

# LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

## Governing Board Minutes

June 14, 2011

### 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 June 14, 2011.

##### 1.2 ROLL CALL

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

BOARD MEMBERS ABSENCE:

ADMINISTRATION PRESENT: Gail Malay, Superintendent  
Dr. Barbara Goodwin, Assistant Superintendent  
Missy Wood, Director of Business Services  
Mari Jo Mulligan, Principal, Nautilus Elementary  
Paula Levensailor, Principal, Jamaica Elementary  
Dale Genger, Assistant Principal, LHHS  
Denise Miner, Principal, LHHS  
Terry Fleming, Secretary

Others: 30

1.3 Call for Executive Session - none

1.4 Pledge of Allegiance

1.5 Moments of Silence

1.6 Recognition of Visitors

- Positive Behavior Intervention & Support (PBIS) Mrs. Levensailor shared a PowerPoint on PBIS. PBIS has been in the district 3 years and all elementary schools have implemented it. District secondary schools are looking at starting the program. Each elementary school received a plaque and certificate.

2. Call to Public – none.

3. Consent Calendar

3.1.1 Approval of Minutes –

Regular Session of May 10, 2011

Special Session of May 10, 2011; May 24, 2011; May 31, 2011

Executive Session of May 24, 2011; May 31, 2011

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

3.1.3 Approval of Vouchers for April 2011 in the amount of \$3,136,745.83

Student Activity Funds for K-8 for March 2011 / \$77,455.25 REVISION

April 2011 / \$62,625.98

Student Activity Funds for 9-12 for April 2011/ \$146,966.95

Auxiliary Funds for 6-12 for April 2011/ \$598,990.03

3.1.4 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$17,624.83 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 Resolutions for Fiscal Year 2011-12

Wood

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

Mr. Rooney seconded the motion. No discussion.

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

4. Old Business – none.

5. Action Items

Mr. Hobday made a motion to move action item 5.10 to be the first action item. Seconded by Mrs. Iannone. Approve unanimously.

5.10 Approval of Contract with APS Energy Services for a Solar Photovoltaic Electric Generation System at Lake Havasu High School

Mrs. Wood recommended the Governing Board approve a contract with APS Energy Services for installation of a solar photovoltaic electric generation system at Lake Havasu High School.

On April 21, 2009, the Lake Havasu Unified School District #1 Governing Board approved issuance of a request of proposals for a solar photovoltaic project at Lake Havasu High School. At a board meeting held on September 22, 2009, the board gave approval to begin negotiations with APS Energy Services for this project.

APS Energy Services has made several presentations to the board since the initial approval was made in September, 2009, however negotiations have been ongoing. All parties involved with the contract have come to an agreement and can now recommend the board authorize Elaine Wood, Director of Business Services, to execute the agreement on behalf of the district. The district's legal counsel has reviewed and is in the process of approving these documents. Today, June 14, 2011, at 4:30pm the board held a work session on this solar project. Mr. Steve Frost from APS Energy Services was present to answer questions.

Mr. Hobday moved that the Board approve a contract with APS Energy Services for installation of a solar photovoltaic electric generation system at Lake Havasu High School.

Mrs. Iannone seconded the motion. No discussion.

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

5.1 Approval of Lake Havasu High School CTSO FCCLA 2011 National Leadership Conference

Mrs. Schneikart, Career & Technical Education Coordinator recommended that the Governing Board approve the Lake Havasu High School CTSO FCCLA trip to Anaheim, California (Thur) July 7<sup>th</sup> - (Thur) July 14, 2011 for student National Competition & Leadership Conference.

The LHHS CTSO FCCLA group is requesting approval of this trip because it is an out-of-state student national competition and leadership conference. These students have

participated in the state competitions for FCCLA & have advanced to the national level.

DEPARTURE: Travelers will depart from LHHS on Thursday, July 7, 2011.  
RETURN: Travelers expected to return to LHHS on Thursday July 14, 2011.  
COST (per traveler): Registration & Hotel (7 nights) & Disney (3-day Park Pass) \$1,256.00/pp; Meals \$210 total; Sightseeing \$varies/pp.  
COSTS (other): District car to/from charter bus.  
FUNDING SOURCE(s): FCCLA Club funds, Tax Credit, Students, WAVE funds  
# STUDENTS: 2  
CHAPERONE(s): CTSO HOSA Advisor, Deanna Ainsworth.

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

Mr. Hobday seconded the motion. No discussion.

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

5.2 Approval of Lake Havasu High School Renaissance Trip to Attend the National Renaissance Conference

Mrs. Cali George-Renaissance Advisor, and Carly Anderson-Renaissance President, recommended that the Governing Board approve the LHHS Renaissance Council travel to Anaheim, CA for the Renaissance "You Make it Matter" National Conference July 15 to July 18, 2011.

