

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

The Governing Board for Yuma Elementary School District Number One held a Special Meeting on **June 27, 2023 at 5:30 p.m.** in the District Administration Office, 450 West Sixth Street, Yuma, Arizona.

**Members present:** Faith Klostreich, President; Keith Ware, Clerk (virtual); Anthony Gier, Member; Adele Hennig, Member (virtual)

**Members absent:** Theresa Fox, Member

**Others present:** Mr. James Sheldahl, Superintendent (virtual); Other members of the District Administrative Staff

**Call to Order:** The Special meeting was called to order at 5:30 pm. Followed by the Pledge of Allegiance and a moment of silence.

**Donation Recognition** – Mr. Ponder, Chief Financial Officer, recognized and highlighted several donations for June 2023 and thanked our Yuma Community as a whole for its generous support to Yuma District One. The total for the month was \$7,764 and the year-to-date is \$310,449.63. Donations for the month are listed in the consent agenda item 3.5 for approval. No action was required for this item.

**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 Anthony Gier and seconded by Adele Hennig. There was no discussion. The motion passed unanimously.

**Approval of Minutes:** Consideration to approve the minutes for the Public Hearing and Regular Meeting held on June 13, 2023 for Yuma Elementary School District Number One.

**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**

<b>Name</b>	<b>Position</b>	<b>Location</b>	<b>Rate</b>	<b>Fund</b>	<b>Dates</b>	<b>Additional Duties</b>
Butz, Victor	Bus Driver	Transportation	\$16.00 & \$18.00 Hourly	Transportation Fund	6/14/23 – 7/21/23	Training
Gomez, Juan	Bus Driver	Transportation	\$16.00 & \$18.00 Hourly	Transportation Fund	6/14/23 – 7/21/23	Training
Montoya, Ruben	Bus Driver	Transportation	\$16.00 & \$18.00 Hourly	Transportation Fund	6/14/23 – 7/21/23	Training
Marron, Frances	School Secretary	Ron Watson	\$15.96 Hourly	Site M&O	6/7/23 – 7/14/23	Complete duties before closing up summer break
Gabriela Barragan	Office Technician	Ron Watson	\$14.77 Hourly	Site M&O	6/7/23 – 7/14/23	Complete duties before closing up summer break

## **GROUP REQUESTS**

### **CPR Training**

Nurses, health assistants, and paraprofessionals that will be doing CPR training due to their card expiring through the 2022-2023 school year. Training will continue through the 2023 – 2024 school year. Will be paid their regular hourly rate. Paid out of Medicaid Fund.

### **Additional Assignments**

Please see attached staff list with additional duties.

**Approval/Ratification of hiring for Certified, Support Staff and Substitute personnel:** (106) Certified Staff, (50) Support Staff, (36) Certified Transfers, (29) Support Transfers. Listing can be viewed in the Human Resource Department.

**Approval/Ratification of Resignations for Certified, Classified and Substitute Personnel:** (1) Certified Staff, (7) Support Staff.

### **Job Updates:**

#### ***New Position Recommendation:***

#### ***Physical Therapist Assistant:***

The district is recommending to create a Physical Therapist Assistant position to assist with meeting the physical therapy needs of our students district-wide. We currently have a Physical Therapist position available, but this position is truly a hard to fill position. Adding this Physical Therapist Assistant position would give the district flexibility to hire an assistant if a Physical Therapist cannot be found. This position would work under the supervision of a Physical Therapist. See attached job description.

### **Funding Source:**

#### ***Stipend Recommendation:***

#### **Advanced Math Stipend**

The district is implementing a new advanced math program across all middle schools beginning the 2023-2024 school year. This program will give students an opportunity to take advanced math classes that will earn credit and will be transferred to the High School District. This program will be coordinated by a lead instructor and supported at each middle school by a site support teacher. The classes will be offered before the school day begins. The district is recommending the following stipends for the teachers that participate in this program.

#### ***Recommended Stipend Amount:***

\$500 – Advanced Math Site Support Teacher

\$2,000 – Advanced Math Lead Instructor/Coordinator

### **Funding Source:**

Maintenance and Operations

### ***Job Description Revision & Reclassification:***

#### **Operations Manager – Transportation Department**

Transportation is our largest department within our district. When fully staffed, there are close to 200 employees assigned. The operations of this department are crucial to the success of students. Each day close to 5,000 students are transported to and from schools. The positions in this department are very fluid and require constant monitoring and coverage. The district is reworking the leadership structure for our Transportation department. The operations manager position will now assume added tasks and responsibilities that are essential to ensure the efficiency, effectiveness and success of the transportation department operations. In addition, the district is recommending a reclassification of this position in the placement schedule in order to align with the new level of responsibilities and tasks. See attached revised job description.

### **Funding Source:**

Maintenance & Operations Fund (Split cost with Yuma Union High School District)

### **Placement Range:**

Recommending a reclassification to Range VI (\$67,500)

**Consideration to Approve Fundraisers – D. Ponder**

All District Schools- Requesting Board permission to solicit for materials and funds throughout the community through various fundraisers for the 2023-2024 school year. Examples of fundraisers include; T-shirt sales, catalog sales, food sales, dances, performances, etc. Raffles and drawings are not allowed.

