

# LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

## Governing Board Minutes

July 13, 2010

### 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 6:00pm in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona, on July 13, 2010.

##### 1.2 ROLL CALL

BOARD MEMBERS PRESENT: Jo Navaretta, President  
Ross Hobday, Member  
Nancy Iannone, Member  
Pat Rooney, Vice President  
Dr. Randy Troyer, Member

BOARD MEMBERS ABSENCE:

ADMINISTRATION PRESENT: Gail Malay, Superintendent  
Dr. Barbara Goodwin, Assistant Superintendent  
Missy Wood, Director of Business Services  
Aggie Wolter, Director of Special Services  
Wes Brownfield, Director of Educational Services  
Mari Jo Mulligan, Principal, Nautilus Elementary  
Paula Levensailor, Principal, Jamaica Elementary  
Paul Olson, Principal, Thunderbolt Middle School  
Dale Genger, Assistant Principal, LHHS  
Denise Miner, Principal, LHHS  
Enos Bacon, Assistant Principal, RTP  
Terry Fleming, Secretary

Others: 9

1.3 Call for Executive Session - none

1.4 Pledge of Allegiance

1.5 Moments of Silence

1.6 Recognition of Visitors - none

1.7 Call for Budget Hearings Mrs. Wood covered each of the following under BUDGET HEARINGS: ARS 15-905-01, ARS 15-1103, ARS 15-1107, ARS 15-905;

#### 1. Insurance Proceeds Hearing for Fiscal Year 2010-11

According to A.R.S. §15-1103, monies received for and derived from insurance losses shall be deposited with the county treasurer who shall credit the deposits to the insurance proceeds fund of the respective school district. The insurance proceeds fund of a school district is a continuing fund not subject to reversion.

The governing board, or the superintendent or chief administrative officer, with the approval of the governing board, may apply the proceeds from insurance recoveries to the payment of any outstanding bonded indebtedness of the school district which is payable from the levy of taxes upon property within the school district.

The governing board, or the superintendent or chief administrative officer, with the approval of the governing board, may apply the proceeds of insurance recoveries to construct, acquire, improve, repair or furnish school buildings after notice and a hearing.

#### 2. Litigation Recovery Fund Hearing – Fiscal Year 2010-11

A. According to A.R.S. §15-1107, monies received for and derived from settlement of legal controversies or from recovery of costs, attorney fees or damages by a school district in litigation

by or against the school district shall be deposited with the county treasurer who shall credit the deposits to the litigation recovery fund of the school district. The litigation recovery fund is a continuing fund which is not subject to reversion.

B. If a school district receives monies as described above for the purpose of replacing or repair school building or other school property, the governing board, or the superintendent or chief administrative officer with the approval of the governing board, may only apply the proceeds to:

1. Pay for outstanding bonded indebtedness of the school district which is payable from the levy of taxes on property within the school district.
2. Construct, acquire, improve, repair or furnish school buildings after notice and a hearing.
3. Replace or repair the school property other than school building.

C. Except as provided in B., the district may apply the proceeds of litigation recoveries to procure legal services for the cost of litigation.

### 3. Budget Hearing – 2010-11 Expenditure Budget

The District must adopt a budget no later than July 15 and file the adopted budget with the Mohave County School Superintendent and Superintendent of Public Instruction no later than July 18. The Proposed Budget Summaries were posted on the Arizona Department of Education Website on July 1, 2010. An affidavit of this posting must be filed with the Superintendent of Public Instruction within 30 days of the date of posting.

The proposed and adopted budgets, and background for the Budget Hearing, are kept on file at the District Business Office and in the Governing Board minutes and are made available to the public upon request.

