

LAKE HAVASU UNIFIED SCHOOL DISTRICT NO.1

2200 Havasupai Blvd., Lake Havasu City, AZ 86403

Governing Board Minutes

October 12, 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 6:00 p.m. in the District Boardroom, 2200 Havasupai Blvd., Lake Havasu City, Arizona, on October 12, 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
Wes Brownfield, Director of Educational Services
Aggie Wolter, Director of Special Services
Connie Hogard, Principal, Smoketree Elementary
Claude Sanders, Principal, Havasupai Elementary
Mari Jo Mulligan, Principal, Nautilus Elementary
Brad Gardner, Principal, Oro Grande Elementary
Paula Levensailor, Principal, Jamaica Elementary
Paul Olson, Principal, Thunderbolt Middle School
Hector Fimbres, Assistant Principal, TMS
Dale Genger, Assistant Principal, LHHS
Denise Miner, Principal, LHHS
Cole Morris, Maintenance Supervisor
Terry Fleming, Secretary

Others: 36

1.3 Call for Executive Session - none

1.4 Pledge of Allegiance

1.5 Moments of Silence

1.6 Recognition of Visitors

- Principals introduced their new Staff for the 2010-11 School Year.
- Paula Levensailor congratulated Cristina Brownfield who received the Rural Schools Teacher of the Year Award. Mrs. Brownfield received a certificate of appreciation and a gift card.
- Shawna Schneikart, High School CTE Coordinator, was unable to give the 2009-2010 WAVE Report this month – she will give the report at the November 9, 2010 Governing Board Meeting.
- Lake Havasu City Education Association (LHCEA) – no report.

2. Call to Public – none.

3. Consent Calendar

3.1.1 Approval of Minutes –

Regular Session of September 14, 2010

Special Session of August 30, 2010; September 7, 2010; September 14, 2010

Executive Session of August 30, 2010; September 7, 2010; September 14, 2010
Work Session of September 7, 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 September 2010 in the amount of \$2,640,141.71
Student Activity Funds for K-8 for August 2010 / \$74,738.36
Student Activity Funds for 9-12 for August 2010/ \$132,327.74
Auxiliary Funds for 6-12 for August 2010/ \$574,333.25
- 3.1.5 Acceptance of Gifts and Donations to the Lake Havasu Unified School District in the amount of \$3,049.97 and to Student Activities Organizations in the amount of \$200.00. *A detailed list of donations can be viewed as background material by contacting the District.*
- 3.1.6 Approval of Change in Policy GBEC by Adding Regulation GBEC-R Goodwin

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

Mrs. Iannone seconded the motion. No discussion.

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

4. Old Business – none.

5. Action Items

5.1 Award of Bid for Educational Travel Services

Mrs. Wood recommended the Governing Board award the bid for educational travel services to multiple vendors: Hemisphere Educational Travel; Lakeland Tours, LLC; and EF Educational Tours.

On September 14, 2010, the Lake Havasu Unified School District #1 Governing Board approved issuance of a request for proposals for educational travel services. On September 15, the RFP was e-mailed to five vendors and the RFP was posted on the district's website. Proposals were due to the district on September 29, 2010, and four proposals were received. An evaluation team reviewed the proposals. The firms were evaluated on their responsiveness in clearly stating the understanding the scope of work and in meeting the requirements of the RFP. They were also assessed on the company's ability to meet and satisfy the needs of the District. References were checked and costs were evaluated.

The decision was made to award to multiple vendors because the original request for proposals allowed for this and three of the four responders met the criteria outlined in the RFP.

The overall evaluation point totals are below for the board's review.

RFP 10-11-03 STUDENT TRAVEL AND GROUP TOUR SERVICES
EVALUATION TOTALS

Hemisphere	23
Lakeland	24
EF Educ. Tours	21
ACIS	5

Mrs. Iannone moved that the Board award the bid for educational travel services to multiple vendors: Hemisphere Educational Travel; Lakeland Tours, LLC; and EF Educational

Tours.

Mr. Hobday seconded the motion. Mrs. Wood explained that these travel agencies will be for any educational student trips.

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

5.2 Approval of Agreement Between Western Arizona Vocational Education District #50 and Lake Havasu Unified School District #1

Mrs. Wood recommended the Governing Board approve the intergovernmental agreement between Lake Havasu Unified School District #1 (LHUSD#1) and the Western Arizona Vocational Education District #50 (WAVE). The purpose of the agreement is to establish term and conditions under which WAVE will provide joint technological educational courses at satellite locations in Mohave County, including LHUSD#1.

