

**Yuma Elementary School District Number One  
Governing Board  
Regular Meeting**

The Governing Board for Yuma Elementary School District Number One held a Regular Meeting on **December 12, 2023** at **5:30 p.m.** in the District Administration Office, 450 West Sixth Street, Yuma, Arizona.

**Members present:** Mrs. Faith Klostreich, President; Mr. Keith Ware, Clerk; Mrs. Adele Hennig, Member & Mr. Anthony Gier, Member

**Absent:** Mrs. Theresa Fox, Member

**Others present:** Mr. James Sheldahl, Superintendent, and other Members of the Administrative Staff of Yuma Elementary School District Number One.

**Call to Order:** The meeting was called to order at 5:33 p.m. followed by the Pledge of Allegiance and a Moment of Silence.

**Adoption of Agenda:**

A motion was made to adopt the agenda as presented by Keith Ware, seconded by Adele Hennig. There was no discussion, the motion passed unanimously.

**Board Report:** Mr. Ware shared he attended the AVID National Conference and really enjoyed the conference. He joined the Artificial Intelligence Chat GPT breakout session and stated Avid is embracing it and want to educate our students to utilize it. Over all, he said Avid is a great Nationwide program and he supports it. Mr. Gier added that many of his students at AWC use Avid strategies and see a lot of positive feedback from it.

Mr. Gier shared he attended Kids at Hope at Palmcroft; really good program. He also attended ASAB Annual Conference in Phoenix and attended School Finance and Cyber Security workshops and found them very informative. In addition, Mr. Gier also wanted to recognize Mr. Luciano Munoz for being Human Resource Director of the year and wanted to congratulate him for his award.

**Superintendents' Reports:**

**High Five Recognition Program** – The High Five Program is our District's employee recognition program. Each month employees are able to nominate peers district-wide that exemplify the traits of a High Five employee. Each month five (5) stellar employees will be selected by the Celebrate and Honor committee based on the five (5) traits of a High Five employee. The five (5) traits are listed below. *Demonstrates Professionalism, Sees It, Owns It, Solves It, Does It, Displays a Positive Attitude, Demonstrates District Pride, Goes Above and Beyond.* For the month of November 2023, the District proudly recognizes the following individuals as the selected High Five Employees. 1) Amanda Nieves, *Teacher* – Roosevelt Elementary, 2) Ryan French, *Registered Nurse* – Health Services, 3) Courtney Long, *Administrative Secretary* – Learning Services, 4) Joseph Kochis, *Paraprofessional* – Woodard Junior High, 5) Maribel Saenz, *School Resource Officer* – Gila Vista Junior High. All employees were honored with a special recognition PowerPoint, and a \$25.00 gift card courtesy of Mr. G's/Chili Pepper Restaurant, T-shirt and pin.

**Donation Recognition-** Mr. Sheldahl, Superintendent, recognized and highlighted several donations for the month of December 2023 and thanked our Yuma Community as a whole for its generous support to District One. The total for the month was \$3,609.67 and year-to-date is \$117,023.55. Donations for the month are listed in the consent agenda item 5.6 for approval. No action was required for this item.

**Art Recognition** - The Artwork displayed in the boardroom for the month of December is a collection of art work submitted by students from Desert Mesa and Woodard Jr. High School. This fall art students from Desert Mesa have been busy using the elements of art. They created apples, acorns, and hot air balloons using pattern. They used rhythm and balance in their artwork to create radial symmetry. They made monoprints of fig tree leaves to demonstrate texture and shape. Finally, they practiced their understanding of color theory and line to make astronomy-inspired masterpieces. Meanwhile, at Woodard Junior High, seventh and eighth grade students created hand-drawn mandalas with radial symmetry just before embarking on a quarter-long study of color theory. They used warm and cool colors to create fall trees, and used tempera paint to make creative color wheels and monochromatic paintings. Sixth grade students participated in a watercolor unit where they learned to use techniques such as blending, value, and wax-resist.