## 2. Call to Public – none

## 3. Consent Calendar

### 3.1.1 Approval of Minutes –

Regular Session of June 8, 2010

Special Session of June 30, 2010

Work Session of June 30, 2010

### 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 June 2010 in the amount of \$4,672,926.30

Student Activity Funds for K-8 for May 2010 / \$74,867.11

Student Activity Funds for 9-12 for May 2010/ \$163,764.38

Auxiliary Funds for 6-12 for April 2010/ \$551,576.20 REVISED

May 2010/ \$557,398.41

### 3.1.5 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$3,311.81 and to Student Activities Organizations in the amount of \$0. *A detailed list of donations can be viewed as background material by contacting the District.*

### 3.1.6 Other Annual Requirements – none

Mr. Hobday moved that the board approve the consent calendar as presented.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

## 4. Old Business

- 4.1 Second Presentation/Review of Revised Policies CM School District Annual Report; DJG Vendor/Contractor Relations; DKB Salary Deductions

Mrs. Wood recommended that the Board approve the second official presentation of revised Policies CM School District Annual Report; DJG Vendor/Contractor Relations; DKB Salary Deductions.

Per Arizona School Boards Association Policy Services Advisories, dated September 2009, the following policy revisions are being presented:

Policy Advisory 329 – School District Annual Report. Expiration of the statutory authorization to budget for excess utilities eliminates from policy document model CM the excess utilities annual report. Included in the revised CM document model is the requirement added to A.R.S. 15-213.01 by House Bill 2332 for annual reports to be filed with the School Facilities Board and the Department of Commerce Energy Office by school districts having a guaranteed energy cost savings contract.

Policy Advisory 330 DJG – Vendor/Contractor Relations. Issues and concerns with earlier language in A.R.S. 15-512 concerning the fingerprinting of contractors, subcontractors, and vendors contacted to provide services on a regular basis at an individual school shall obtain a valid fingerprinting clearance card unless the superintendent or principal grants an exemption. The statute now states a contractor, subcontractor, and vendor may be exempt from the fingerprint card requirements if the superintendent or principal determines the provider is not likely to have independent access or unsupervised contract with students as a result of the provider's normal job duties while at the school.

Policy Advisory 331 DKB – Salary Reductions. Duties of the district are increased and the list of salary redirections in policy model DKB is lengthened with the addition of three categorical purposes for which a district may agree to withholding reduction at the written request of an employee. House Bill 2287 added subsection I to A.R.S. 43.401 to authorize the direction of certain credits from a qualified school tuition organization, or a public school. An employer agreeing to the redirections becomes responsible for several specific duties associated with withholding, accounting for, and transferring funds withheld, and providing statements to the employee of amounts withheld and paid. District considering an agreement should familiarize themselves with the specific requirements of A.R.S. 43.401(1).

There have been no changes to the policies since the first reading on June 8, 2010.

Mr. Rooney moved that the Board approve the second official presentation of revised Policies CM School District Annual Report; DJG Vendor/Contractor Relations; DKB Salary Deductions.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

## 5. Action Items

### 5.1 Approval of Expenditure of Insurance Proceeds for Fiscal Year 2010-11

Mrs. Wood recommended the Governing Board approve the expenditure of insurance proceeds during the fiscal year 2010-11.

As explained in the insurance proceeds hearing, according to A.R.S. 15-1103, this action is required to expend insurance proceeds which the district may receive in connection with insurance recoveries. Of course, at this time we do not know what those losses/recoveries may be, however this action prepares the district for event(s) that may occur.

Mr. Rooney moved that the Board approve the expenditure of insurance proceeds during the fiscal year 2010-11.

Mrs. Iannone seconded the motion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

#### 5.2 Approval of Disposition of Litigation Proceeds for Fiscal Year 2010-11

Mrs. Wolter recommended the Governing Board approve the disposition of litigation proceeds during the fiscal year 2010-11.

As explained in the litigation recovery fund hearing, according to A.R.S. 15-1107 this action is required to expend litigation recovery proceeds which the district may receive in connection with litigation recoveries. At this time we do not know what those recoveries may be, however this action prepares the district for event(s) that may occur.

Mrs. Iannone moved that the Board approve the disposition of litigation proceeds during the fiscal year 2010-11.

Mr. Hobday seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

#### 5.3 Adoption of Expenditure Budget for 2010-11

Mrs. Wood recommended the Governing Board approve the adoption of the total budget for the fiscal year 2010-11 in the amount of \$53,380,001.