Arizona Revised Statute 15-393(L) is attached for the governing board's review. The statute lists items that are to be included in an intergovernmental agreement between a JTED district and a school district. The agreement will be governed and interpreted by the laws of the State of Arizona and will be effective for a period not to exceed five years, with annual review and possible revision. The agreement may be terminated by either party upon written notice to the other parties given no later than 90 days before the end of the semester. A copy of the agreement was provided to the governing board for their review and has also been forwarded to legal counsel for review and approval as to form.

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

Mr. Rooney seconded the motion. No discussion.

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

5.3 Approval of 2010-2011 Mohave Tech Prep Intergovernmental Agreement

Mrs. Miner recommended that the Board approve the attached Intergovernmental Agreement (IGA) between Lake Havasu Unified School District #1 and the Mohave Tech Prep Consortium (MTPC) for the 2010-2011 school year.

Mohave County Tech Prep is required to assist local CTE programs with the implementation of their programs & student transition to a post-secondary environment. This relationship has existed for several years. This IGA is an annual update. This agreement will be entered by the Mohave Tech Prep Director, Annette Bunch, and the LHUSD#1 Superintendent Gail Malay. The agreement has been reviewed by legal and will be managed by the CTE Coordinator, Shawna Schneikart.

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

Mrs. Iannone seconded the motion. No discussion.

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

5.4 Approval to Add Middle School Wrestling Program

Mr. Olson, Principal of Thunderbolt Middle School, recommended that the Governing Board approve the addition of a wrestling program to the sport programs at Thunderbolt Middle School.

The addition of this introductory program will provide students a sport to participate in during the winter season that would normally not be available to them. This opportunity is especially important since Thunderbolt Middle School now houses more junior high students with less basketball teams at the junior high level.

The program will have minimal costs, which will only require the funding of a coach paid out of tax credit. A wrestling matt will be borrowed from the high school and returned to them when needed for tournaments or matches. Students will be required to provide their own wrestling gear. In addition, wrestlers who wish to participate in any meets through USA Wrestling will do so under the responsibility and expense of their parents – as has been the practice in the past with the USA Wrestling organization in the spring of the year at Lake Havasu High School for all age groups.

Mr. Rooney moved that the Board approve the addition of a wrestling program to the sport programs at Thunderbolt Middle School.

Mr. Hobday seconded the motion. Mr. Olson explained that this would be a no cut program – all can participate at established weight classes. There will be no travel, but they would like to host a meet. Alex Ruiz, High School teacher and wrestling coach, was present for support of the program and to answer questions.

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

5.5 Approval of Performance Pay Site Based Goals for 2009-10

Ms. Malay recommended that the Governing Board approve the following Performance Pay Site Based Goals for 2010-2011.

At the August 17th, 2010 Administrative Team Meeting, Administration and Academic Coaches discussed the importance of working cooperatively as a school district on goals. Each school shared the goals they were planning based on the data from their particular building. We discussed the importance of increasing high school graduation rate as an overarching district goal. High graduation rate starts with the foundation laid in elementary school. Students who can read well, write well and do mathematics at grade level or above are highly likely to graduate.

As a district we are working on common strategies for effective teaching. Both the Marzano Group and West Ed have been providing professional development on the most effective teaching strategies and making sure our evaluators have the same criteria for judging teaching. Every classroom in our district now has objectives, what the students are to learn, clearly displayed. We are continuously refining our objectives to be more rigorous.

It is important to determine the what as a district and then let each building determine the how. The what: increase high school graduation rate...eventually reach the point where at least 94% (or more) of our students meet or exceed the standards in each subject area. We are getting close to that goal in reading; we have work to do in math.

Attached is each building's goals. At the elementary level, two schools choose reading and four choose math. At the middle school they are working on formative assessment...which

means checking if students understand what is being taught and then adjusting instruction based on what the teacher finds out. The high school is working on vocabulary...this is a goal all disciplines can work on and the research shows when students have command of the vocabulary of a particular subject area they have a better understanding.

Mrs. Iannone moved that the Board approve the following Performance Pay Site Based Goals for 2010-2011.

Mr. Hobday seconded the motion. No discussion.