**Retirement Recognition for Mrs. Lynne Ford** – On behalf of Yuma Elementary School District One, Mr. Sheldahl would like to recognize Lynne Ford for her dedicated service to Yuma Elementary School District One over the past twenty-eight and a half years. Mrs. Ford's commitment and dedication to our district has made a significant impact on education in our community. Her collaboration with various vendors always reflected her proactive approach to ensuring the best resources

and support for our district. We honor Mrs. Ford's truly commendable service to the Yuma Elementary School District One and wish her the best in retirement.

### **Information Items**

**Enrollment Reports:** Mr. Ponder reported that our enrollment has a slight decrease in comparison from last fiscal year. The 100<sup>th</sup> day is the cut off and enrollment numbers are fairly accurate to what we had budgeted. We will have an actual number after the 100<sup>th</sup> day.

**District Financial Trends** – Mr. Ponder reported that fiscal year-to-date percentages are healthy balances. The new revised budget will show an increase of \$7.9 million in M&O and \$1.3 million in Capital. However, once the budget revision gets approved by the board, more accurate balances will be reflected after the 100<sup>th</sup> day.

**District One Music Program** – Mrs. Sheppard shared information about our District One Music Program. Believing that special areas enhance the learning experiences of children, Yuma School District One is pleased to offer a full range of music programs for our students. We offer:

- K-5 General Music
- 5th Grade Band
- Middle School Band
- Middle School Orchestra
- Middle School Choir
- Ensemble Groups
- Marching Band
- Summer Band Camp

Cognitively, music education improves and develops language skills in children. It also allows students an opportunity to experience different cultures. Emotionally, music provides a safe place for children to express and learn about their emotions. Socially, children learn teamwork, cooperation, leadership and effective communication when they participate in musical group activities. These are desired 21st Century skills employers seek in applicants. Our talented music teachers Mr. Sam Guererro and Mrs. Karrie Myers showcased different aspects of the music program in Yuma District One. We are proud of the work they do and how they represent our district throughout the community.

**Calls to the Public (Public Comments)** – *The Governing Board welcomes statements from residents and appreciates constructive suggestions and comments that help meet the educational needs of the District. The completed form should be submitted by 5:30 pm the day of the meeting which is traditionally the second Tuesday of the Month.* There were two (2) forms submitted - Mr. Jeff Stoner and Gilbert Hernandez addressed Restroom Policy.

**Consent Agenda** - *Approval of these items are of a routine nature and those that normally do not require deliberations on the part of the Governing Board. A board member may pull items, which will be discussed and voted on separately.*

A motion to approve the consent agenda as presented was made by Keith Ware, seconded by Anthony Gier. There was no discussion or items needing more discussion, the motion passed unanimously.

**Approval of Minutes:** Consideration to approve the minutes for the Study Session and Regular Meeting held on November 14, 2023 for Yuma Elementary School District Number One.

**Approval of Payroll Vouchers:** Submitted for signatures are copies of seven (7) Payroll Vouchers totaling \$5,933,573.42 from November 17, 2023 through December 1, 2023.

**Approval of Expense Vouchers:** Submitted for signature are seven (7) Expense Vouchers totaling \$4,877,883.47 from November 2, 2023 through November 30, 2023.

### **Approval of Human Resource Items**

#### **Approval/Ratification of Salary Adjustments/Coaching Contracts:**

The following are requests for additional duties/working days to be approved by the Governing board.