Per A.R.S. §15-905, the Governing Board must adopt and send a copy of the Adopted Budget to the County School Superintendent no later than July 18, 2010. The Total Aggregate School District Budget Limit cannot be exceeded unless through a revision. The \$37,276,182 budget limit is for maintenance and operation, classroom site, unrestricted capital outlay and soft capital budgeted categories. Please review the attached summary page for the explanation of the \$53,380,001 budget figure.

Mrs. Iannone moved that the Board approve the adoption of the total budget for the fiscal year 2010-11 in the amount of \$53,380,001.

Mr. Rooney seconded the motion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

#### 5.4 Approval of Southwest Education Billing–Medicaid Billing Services Contract

Mrs. Wolter recommends that the Governing Board approve a one year (12 month) Medicaid Fee Agreement between Lake Havasu Unified School District #1 and Southwest Educational Billing Company. The initial term of the agreement is to start July 1, 2010 through June 30, 2011 but the district reserves the right to extend the contract for four (4) supplemental periods of 12 months, not to exceed 60 months from the date of the original contract, or five years.

This agreement contract has been and will continue to be paid out of the following code:  
291-200-2215-6330-500 Medicaid account

Mr. Hobday moved that the Board approve this item as presented.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES,  
Navaretta: YES

5.5 Approval of the Lake Havasu Unified School District Individual Performance Based Pay Plan for the 2010-2011 School Year

Mr. Brownfield recommended that the Governing Board approve the Lake Havasu Unified School District Performance Pay Plan for the 2010-2011 school year.

The Lake Havasu Unified School District (LHUSD) 301 Performance Pay Plan is designed to compensate teachers for attainment of school and individual performance goals.

In response to the Arizona Legislatures the LHUSD District 301 committee designed the district's plan to meet Arizona State 301 Performance Plan requirements.

The LHUSD Plan includes:

- Specific and measurable student achievement goals.
- Combined site and individual guidelines and site and individual appeal procedures.
- Individual performance rubrics.
- Waivers for mentors and mentees.

As mandated by the state, this plan must be approved annually by the LHUSD Governing Board. A copy of the plan is available in the Educational Services Office.

Mrs. Iannone moved that the Board approve this item as presented.

Mr. Hobday seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES,  
Navaretta: YES

5.6 Approval of Lake Havasu Unified School District #1/WestEd Scope of Work

Mr. Brownfield recommended that the Governing Board approve the LHUSD/WestEd project scope of work for the 2010-2011 school year at an amount not to exceed \$30,000.

Based upon identified professional development needs for the 2010-2011 school year we recommend approval of the 2010-2011 LHUSD-West Ed scope of work.

This scope of work will provide continuing training to administration and academic coaches in support of the effective use of the Teach For Success Observational Protocol (T4S). These trainings will commence in September 2010 and continue through the school year. The scope of work will focus upon building and maintaining inter rater reliability, (IRR) in the effective use of the T4S protocol for our building administrators, academic coaches, and district leaders.

The focus with administration will be supervision of instruction and IRR for teacher

evaluation; the focus for academic coaches will be IRR for effective coaching support. This is especially important as the district is required by law to revise our RIF policy to exclude tenure; therefore performance based evaluations require the district to do it's utmost to support administration in the effective use of the T4S and ensure the highest level of IRR among our leaders possible. Likewise continuing to build capacity with our coaches in the effective use of the T4S protocol is vital to supporting the work our academic coaches are doing to enhance instructional practices in our schools. Currently under SAVE Contract ROOSEVELT ESD RFP06-13-11.

Total cost is \$26,400.00 and is inclusive. These trainings are funded through grants. This item has been reviewed by purchasing.

Mr. Hobday moved that the Board approve the project scope of work as presented.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

#### 5.7 Approval of Professional Services with Solution Tree

Mr. Brownfield recommended that the LHUSD Governing Board approve Solution Tree to provide professional development in instructional planning and model teacher development for the 2010-2011 school year, not to exceed \$60,000 funded by grants.

The Lake Havasu Unified School District is committed to supporting effective and sustainable classroom instruction. For LHUSD to move our instructional practices to the next level of excellence our principals, academic coaches, and Leadership Forum members believe the services offered through Solution Tree will bring us to a much deeper level of classroom application of the elements of effective lesson planning and classroom instruction.