The LHHS Renaissance Council is requesting approval of this trip because it is out of state. Our students will learn valuable information and have a chance to network with other Renaissance members from across the country. The conference provides a beneficial learning experience that will revitalize, inspire and motivate them to promote the core objective of Renaissance – academic achievement, exemplary behavior and excellence attendance. Attending this conference also allows us to share our Renaissance program with other schools from around the country. We will learn from other successful Renaissance programs and discover new ways to strengthen our existing program. What we learn, we will bring back to our district and share not only with our campus but the middle and elementary schools as well.

Reason for Trip: to learn:

- Fundraising ideas for our Renaissance program
- Strengthening and enhancing Renaissance at our school
- Fostering leadership skills with examples that can guide your school in the right direction
- Motivating techniques and practices that can be a part of your Renaissance program
- Rallying and recognizing positive results and behavior at your school

Departure: July 15<sup>th</sup> from Lake Havasu by district vehicle

Return: July 18<sup>th</sup> to Lake Havasu

Cost (per traveler):

- Standard Registration available 5/2/2011 - 7/1/2011 \$350
- Meals included
- The Jostens room rate is \$119 (plus tax & fees) for single or double accommodations.
- For triple or quad rates, the group rate is \$139 (plus tax & fees) per night

Funding Source(s): Renaissance Tax credit, Club fund, Fund raisers

Chaperone(s): Cali George, Renaissance Advisor

Mr. Rooney moved that the Board approve the LHHS Renaissance Council travel to Anaheim, CA for the Renaissance "You Make it Matter" National Conference July 15 to July 18, 2011.

Mr. Hobday seconded the motion. No discussion.

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

### 5.3 Approval to Appoint Oro Grande Elementary Principal

Ms. Malay recommended that the Governing Board approve the appointment of Mr. Patrick Wolfe to the position of Oro Grande Elementary School Principal.

Pat Wolfe has sixteen years experience in education. In Pat's most recent position of academic coach, he clearly demonstrated his instructional leadership. Instructional leadership is a very important part of the job expectations of an elementary school principal.

The committee that is recommending Pat Wolfe as the next principal of Oro Grande was very impressed by the energy and enthusiasm Pat brings to the job. Pat connects easily with both adults and students. From his leadership experience, he knows the importance of forming good relationships. When talking with Pat, you will hear the importance of customer service. Pat has the work ethic and is willing to do whatever it takes to help Oro Grande go to the next level.

During the interview process, Pat was able to share both short term goals for Oro Grande as well as a larger vision. The committee highly recommends Pat Wolfe as the next principal of Oro Grande.

Mr. Hobday moved that the Board approve the appointment of Mr. Patrick Wolfe to the position of Oro Grande Elementary School Principal.

Mrs. Iannone seconded the motion. Mr. Wolfe was present and congratulated. He thanked several for their help and support.

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

### 5.4 Approval to Appoint Nautilus Elementary Principal

Ms. Malay recommended that the Governing Board approve the appointment of Mrs. Tami Roth to the position of Nautilus Elementary School Principal.

For the last four years Tami has been the teacher on assignment for professional development. Tami has done an outstanding job in her current position and clearly demonstrates the instructional leadership needed to be a successful elementary principal. Tami has a total of twenty-seven years in education. She began her teaching career in Iowa teaching second grade.

Tami moved to Lake Havasu in 2006 and was hired at Nautilus and taught third grade. The hiring committee was very impressed with Tami's experience along with her vision and passion. Tami cares deeply about students. Part of Tami's job responsibilities has been working with our new teachers. Tami has the ability to both model for and coach teachers.

Tami's district office experience has given her the big picture of where the district is headed. She is aware of the importance of 21<sup>st</sup> Century skills and how important it is that students leave elementary school reading well, writing well and doing mathematics. Tami is excited to get started in her new position.

Mr. Hobday moved that the Board approve the appointment of Mrs. Tami Roth to the position of Nautilus Elementary School Principal.

Mr. Rooney seconded the motion. No discussion.

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

#### 5.5 Resolution Authorizing the Acquisition of a Revolving Line of Credit

Mrs. Wood recommended that the Governing Board adopt the attached resolution authorizing a revolving line of credit with Wells Fargo Bank for fiscal year 2011-12 to a maximum commitment amount of \$5,000,000.

Because funding issues regarding school districts in Arizona are somewhat unclear, it is recommended the governing board authorize the acquisition of a revolving line of credit to a maximum commitment of \$5,000,000 during the fiscal year 2011-12. The State has at various times during the fiscal year withheld payments to school districts.