## INDIVIDUAL REQUESTS

Name	Position	Location	Rate	Fund	Dates	Additional Duties
Browning, Austin	Teacher	Gila Vista	\$800 Stipend	District M&O	11/30/23- 03/08/24	Coaching 7 <sup>th</sup> Grade Boys' Basketball
Canez, Bryan	Non-Employee	Gila Vista	\$800 Stipend	District M&O	11/30/23- 03/08/24	Coaching 8 <sup>th</sup> Grade Girls' Soccer
Patino, Gustavo	Non-Employee	Gila Vista	\$800 Stipend	District M&O	11/30/23- 03/08/24	Coaching 7 <sup>th</sup> Grade Girls' Soccer
Ross, Dave	Non-Employee	Gila Vista	\$800 Stipend	District M&O	11/30/23- 03/08/24	Coaching 8 <sup>th</sup> Grade Boys' Basketball
McAllister, Sandra	School Secretary	Roosevelt	\$17.00 Hourly	21 <sup>st</sup> CCLC	11/25/23- 06/30/24	Will assist in office duties for Before and After School 21 <sup>st</sup> Century Program
Silva Gonzalez, Jesus G	Teacher	Ron Watson	\$600 Stipend	District M&O	01/30/24 - 02/23/24	Coaching 6 <sup>th</sup> Grade Girls' Soccer
Crosby, Danielle Lea	Teacher	Ron Watson	\$600 Stipend	District M&O	10/25/23- 11/17/23	Coaching 6 <sup>th</sup> Grade Boys' Soccer
Crosby, Danielle Lea	Teacher	Ron Watson	\$800 Stipend	District M&O	11/28/23- 02/28/24	Coaching 7 <sup>th</sup> Grade Girls' Soccer
Riveles, Cynthia	Teacher	Ron Watson	\$800 Stipend	District M&O	11/28/23- 02/28/24	Coaching 8 <sup>th</sup> Grade Girls' Soccer
Lawson, Arin N	Teacher	Ron Watson	\$800 Stipend	District M&O	11/28/23- 0/27/24	Coaching 7 <sup>th</sup> and 8 <sup>th</sup> Grade Boys' Basketball
Morales, Karla Marina	Paraprofessional	Sunrise	\$15.00 Hourly	Migrant Funds	10/31/23- 05/16/24	Fulfilling office clerk duties for Before & After School Migrant Program
Romero, Luis Alvaro	Teacher	Ron Watson	\$600 Stipend	District M&O	10/25/23- 11/17/23	Coaching 6 <sup>th</sup> Grade Intramurals
Contreras, Anthony Abelardo	Crossing Guard	Otondo	\$13.85 Hourly	601 Fund	11/20/23- 11/21/23	Two additional days for additional assignment
Esquivel, Tania	Crossing Guard	Roosevelt	\$13.85	ESSER III	11/27/23	One additional day for additional assignment
Briones, Luciano Silva	HR Specialist	District Office	\$18.25 Hourly	District M&O	01/03/24- 06/28/24	Hourly wage increase from \$18.00 to \$18.25 to reflect professional growth

## GROUP REQUESTS

### CPR Training

Names of nurses, health assistants, and paraprofessionals that will be doing CPR training due to their card expiring through the 2022-2023 school year. Will be paid their regular hourly rate. Paid out of Medicaid Fund.

### Additional Assignments

Please see attached staff list with additional duties.

- Maintenance staff will be given two (2) extra days on December 16 and 17 to help remove furniture from three different schools to make room for new furniture to be paid out of District M&O at their current hourly rate.
- Teachers at Woodard will be coaching sports from 12/12/23 to 03/01/24 to be paid \$800 stipend out of M&O funds.
- Teachers will receive 3 hours of additional pay on 12/13/2023 to follow up 95% training and to plan for the upcoming rearrangement of reading intervention groups to be paid out of Early Literacy Grant at \$30 hourly Rate.
- Minimum wage employees will have an increase in their pay rate effective 01/01/2024 to reflect the new minimum wage for 2024 at \$14.35 hourly rate to be paid out of their current account code.

- Certified staff will receive 90 additional hours for additional training outside of the contract day per person to be paid out of account code 352.100.2213.6114.500 at \$30 hourly rate.
- Paraprofessionals from Dorothy Hall will be paid three (3) extra hours to assist teachers with Christmas Program Performance on 12/12/2023 to be paid out of M&O Site fund at individual hourly rates.
- Cafeteria staff will be given four (4) extra days from 11/19/23 to 11/22/23 to bake for Thanksgiving orders to be paid at their individual hourly rates out of their individual account code.
- Certified staff to receive professional growth payout to reflect professional growth credit that was recorded on 11/08/23.