**It is recommended that the Governing Board approve the above fundraiser requests in order to maintain the funds for the District.**

**CONSIDERATION TO APPROVE THE RENEWAL OF EXISTING DISTRICT PROCUREMENT CONTRACTS – 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.

**CHANGE IN PROCEDURE:**

The District has changed from a fiscal year renewal to a calendar year renewal. Contracts will now be renewed annually from when they were originally awarded by the board instead of in bulk at the beginning of the year. The change provides for better control of the contracts. NOTE: Not all contracts are renewed annually for 5 years.

Bid Number	Vendor	Contract Year
RFP-1-21-3-5 Medical Insurance	Aetna	3
RFP-1-22-7-5 Employee Benefit Insurance (Medical, Dental, Vision, Life, AD&D, Voluntary Life)	EyeMed Vision Care Metropolitan Life Symetra Life Insurance	2

**RECOMMENDATION:**

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

**Approval of Donations:**

**Dorothy Hall Elementary School-** Donation from Donors Choose, in the form of laminating pouches, envelopes, paint trays, laminating rolls, etc. Donation will be used in Mr. Bailey’s 5<sup>th</sup> grade classroom with an estimated value of \$264.00.

**Yuma Elementary School District One-** Donation from Deb Guerrero, in the form of 300 books to be used in our Libraries District wide. Donation has an estimated value of \$7,500.

**THIS MONTH’S TOTAL = \$7,764.00 YEAR-TO-DATE TOTAL = \$310,449.63**

**Consideration to Approve / Ratification of Out-of-State Travel**

Jamie Walden, Finance Director, Natalie Padilla, Medicaid Manager, and Matt Kaste, Director of ESS request approval to attend the National Alliance for Medicaid in Education in Dallas, Texas from October 22-26, 2023. Funding for this trip will come from Medicaid Funds.

**It is recommended that the Governing Board approve Jamie Walden, Finance Director, Natalie Padilla, Medicaid Manager, and Matt Kaste, Director of ESS to attend the National Alliance for Medicaid in Education in Dallas, Texas from October 22-26, 2023.**

**Action Items:**

**Consideration to Adopt 2023/2024 Proposed Budget– D. Ponder**

Districts are statutorily required to annually prepare a Proposed Budget no later than July 5 or the publication date of the notice of public hearing and board meeting if earlier and furnish it to the Superintendent of Public Instruction and to the County School Superintendent.

A.R.S. 15-905(E): The district must also publish or mail a copy of the proposed Budget or Summary and a notice of the public hearing and board meeting no later than 10 days prior to the meeting to adopt the budget. The governing board shall adopt the budget, which shall not exceed the general budget limit or the unrestricted capital budget limit, making such deduction as it sees fit but making no additions to the proposed budget total for Maintenance and Operations or District Additional Assistance and shall enter the budget as adopted in its minutes.

*It is recommended that the Governing Board Adopt the FY 2023/2024 Proposed Budget.* Hearing the recommendation, a motion to Adopt the FY 2023/2024 Proposed Budget was made by Faith Klostreich and seconded by Anthony Gier. In addition, Mr. Gier thanked Mr. Ponder and his team for all their efforts in putting this budget together. The motion passed unanimously.

**Consideration to Approve Gila Vista Assistant Principal– J. Sheldahl**

The process for the selection of Gila Vista Junior High School assistant principal started with an announcement that the district was seeking an outstanding leader for the vacant position.

First the applicants had to complete the following items:

- Submit an electronic application
- Submit an introductory video
- Submit a cover letter and resume
- Provide three letters of recommendation
- Provide three reference surveys

Top applicants were asked to participate in the interview process. The interview process included the committee asking a set of formal questions, hearing a presentation and reviewing a writing prompt. The final interview committee included the following individuals:

Monica Huff – Teacher  
Valeria Andrade - Teacher  
Cynthia Rivas – Counselor  
Ashley Fox – Elementary Principal  
Frank Nunez – Middle School Principal  
Robert Monson – Director of Federal Programs  
Denis Ponder – Chief Financial Officer  
Luciano Munoz – Executive Director of Human Resources  
Duane Sheppard – Associate Superintendent  
Suzie Alka – Associate Superintendent  
James Sheldahl – Superintendent

After careful deliberation and discussion of each candidate’s qualities and fit for the position, the interview committee has recommended Crystal Teem.

**Therefore, it is the Administrative recommendation that Crystal Teem be approved by the Governing Board as the Assistant principal for Gila Vista Junior High School for the 23-24 school year.** Hearing the recommendation, a motion to approve **Crystal Teem be approved by the Governing Board as the Assistant principal for Gila Vista Junior High School for the 23-24 school year** was made by Faith Klostreich and seconded by Anthony Gier. The motion passed unanimously.

**Adjournment:** Special Meeting adjourned at 5:37 pm.

Respectfully submitted,

---

Monica Navarro, Secretary to the Board

---

Faith Klostreich, President

---

Keith Ware, Clerk

---

Theresa Fox, Member

---

Anthony Gier, Member

---

Adele Hennig, Member