This line of credit will ensure the District's ability to cover a possible shortfall in funds, as the District awaits pass-through funds from the State of Arizona, and will also allow the District to continue to provide necessary services and to meet its financial obligations. Barring any unforeseen circumstances this amount would hopefully be enough to reduce or diminish the need to register warrants if State funding were withheld for any length of time.

This line would be used only if the District did not have enough cash on hand to cover the warrants issued. A resolution, signed by the President of the governing board, is required to authorize the acquisition of a line of credit with Wells Fargo Bank.

Mr. Rooney moved that the Board approve adopt the attached resolution authorizing a revolving line of credit with Wells Fargo Bank for fiscal year 2011-12 to a maximum commitment amount of \$5,000,000.

Mrs. Iannone seconded the motion. No discussion.

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

#### 5.6 Approval of the Lake Havasu Unified School District Individual Performance Based Pay Plan for the 2011-12 School Year

Mrs. Miner recommended that the Governing Board approve the Lake Havasu Unified School District Performance Pay Plan for the 2011-2012 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 attached.

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

Mrs. Iannone seconded the motion. No discussion.

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

- 5.7 Approval of GCO-E – Evaluation of Professional Staff Members for Teacher, Psychologist, Therapist, Academic Coach/TOA and Counselor Evaluation and Growth System; and Certified Reduction in Force Blueprint

Dr. Goodwin recommended that the Board approve the Evaluation and Growth System, GCO-E and RIF blueprint for the above employee groups. She reviewed an informational PowerPoint presentation.

As a result of legislative changes and guidelines, review of state evaluation samples, and feedback received from administration and certified staff, the additional rating column of “exemplary” was added. The “proficient” category remains our baseline expectation for all performing staff members. Adding the “exemplary” column will allow acknowledgement for staff who perform at the mastery level. The system presented today includes all suggested additions, adjustments and refinements from committee members and administration. The Governing Board received a copy for review via email and a copy is attached.

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

Mr. Rooney seconded the motion. No discussion.

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

- 5.8 Approval of a New Xerox Lease Contract

Mrs. Wood recommended that the Governing Board approve the upgrade of Xerox equipment at all Lake Havasu Unified School District #1 locations. A new five year lease contract will be created for this equipment.

In July of 2007, the LHUSD #1 Governing Board approved the five year lease of Xerox equipment, through TCPN. The lease contract for this equipment is set to run until 2012.

Because Xerox has introduced new equipment, which works more efficiently than previous models, and due to special flat rates being offered to school districts on some models, Copier Source has put together a proposal to replace some of the Xerox copiers that were covered in the 2007 contract, plus the contract for one additional machine that is set to expire in the near future. The current models to be replaced are WC232, WC 238 and WC 255 machines. Also to be replaced is the one color Xerox machine in the district, located at the district office. It will be replaced with a more efficient Xerox ColorQube 9203, with

much lower “per print” charges.

Visits were made to each site to determine their needs and this quotation was tailored to those needs. The machines have a high “print per minute” capacity and all items covered by the original lease contracts would remain the same; i.e. service and most supplies. The new lease contract would start now and run for five years.

The estimated monthly savings to the district would total approximately \$1,540.00. Detailed information on the recommended lease contract has been provided for the board’s review. Once again, The Cooperative Purchasing Network (TCPN), of which the Lake Havasu Unified School District #1 is a member, has performed the bidding process. The District annually budgets this lease expense in soft capital or capital.

Mr. Rooney moved that the Board approved the five year lease of Xerox equipment, through TCPN. The lease contract for this equipment is set to run until 2012.

Mrs. Iannone seconded the motion. No discussion.

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

#### 5.9 Approval of Compensation Package for 2011-12

Mrs. Wood recommended the governing board approve the compensation package for 2011-12.

Classroom Site Funds (Prop 301 Funds):

- Continue to fund classroom site funds per legal guidelines
- Continue to fund by separate check or deposit on three dates established during the 2011-12 fiscal year.
- Fund 11 – 100% received during the fiscal year to certified staff.
- Fund 12 – 100% received during the fiscal year if personal and site goals are met or percentage according to the goals that are achieved and time on the job per 301 staff guidelines, as recommended by site principal.
- Fund 13 - \$62.50 per employee per month to continue current insurance premium coverage – other issues as decided per menu of items approved by legislations (unless modified by the State) as decided by the Governing Board throughout the year. Funds not allocated in Menu 13 to other menu items will be distributed during the fiscal year to qualified certified employees.
- Funds remaining after allocations are not site based and become part of the overall carryover for the district’s respective classroom site fund categories to be used in the next fiscal year for the benefit of all qualified certified staff.

Employee Benefit Insurance Information (Effective 7/1/2011) – please refer to attachments:

- EBT newsletter dated May
- Employee and Dependent Premium Schedule for 2011-12

Mr. Hobday moved that the Board approve the compensation package for 2011-12.