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

5.6 Approval of Annual Financial Report 2009-10

Mrs. Wood recommended that the Governing Board accept the Annual Financial Report for fiscal year 2009-10.

The report is being prepared in compliance with ARS §15-904. After approval by the Governing Board, the annual financial report will be submitted electronically to the Arizona Department of Education (ADE). The summary will be published on the ADE website and a link to the summary will also be available on the school district website. Copies of the Annual Financial Report were available for the board's review at the meeting.

Mrs. Iannone moved that the Board accept the Annual Financial Report for fiscal year 2009-10.

Mr. Hobday seconded the motion. Mrs. Wood reviewed the report that encompasses all District funds.

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

5.7 Approval of Arizona Schools Boards Association Policy Service Agreement with Lake Havasu Unified School District #1

Mrs. Wood recommended the Governing Board approve the four year Arizona School Boards Association (ASBA) policy services subscription agreement. The previous agreement with ASBA has expired and a renewal agreement must be approved by the District's governing board, signed and returned to ASBA. The District and ASBA partner in the important work of development and maintenance of its governance policies and administrative regulations. A copy of the agreement is attached for the governing board to review and has also been forwarded to legal counsel for review and approval as to form.

Mr. Rooney moved that the Board approve the four year Arizona School Boards Association (ASBA) policy services subscription agreement.

Mrs. Iannone seconded the motion. Mrs. Navaretta stated that ASBA keeps us legal and the money is well spent.

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

5.8 Approval of Qualified Evaluators

Dr. Goodwin recommended that the Governing Board approve the following administrators and certified staff, as qualified evaluators for the 2010-2011 School Year.

Dr. Barb Goodwin
Gail Malay
Paula Levensailor
Wes Brownfield
Mari Jo Mulligan
Aggie Wolter
Maria Cartright
Michelle Ravnika

Claude Sanders
Denise Miner
Hector Fimbres
Brad Gardner
Connie Hogard
Shaun Goodwin
Tami Roth

Paul Olson
Roger Burger
Enos Bacon
Debra Weger
Dale Genger
Shawna Schneikart
Susan Campbell

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. Rooney moved that the Board approve the list of administrators and certified staff as qualified evaluators for the 2010-2011 School Year.

Mrs. Iannone seconded the motion. No discussion.

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

5.9 Approval to Begin 2011-2012 E-Rate Filing Process

Dr. Goodwin recommended that the Governing Board approve the request to begin the 2011-2012 E-Rate filing process.

Approval of this action item will allow the district to prepare and file paperwork necessary for participation in the 2011-2012 E-Rate program for the following items:

1. Switch replacements district wide
2. Upgraded LAN/WAN components
3. Local, long distance, T1 and cellular phone service
4. Basic maintenance contracts for telecommunication systems

All proposed purchases would coincide with strategies detailed in the District Technology Plan as required by E-Rate policy.

Mr. Rooney moved that the Board approve the item as presented.

Mrs. Iannone 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 Policy DJE- Bidding/Purchasing Procedures

Mrs. Wood recommended that the Board approve the first presentation of revised policy DJE, regarding bidding/purchasing.

Policy DJE has been revised under the heading, "Purchases Not Requiring Bidding." The changes are recommended due to increased procurement thresholds for sealed bids and proposals recently instituted by the Arizona State Board of Education. These changes are outlined in USFR Memorandum No. 248, which is attached for the board's review

It is recommended that purchases of \$25,000 or less not require Lake Havasu Unified School District #1 governing board approval. In 2007 the governing board approved an item that stated purchases of \$15,000 or less would not require their approval.

The recent procurement changes issued by the State of Arizona stipulate that the district receive verbal price quotations from at least three vendors for transactions between \$5,000 and \$25,000 and written price quotations are obtained from at least three vendors for transactions between \$25,000 and \$50,000. These changes to Policy DJE are also recommended for approval by the Governing Board. Sealed bids and proposals are required for all school district purchases over \$50,000.

Mrs. Iannone moved that the Board approve the first presentation of revised policy DJE, regarding bidding/purchasing.

Mr. Hobday seconded the motion. No discussion.

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

5.11 Approval to Proceed with Request for Proposal (RFP)-Physical Therapist

Mr. Wolter recommended the Governing Board determine that competitive sealed bidding is not practicable and not advantageous to the district for the following position: Contracted Physical Therapist and, therefore, it is recommended that the Business Office proceed with the Request for Proposal (RFP) for the positions listed above.