This provider offers high quality, in depth, training in all aspects of lesson planning and delivery. Their professional development is based on the ground breaking and world recognized work of Robert Marzano. Marzano is the author of such universally recognized works as: "Classroom Instruction That Works", "Transforming Classroom Grading", "Essential Knowledge", "What Works in Schools", and many more, including the book upon which much of next year's training will be based: "The Art and Science of Teaching".

These services are inclusive and entirely grant funded and will not exceed \$60,000. Solution Tree is currently under SAVE Contract ROOSEVELT ESD RFP06-13-11. Agenda item has been reviewed by purchasing.

Mrs. Iannone moved that the Board approve Solution Tree to provide professional development in instructional planning and model teacher development for the 2010-2011 school year, not to exceed \$60,000 funded by grants.

Mr. Rooney seconded the motion.

Mrs. Iannone, Ms. Malay and Mrs. Wolter spoke to the fact that this is granted funded and grants can not be used for M&O payments, and are required to be used as specified in the grant.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES,

Navaretta: YES

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

Mrs. Wood recommended the Governing Board approve the intergovernmental agreement between Lake Havasu Unified School District #1 and Mohave County Community College District for Dual Enrollment Agreements. Approval of this agreement will allow dual enrollment with Mohave Community College and Lake Havasu High School.

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. Dual enrollment 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.

The agreement was provided to the board and was forwarded to legal counsel for review and approval as to form.

Mr. Hobday moved that the Board approve the intergovernmental agreement as presented.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

5.9 First Presentation/Review of Revised Policy GCQF Discipline, Suspension, and Dismissal of Professional Staff Members

Dr. Goodwin recommended that the Board approve the first presentation of revised Policy GCQF Discipline, Suspension, and Dismissal of Professional Staff Members.

Removal of Options on page 7 allows the Governing Board to choose to oversee a hearing or to identify a hearing officer. Leaving this option in the policy would commit the board to using a hearing officer for all hearings.

Mr. Hobday moved that the Board approve this first presentation as presented.

Mr. Rooney seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

5.10 First Presentation/Review of Revised Policies GBGCB Staff Health and Safety, JLCB and JLCB-R Immunization of Students, and JLCC Communicable /Infectious Diseases

Mrs. Wolter recommended that the Board approve the first presentation of revised Policies GBGCB Staff Health and Safety, JLCB and JLCB-R Immunization of Students, and JLCC Communicable/Infectious Diseases.

Per Arizona School Boards Association Policy Services Advisories the following policy

revisions are being presented:

**Policy Advisory 314 GBGCB – Staff Health and Safety**

As many school administrators, health service personnel, registrars, and human resource personnel are already aware, over the past several years the Arizona Department of Health Services (DHS) has revised certain sections of its rules in Section 9 of the Arizona Administrative Code (A.A.C.). Among those revisions have been modifications to the immunizations requirements for both students and staff members as well as the conditions and timelines for reporting suspected cases; cases, and outbreaks of specified communicable diseases.

**Policy Advisory 315 JLCB and JLCB-R – Immunization of Students**

Added to the policy is a statement of the duty DHS places on school administrators to review at least twice annually the progress towards compliance by any student who has been admitted conditionally under an approved schedule for completing the required immunizations.

**Policy Advisory 316 JLCC – Communicable/Infectious Diseases**

Legal reference R9-6-350 has been corrected to R9-6-355, the rule requiring exclusion of a pediculosis case until the case is treated with a pediculocide.

Mr. Rooney moved that the Board approve the first presentation of revised Policies GBGCB Staff Health and Safety, JLCB and JLCB-R Immunization of Students, and JLCC Communicable/Infectious Diseases.

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

5.11 Resolution to Delegate Authority to Certify Projected Ending Cash Balance

Mrs. Wood recommended the Governing Board approve a resolution delegating authority to the district's Director of Business Services to certify the projected ending cash balance pursuant to A.R.S. §15-991(A)(3).

