon Emissions for the travel request equals 0.17 metric tons of CO₂e.

8. Call to the Public – none

9. Communications

- The next regular board meeting will November 19, 2019.
- Mrs. Roman would like to talk about the ALICE training at the next board meeting.

10. Adjournment

Mr. Masden moved, seconded by Mrs. Cohen to adjourn at 9:08 p.m.

ROLL CALL VOTE: Roman: YES, Cohen: YES, Aliyar: YES, Masden: NO, 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 October 22, 2019, are approved as submitted.

Kathy Cox, Board President

Lisa Roman, Board Vice President