**Approval/Ratification of Hiring for Certified, Classified Personnel:** (1) Certified Staff, (18) Support Staff, (7) Transfers. Listing can be viewed in the Human Resource Department.

**Approval/Ratification of Resignations for Certified, Classified and Substitute Personnel:** (1) Certified Staff, (13) Support Staff.

**Approval/Ratification of Job Abandonment for Certified, Support Staff and Substitute Personnel:** Navarro, Johnathan B., Bus Driver, at Transportation effective December 12, 2023.

**Approval/Ratification of Release of Contract:** *It is the administration recommendation that the release of contract request be approved due to extenuating circumstances and approves not to collect liquidated damages.*

Greer, Hailey, Teacher at O.C. Johnson Elementary School, request for release of contract for 2023-2024 school year effective November 18, 2023.

**Approval/Ratification of Request to Retire:**  
**Certified Staff**

Apple, Sonya Esther, Counselor at Carver, rescind request to retire at end of 2023-2024 school year.

**Support Staff**

Banuelos, Sara Cruz, Cafeteria Baker at McGraw, rescind request to retire in 2024.  
Camacho, Salvador C., Custodian at Rolle, effective September 1, 2024.

**Approval of Job Updates:**

***Support Staff Placement Schedule Revision - Minimum Wage Increase***

**Support Staff Placement Schedule**

The district has revised our support staff placement schedule to reflect the upcoming minimum wage increase effective January 1, 2024. Our range A has increased from \$13.85 to \$14.35. All eligible employees will have their hourly rates revised and increased as of the effective date.

See attached revised support staff placement schedule.

***Substitute Compensation Rate Sheet Revision – Minimum Wage Increase***

**Substitute Compensation Rate Sheet**

The district has revised our substitute compensation rate sheet in order to be in compliance with the minimum wage increase that will go into effect on January 1, 2024.

See attached revised substitute compensation rate sheet.

**Approval/Ratification of Termination for Certified Staff, Support Staff, and Substitute Personnel:**

McNeil, Joshua A. M., Bus Driver, at Transportation effective December 12, 2023.

**Approval of Student Activities and Tax Credit:** Student activity and tax credit statements were submitted for the month of November 2023.

**Approval of Donations:**

**Dorothy Hall Elementary School-** Donation from Brewers Restaurant, in the form of Eight XL pizzas for Dorothy Halls student ambassadors. Donation has a total value of \$173.35.

**Gila Vista Jr High School-** Donation from Peter Marsh Foundation, in the form of a check in the amount of \$1,000.00. Donation to be used for Band instruments.

**Mary A. Otondo Elementary School District One-** Donation from Jacksons fry bread and Catering, in the form of cash in the amount of \$200.00 to be used at the Principal’s discretion.

**Mary A. Otondo Elementary School District One-** Donation from Jacksons fry bread and Catering, in the form of sensory toys, a rug, lights and donut seats to be used in Mes. Martin’s ESS classroom. Donation has a total value of \$129.00.

**Mary A. Otondo Elementary School District One-** Donation from Sara Gardener, in the form of a modular couch, party favors, disc chairs, etc. to be used in Mrs. Martin’s ESS classroom. Donation has a total value of \$841.47.

**Palmcroft Elementary School-** Donation from Donors Choose, in the form of a classroom calming kit, all about feelings magic board, see my feelings mirror, etc. Donation has a total value of \$450.24 and will be used in Mrs. Ferrell’s ESS classroom.

**Pecan Grove Elementary School-** Donation from Donors Choose, in the form of feminine hygiene products, deodorant, wipes, combs, etc. Donation has a total value of 525.61 and will be used in the health office.

**R. Pete Woodard Jr High School-** Donation from AdoptAClassroom.org, in the form of Dungeons & Dragons educational materials to be used in Mr. Southworth’s after school program. Donation has a total value of \$290.00.

**THIS MONTH’S TOTAL = \$3,609.67      YEAR-TO-DATE TOTAL = \$117,023.55**

**Approval of School Activity Calendars/Newsletters** - School calendars and newsletters were submitted for the month of December 2023.