Before a school district can use the competitive sealed proposal selection method, the governing board must make a written determination that competitive sealed bidding is either not practicable or not advantageous to the district.

Once the governing board determines that competitive sealed bidding is neither practicable or advantageous to the district, competitive sealed proposals may be used only if it is necessary to:

- A. Use a contract other than a fixed-price type;
- B. Conduct oral or written discussions with offerors concerning technical and price aspects of their proposals;
- C. Afford offerors an opportunity to revise their proposals;
- D. Compare the different price, quality and contractual factors of the proposals submitted; or
- E. Award a contract in which price is not the determining factor.

RFP's have been initiated for a Physical Therapist position several years prior. This is an extremely hard to fill position for our District.

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

Mrs. Iannone seconded the motion. No discussion.

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

5.12 First Presentation/Review of Revised Policy CBI – Evaluation of Superintendent

Dr. Goodwin recommended that the Board approve the first presentation of revised Policy CBI – Evaluation of Superintendent.

Additional language has been added to this policy to assure that all evaluations are confidential documents. These wording changes have been reviewed by our district legal service provider.

Mrs. Iannone moved that the Board approve the first presentation of revised Policy CBI – Evaluation of Superintendent.

Mr. Hobday seconded the motion. Dr. Goodwin stated that teacher evaluations are confidential and that all administration will be the same after the approval of this policy and the policy on administrator evaluations presented in November and December.

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

5.13 Approval of Various Repairs and Preventative Maintenance to HVAC Chillers at Thunderbolt Middle School

Mr. Morris recommended that the Governing Board approve the necessary maintenance and operations repairs and preventative maintenance measures for the chillers at Thunderbolt Middle School as described below, at an amount not to exceed \$110,000.00, to be paid out of maintenance and operations funds.

Thunderbolt Middle School was first occupied in January of 1994 and in it's over 16 years of existence, this will be the first time major work will take place on the chillers. Seals are leaking on the drive control pumps which could lead to flooding on both the first and second floors. The variable frequency drives are no longer operable. The seals that are not leaking at this time are bound to leak very soon due to their 16 years of service; therefore, preventative maintenance will be performed to keep the units on an even keel.

Item #1: Repair of two chilled water pumps and one heating hot water pump in the "D" wing mechanical room.	\$14,130.87
Item #2: Repair three heating hot water pumps; HVAC-18, 20 & -22.	\$14,310.47
Item #3: Repair two chilled water pumps and one heating hot water pump in the "C" wing mechanical room.	\$13,891.48
Item #4: Repair one primary pump and one variable frequency drive in the central plant.	\$13,525.02
Item #5: Repair two heating hot water pumps in the central plant mechanical room.	\$11,752.42
Item #6: Repair two chilled water frequency drives in the "D" wing mechanical room.	\$ 5,295.64
Item #7: Repair one heating hot water pump in the central plant.	\$11,752.42
Item #8: Repair two chilled water variable frequency drives in the "C" wing.	\$ 9,217.64
Item #9: Repair three chilled water pumps in the central plant mechanical room.	<u>\$11,752.42</u>
TOTAL SUM FOR ALL ITEMS:	\$ 105,628.38

The various proposals attached offer MESC pricing on contract JOC#05G-PMAC-0608 and include all material, service, labor and tax. Approval of an amount not to exceed \$110,000.00 is being requested to cover incidentals. All items have been reviewed by purchasing. Completion of this project is projected to take place during the 2010-11 fiscal year, as funds become available.

Mr. Hobday moved that the Board approve the necessary maintenance and operations repairs and preventative maintenance measures for the chillers at Thunderbolt Middle School as described below, at an amount not to exceed \$110,000.00, to be paid out of maintenance and operations funds.

Mr. Rooney seconded the motion. Mr. Morris explained what the above would entail. He stated that we do not have a Preventive Maintenance Program now, but will in the future. Mrs. Wood commended Mr. Morris for taking on this project.

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

- 5.14 Approval to Refurbish HVAC Plate and Frame Heat Exchangers at Jamaica Elementary School, Lake Havasu High School, Thunderbolt Middle School, and Smoketree Elementary School

Mr. Morris recommended that the Governing Board approve the necessary maintenance and operations refurbishing of the HVAC plate and heat exchangers at Jamaica Elementary School, Lake Havasu High School, Thunderbolt Middle School, and Smoketree Elementary School as described below, at an amount not to exceed \$75,000.00, to be paid out of maintenance and operations funds.