During the latest legislative session, the Arizona legislature updated the requirements for all county school superintendents to report the annual estimate of school district monies pursuant to A.R.S. §15-991. These new requirements will modify the way the Office of the Mohave County School Superintendent and school districts will calculate tax rates for the fiscal year starting July 1, 2010.

One of the changes will require each school district Governing Board President to certify the projected ending cash balance, adjusted for encumbrances and payables, from the fiscal year that ended on June 30, 2010. The statute also specifies that a Governing Board may delegate the authority to the district's Superintendent or Business Manager. A resolution indicating this authority was delegated, and to whom, must be included with the certification form. A copy of the letter from Michael File, Mohave County School Superintendent, as well as a copy of the resolution, was attached to the action item.

Mr. Hobday moved that the Board approve a resolution delegating authority to the district's Director of Business Services to certify the projected ending cash balance pursuant to A.R.S. §15-991(A)(3).

Mrs. Iannone seconded the motion. No discussion.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES,

Navaretta: YES

5.12 Approval of Content License and Services Agreement with Aventa Learning

Dr. Goodwin recommended that the Board approve the content license and services agreement with Aventa Learning.

With the closure of iQ Academy the district needed to change their current agreement with Aventa Learning to allow us to continue our online program in-house. This agreement will allow us to offer the same high quality courses through the same platform.

The contract has been reviewed by the finance department and our legal counsel.

Mrs. Iannone moved that the Board approve the content license and services agreement with Aventa Learning.

Mr. Hobday seconded the motion.

Dr. Goodwin stated that Havasu Online will be using the same courses and instructors as last year.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

5.13 Approval to Transfer Funds from Daytona Middle School to Thunderbolt Middle School

Mrs. Wood recommended that the Governing Board officially approve the transfer of gifts & donations, tax credit, student activity and auxiliary funds from Daytona Middle School to Thunderbolt Middle School.

The governing board approved closure of Daytona Middle School, effective June 30, 2010. 7<sup>th</sup> and 8<sup>th</sup> grade students who would have attended Daytona during 2010-11 will now attend Thunderbolt Middle school, therefore the board is asked to approve the following transfer of funds:

Gifts and Donations	\$ 4,332.66
Tax Credit	\$31,111.47
Student Activity	\$ 8,247.79
Auxiliary	\$27,762.80

Funds designated for a specific purpose will be deposited into like accounts at Thunderbolt. The site council at Thunderbolt will be responsible for decisions regarding undesignated funds, i.e. tax credit donations to the "All No Preference" account. Presentation of this agenda action item to the governing board was approved by the district's legal counsel.

Mr. Hobday moved that the Board approve the transfer funds as presented.

Mr. Rooney seconded the motion.

Mrs. Wood stated that it is State Statute was dictates that the site council at each school be responsible to decisions regarding undesignated funds.

ROLL CALL VOTE: Hobday: YES, Rooney: YES, Troyer: YES Iannone: YES, Navaretta: YES

6. Informational

6.1 Superintendent

- Ms. Malay gave appreciation of the Gifts and Donations to the District.
- Ms. Malay announced that after an 18-month audit followup the District has implemented all the recommendations requested by the Office of the Auditor General. The audit is complete. Good job team.
- Updates
  - The Special Services Department was awarded a competitive grant for \$19,168.75 with the Arizona Department of Education. This grant will fund the cost of sending a team of five special education staff members to participate in a comprehensive series of seven Assistive Technology Trainings to build capacity of staff in better addressing consideration of assistive technology for students in special education. The trainings will all be held within the state and will start in September, 2010 and end in May, 2011. Mrs. Wolter is excited to have the opportunity to use this grant to supplement Special Ed and Regular Ed.
- Lake Havasu City Education Association (LHCEA) Joanne Vianos reported that at the November Election LHCEA will be supporting Penny Kotterman for State Superintendent of Instruction. They hope to have Ms. Kotterman come to Lake Havasu in August.

7. Communications – none.

8. Adjournment

Following a motion by Mrs. Iannone, seconded by Mr. Rooney, and approved unanimously the meeting was adjourned at 6:35pm.

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Minutes of the Regular Governing Board meeting of July 13, 2010 are approved as submitted.

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Jo Navaretta, Board President

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Pat Rooney, Board Vice President