**Consideration to Approve Out-of-State Travel:**

Amanda Norton, DoDEA Grant Coordinator requests permission to attend the DoDEA South Central-Midwest Regional Community of Practices from February 13-16, 2024 in Colorado Springs, CO. This is a new region alignment for our District and will provide networking, site visits, partnership ideas, and to learn about the upcoming grant opportunities through DoDEA. Funding for the trip will come from the 2021 DoDEA Grant.

**It is recommended that the Governing Board approve all travel listed above.**

**Consideration to Approve the Written Determination and Recommendation for Award of IFB-1-24-3-5 Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs – D. Ponder**

**PURPOSE:**

The purpose of this agenda item is to award IFB-1-24-3-5 Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs to the low bidder who has been determined to be both responsive and responsible.

**BACKGROUND:**

Yuma Elementary School District No. 1 issued an Invitation for Bid to procure Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs. Fifty-two (52) prospective vendors were sent an Invitation for Bid. Of the 52, twenty (20) vendors downloaded the solicitation; two (2) submitted a NO BID response and six (6) vendors submitted a bid. The six vendors that submitted a proposal were determined to be both responsive and responsible.

<b>Bill Alexander Ford</b> P.O. Box 4550 Yuma, AZ 85366	<b>Canyon State Bus Sales</b> 5600 W. Claremont St. Glendale, AZ 85301	<b>FTS Automotive Center, Inc.</b> 1701 S. Arizona Ave. Yuma, AZ 85364
<b>HFT Truck and Trailer Repair, Inc.</b> 12800 S. Avenue 4E Yuma, AZ 85365	<b>RWC International</b> 600 N. 75th Ave. Phoenix, AZ 85043	<b>Serck Services</b> 424 E. Baseline Rd. Mesa, AZ 85204

This bid was issued on behalf of the Yuma Educational Purchasing Association (YEPA) Cooperative. Yuma Elementary School District No. 1, Yuma Union High District No. 70, Somerton School District No. 11 and Arizona Western College expressed interest in participating in the resulting contract. The purpose of this Invitation for Bid was to solicit vendors to provide the YEPA Cooperative member with outsourced shop labor for vehicle, bus and equipment repairs.

A multiple award was determined to be in the best interest of the District in order to cover the vast variety of items in a timely manner and be able to provide service to all cooperative members. Staff recommends award to the following lowest responsive and responsible vendors: Bill Alexander Ford, Canyon State Bus Sales, FTS Automotive Center, Inc., HFT Truck and Trailer Repairs, Inc. and RWC Group, Inc.

**WRITTEN DETERMINATION:** The following written determination is required:

**Multi-Term Contract:** The reward of the contract under this IFB will result in a multi-term contract to cover Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs for the current year with the option of four (4) annual renewals. In accordance with School District Procurement Rules R7-2-1093, before the use of a multi-term contract, the Governing Board must make a written determination that it is appropriate to do so.

It is recommended that the Governing Board make the following written determination:

1. The estimated requirements cover the period of the contract and are reasonable and continuing. Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs will be required on a continual basis so it is reasonable to have the option of four (4) annual renewals with this contract.
2. The use of the subsequent multi-term contract will serve the best interests of the school district by encouraging effective competition or otherwise promoting economies of scale in school district procurement. Using a multi-term contract for these materials/services provides for effective competition among offerors and promotes economies of scale by providing for a potentially longer relationship between the district and awarded vendor.
3. If monies are not appropriated or otherwise made available to support continuation of performance in subsequent fiscal period the contract shall be canceled and the contractor may only be reimbursed for the reasonable value of any nonrecurring costs incurred but not amortized in the price of the materials or services delivered under the contract or which are otherwise not recoverable. The cost of cancellation may be paid from any appropriations available for such purpose.