The scope of work will include opening each unit, removing the gasket, cleaning the plates, dye-testing 10% of the plate rack, applying the new gaskets, and closing the unit to the manufacturer's compressed dimensions. Due to the age of the gaskets, not all may require gasket replacement and this will allow for a potential 45% savings on a case by case basis.

The resulting improvement of being able to operate each unit more consistently at flat plate will significantly increase our energy savings at these sites.

Item #1: Jamaica Elementary School	\$17,221.10
Item #2: Lake Havasu High School	\$21,570.95
Item #3: Thunderbolt Middle School	\$17,685.36
Item #4: Smoketree Elementary School	<u>\$16,990.26</u>
TOTAL SUM FOR ALL ITEMS:	\$73,467.67

The attached proposal offers State Contract #EPS060026-16 pricing and includes all material, service, labor and tax. Approval of an amount not to exceed \$75,000.00 is being requested to cover incidentals. All items have been reviewed by purchasing. Completion of this project is projected to take place during the 2010-11 fiscal year, as funds become available.

Mr. Rooney moved that the Board approve the necessary maintenance and operations refurbishing of the HVAC plate and heat exchangers at Jamaica Elementary School, Lake Havasu High School, Thunderbolt Middle School, and Smoketree Elementary School as described below, at an amount not to exceed \$75,000.00, to be paid out of maintenance and operations funds.

Mr. Hobday seconded the motion. Mr. Morris stated that the amounts listed are the worse case scenario.

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

- 5.15 Approval of Preventative Maintenance on Lake Havasu Unified School District Chillers

Mr. Morris recommended that the Governing Board approve the attached proposal from Pueblo Mechanical & Controls, Inc., dated September 7, 2010, at an amount not to exceed \$20,000, from the Maintenance and Operations fund to provide preventative maintenance on Lake Havasu Unified School District chillers.

The scope of work includes the annual preventative maintenance of replacing oil filters and filter driers, oil analysis and acid tests, swab condenser water-side tubes, replacing condenser waterside gaskets, checking compressor voltage and amperage as well as checking for proper operation. Pueblo Mechanical will provide written reports of the

condition of each chiller along with copies of all laboratory test results. This service will help to guard our investment in this expensive equipment by prolonging their life span with proper care and maintenance and energy efficient operation.

The chillers to be serviced are as follows: Thunderbolt Middle School, two York Screw Chillers; Smoketree Elementary School, one York Screw Chiller; Jamaica Elementary School, one York Screw Chiller; and Lake Havasu High School, two York Screw Chillers and one York Centrifugal Chiller.

BASE BID:	\$18,520.00
SALES TAX:	945.00
TOTAL SUM:	\$ 19,465.00

The attached proposal offers Arizona State Contract #EPS060026-16 pricing and includes all material, service, labor and tax. Approval of an amount not to exceed \$20,000 is being requested to cover incidentals. All items have been reviewed by purchasing. Completion of this project is projected to take place during the 2010-11 fiscal year, as funds become available.

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

Mr. Rooney seconded the motion. Discussion ensued on service for the chillers. Mr. Morris was under the impression that the service would be every 60 days, but the bid proposal states services...once per year. Suggestion to table this item until Mr. Morris can confirm how often service will be performed.

ROLL CALL VOTE on original motion: Hobday: NO, Rooney: NO, Troyer: NO, Iannone: NO, Navaretta: NO

Mr. Hobday moved to table item 5.15 until Mr. Morris can confirm the service (every 60 days or once per year).

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

6. Informational

6.1 Superintendent

- Ms. Malay gave appreciation of Gifts and Donations the District has received.
- Ms. Malay shared that the Police Department was awarded the COPS Secure Our School Grant in the amount of \$8664.00. The Grant will be used for high school security.

7. Communications – none.

8. Adjournment

Following a motion by Mrs. Iannone, seconded by Mr. Rooney, and approved unanimously the meeting was adjourned at 6:58 p.m.

Minutes of the Regular Governing Board meeting of October 12, 2010 are approved as submitted.

Jo Navaretta, Board President

Pat Rooney, Board Vice President