Mrs. Iannone seconded the motion. No discussion.

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

#### 5.10 Moved to beginning of action items.

5.11 Approval of Additional Technology Position

Mrs. Wood recommended that the Board approve the addition of a computer technician.

This additional position will provide Aramark, the district's food service management company, a dedicated computer technician to provide support in the installation, maintenance and repair of their computer operations/point of sale systems throughout the district. Salary and benefits will be paid from Food Service revenues.

Mrs. Iannone moved that the Board approve the addition of a computer technician.

Mr. Hobday seconded the motion. No discussion.

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

5.12 Approval of Media Assistant Position at Lake Havasu High School

Dr. Goodwin recommended that the Governing Board approve 1 FTE and 1 PT Media Assistant for the Lake Havasu High School library.

The High School librarian position will be replaced by 1 FT (6.5 hours) and 1 PT (4 hours) media assistant. This will allow the HS to expand student access and use by extending the hours of operation in the library. There is no need for additional salary funding as the cost of salary and benefits for the assistant positions will be covered by the reduction in the certified position.

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

Mrs. Iannone seconded the motion. Dr. Goodwin stated that a certified librarian is not needed to meet NCA requirements. Mrs. Miner stated that this would allow the library to remain open for longer hours for the students.

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

5.13 First Presentation/Review of Revised Policy JFABC Admission of Transfer Students

Dr. Goodwin recommended that the Governing Board approve the first presentation of revised Policy JFABC Admission of Transfer Students.

Additional language has been added to this policy to insure that courses taken from online schools meet district requirements for credit transfer. Changes have been reviewed by our district legal service provider.

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

Mr. Rooney seconded the motion. No discussion.

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

5.14 Approval of Purchase – Switch Replacement

Dr. Goodwin recommended that the Governing Board approve the purchase of twelve (12) Cisco Catalyst 3560G switches and twenty (20) fiber optic connectors for installation throughout the district. In order to reduce costs, the installation will be performed by technology staff network administrator, Joseph Brown. Total purchase price not to exceed \$49,700.

The aforementioned equipment is being replaced because it has reached end of life, meaning support and replacement parts are no longer available. The purchase of this equipment is critical to the District's data, network and voice communication systems. Replacement is required to ensure continued, reliable operation of our wide area network (WAN). In addition, the new switches have 1 gig ports, providing faster internet and network access for District students and staff. New switches include a limited lifetime warranty and have a minimum 5 year life expectancy.

Price quotes were received from three companies. Equipment will be purchased from IT Outlet, Inc., based on best pricing and according to specifications established by the District. The proposed purchase will be funded using monies collected in the District's E-Rate reimbursement account. This purchase will take place in the 2010/2011 school year. This item has been reviewed by the Purchasing department.

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

Mr. Hobday seconded the motion. No discussion.

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

#### 5.15 Approval of Phone System Purchase – Starline Elementary

Dr. Goodwin recommended that the Governing Board approve the purchase of a new phone system at Starline Elementary in an amount not to exceed \$205,000.

The phone equipment currently in place at Starline Elementary was installed in 1986-1987. Limited service and support is currently provided by a local contractor, as needed.

Currently, there are no classroom phones at Starline Elementary. Emergency communication is conducted using an antiquated P.A. system or by personal contact. The proposed purchase coincides with a continuing effort to consolidate all telecommunication equipment under one manufacturer's umbrella. NEC systems are presently installed at all district locations, with the exception of Starline Elementary. This strategy, outlined in the District's Technology Plan, will reduce telecommunication costs and ensure maximum flexibility, capacity and longevity.

This phone system will be purchased from Netsian Technologies Group according to specifications established by the District and using the Mohave Educational Services Cooperative (MESCC) contract.

The proposed purchase will be funded using monies collected in the District's E-Rate reimbursement account. This purchase will take place in the 2011/2012 school year. This item has been reviewed by the Purchasing department.

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

Mrs. Iannone seconded the motion. Dr. Goodwin stated that we needed to meet the requirements of a phone in every classroom for safety purposes. Discussion on Daytona

phone system and if it, or some of it, could be used at Starline. Arizona State University will be leasing Daytona and will be putting in their own phone system, but the district will save everything possible of our old system when this is done. Dr. Goodwin will check with Netsian to see if any part of Daytona's phone system could be used at Starline.

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

6. Informational

6.1 Superintendent

- Ms. Malay gave appreciation of the Gifts and Donations received by the District.

7. Communications – none.

8. Adjournment

Following a motion by Mr. Rooney, seconded by Mrs. Iannone, and approved unanimously the meeting was adjourned at 6:55pm.

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Minutes of the Regular Governing Board meeting of June 14, 2011 are approved as submitted.

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Jo Navaretta, Board President

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Pat Rooney, Board Vice President