**RECOMMENDATION:**

It is recommended the Governing Board award IFB: 1-24-3-5 Outsourced Shop Labor for Vehicle, Bus and Equipment Repairs to **Bill Alexander Ford, Canyon State Bus Sales, FTS Automotive Center, Inc., HFT Truck and Trailer Repairs, Inc., and RWC Group, Inc.** as noted in the background.

**Consideration To Approve the Renewal of Existing District Procurement Contract – D. Ponder**

**BACKGROUND:**

The multi-year contracts shown below were awarded by the Governing Board under term contracts that expire this month. These contracts require approval by the Governing Board in order to be extended for an additional one-year period.

All vendors under District contracts have provided satisfactory service during the term of their contract. These Contract extensions and procurement approvals are in the best interest of the District and will ensure compliance with the Arizona School District Procurement Rules.

Bid Number	Vendor	Contract Year
IFB-1-21-1-5 Vehicle, Bus and Equipment Parts and Related Supplies and Labor	Chassis Dynamics Off-Road Buggy Supply RWC Group Transmission Plus	3
RFP-1-23-2-5 Bulk Fuel Purchase and Delivery	Ferrell Gas Petroleum Traders Pinnacle Petroleum Sellers Petroleum	2
RFP-1-23-3-5 Waste Management Services	Republic Services	2

**RECOMMENDATION:**

It is recommended the Governing Board approve the renewal of the District procurement contracts listed in the background.

**Approval/Ratification of Student Field Trips**

The following field trip request has been submitted.

Nine (9) Teachers from **Ron Watson Middle School**, are requesting Board approval for 60 students, 10 chaperones to attend AZ Science Center in Phoenix, AZ on June 11, 2024 and returning on the same day at 7pm. This field trip will be funded by 21<sup>st</sup> Century Funds.

Nine (9) Teachers from **Roosevelt Elementary School**, are requesting Board approval for 45 students, 9 chaperones to attend AZ Science Center in Phoenix, AZ on June 12, 2024 and returning on the same day at 7pm. This field trip will be funded by 21<sup>st</sup> Century Funds.

Nine (9) Teachers from **Carver Elementary School**, are requesting Board approval for 45 students, 10 chaperones to attend AZ Science Center in Phoenix, AZ on June 11, 2024 and returning on the same day at 7pm. This field trip will be funded by 21<sup>st</sup> Century Funds.

Nine (9) Teachers from **Gila Vista Jr. High School**, are requesting Board approval for 45 students, 10 chaperones to attend AZ Science Center in Phoenix, AZ on June 12, 2024 and returning on the same day at 7pm. This field trip will be funded by 21<sup>st</sup> Century Funds.

**INTERGOVERNMENTAL AGREEMENT WITH ARIZONA DEPARTMENT OF EDUCATION**

The Arizona Legislature has made competitive funding available to supply \$1,000 for consumable supplies to public school, full-time teachers who teach fine arts, including teachers for preschool through third grade. In order to apply for this funding, the district must sign an Intergovernmental Agreement with the Arizona Department of Education specific to this grant. A copy of that agreement is attached.

**It is the administrative recommendation that the Governing Board authorize the Superintendent to sign the Intergovernmental Agreement with the Arizona Department of Education for the Art Consumable Grant.**

**Action Items:**

**Consideration to Approve 2023-2024 Budget Revision – D. Ponder**

By statute, Districts are required to prepare a December Revised Budget, annually, if the variance of the Proposed Budget exceeds certain thresholds.

**Recommendation:**

**It is recommended that the Governing Board approve the Revised 2023-2024 Budget which was presented earlier in the Public Hearing.** Hearing the recommendation, a motion was made by Faith Klostreich and seconded by Keith Ware. There was no discussion. The motion passed unanimously.

**Future Agenda Items:** Nothing at this time.

**Adjournment:** Meeting adjourned at 6:30 p.m.

Respectfully submitted,

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Monica Navarro, Secretary to the Board

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Faith Klostreich, President

\_\_\_\_\_  
Keith Ware, Clerk

\_\_\_\_\_  
Theresa Fox, Member

\_\_\_\_\_  
Anthony Gier, Member

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Adele Hennig, Member

