

**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 **October 10, 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, and 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 5:32 p.m., followed by the Pledge of Allegiance and a Moment of Silence.

Adoption of Agenda:

A motion to adopt the agenda was moved by Mr. Keith Ware, seconded by Mrs. Adele Hennig. There was no discussion, the motion carried with a vote of 4-0 with votes being as follows; Faith Klostreich, aye, Keith Ware, aye, Adele Hennig, aye, and Anthony Gier, aye. The motion passed unanimously.

Board Report: None

Superintendent's Report:

Study Session Posting Acknowledgement – Included in the Superintendent's Report is an acknowledgement of an error made in posting our two recent board study sessions. The public notice of the study session did not include the specific topics that were to be discussed/studied, which is a requirement. Mr. Sheldahl stated the following facts:

*The meeting was properly noticed, but the discussion topics were not included.

*No legal action was taken, so there is no requirement for ratification.

*The recording was posted for public review in a timely manner.

* The minutes were published in a timely manner.

Mr. Sheldahl stated it is his responsibility to ensure that information released from the District is thorough, accurate and compliant. He also stated that additional checks are in place to prevent this from happening again.

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 September 2022, the District proudly recognizes the following individuals as the selected High Five Employees. 1) Nicole Wilhelmy, *Principal* – Pecan Grove Elementary, 2) Danielle Mcelroy, *Instructional Coach* – Learning Services, 3) Rachel Cardenas, *Office Technician* – Otondo Elementary, 4) Blanca Hermosillo, *Teacher* – Carver Elementary, 5) Eva Beas, *Cafeteria Assistant* – Castle Dome Middle School. 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.

Donations Recognition – Mr. Sheldahl, Superintendent, recognized and highlighted several donations for the month of September 2023 and thanked our Yuma Community as a whole for its generous support to District One. The total for the month was \$37,338.18 and year-to-date is \$88,657.16. 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 October is a collection of art work submitted by 4th/5th graders & 2nd/3rd graders from Rolle Elementary School from Mrs. Williams's class. The 4th/5th graders did the back-to-school backpacks and hoodies. The idea was for students to be able to share a little bit about themselves. The students are working their way through various elements of art. The 2nd/3rd graders have started with the element of lines and created landscapes with different colored line patterns.

Governor’s Committee on Minimum Adequacy Standards for School Facilities Appointment – Mr. Sheldahl shared that on June 29th, Governor Hobbs issued an Executive Order establishing a Stakeholder Council to Update the Minimum Adequacy Guidelines for School Facilities. Yuma Elementary School District #1 currently has 60 buildings on its school campuses that are more than 50 years of age. Given the ongoing challenges of maintaining and modernizing these aging facilities, Mr. Sheldahl applied to be included on the Council and was selected to participate. He will be one of three public school representatives from Yuma County to serve on the Council. Mr. Sheldahl is pleased to report that Yuma County public schools will be well represented. The Executive Order is included in the Board Book as a reference.

Information Items

Enrollment Reports: Mr. Ponder, CFO, reported that our enrollment of students is holding steady, it increased by 4 additional enrollments between the 20th to 40th day of school. Last year’s enrollment indicated there was a small decrease between the 40th and 60th day and then jumped back up on the 80th day. We will continue to monitor the enrolments. Mr. Ponder also stated that this year’s budget was built for 8,447 students, however the ADM estimate from the ADE report that was ran this morning showed an estimate of 8,296 students; down 151 students. That is an average of \$5,700 per pupil, which impacts our budget by \$860,000. Mrs. Klostreich asked if enrollments have decreased in other districts throughout Yuma County. Student enrollments have decreased throughout Yuma County in the elementary level.

District Financial Trends – Mr. Ponder reported that the district’s carried forward balances will be updated and reflected upon approval of the AFR and the budget revision in December. Our budget will look different once the revisions have been completed. We are trending well and in a good position this time of year.

Annual Financial Report – Mr. Ponder provided a presentation on the Annual Financial Report and explained with details that ARS 15-904 requires school districts to prepare and submit an Annual Financial Report (AFR) to the Arizona Department of Education (ADE). The AFR must be submitted electronically in a format jointly developed by the ADE and the Auditor General. The AFR contains revenue and expenditure and other financial information for all District funds for the year ending June 30, 2023. Additionally, the AFR contains site level reporting as required by statute.

First Reading of Policy Advisories 748-752 & 754-762 – Mr. Sheldahl presented information on updated policies. The Governing Board of Yuma Elementary School District utilizes the services of the Arizona School Boards Association to maintain its Governing Policies and advise the District upon recommended changes. Policy Advisories are sent to member school districts and Governing Board members multiple times throughout the year, usually to respond to changes in the law. This agenda item serves as a "first read" for the proposed policy changes. ASBA's Policy Advisories 748-752 & 754-762 and are available on the District's website to facilitate community or employee input. Though no action is required on this agenda item, the Superintendent is prepared to address questions, comments, or concerns from Governing Board members.

Discussion Regarding Policy Services – Mr. Sheldahl provided a presentation regarding policy services. Yuma Elementary School District #1 has contracted with the Arizona School Boards Association as its provider for policy services. Until recently ASBA was the only provider of comprehensive policy services for school districts. A policy services provider advises school districts regarding new or updated policy recommendations to ensure district policy manuals are up to date and compliant with Arizona and Federal laws. With laws being passed and guidance being updated at least yearly, it is vital that school districts receive sound and timely legal advice to ensure that policies reflect current laws and recommended practices.

The Arizona School Risk Retention Trust (The Trust) has developed a comprehensive policy services program to add to the multiple services it provides for member public school districts in Arizona. Many school districts around the state have contracted with, or are considering contracting with, The Trust for policy services. There was board discussion on moving from ASBA and to the Trust. No action was taken place.

Athletic Update – Mr. Nunez, Principal at Gila Vista, and Mrs. Logan, Principal at OCJ Elementary School, provided an overview of the opportunities available for district one students to participate in athletic activities. Mrs. Logan stated that the benefits of sports is student’s physical health, academics, community personal development. Students build relationships and it helps bring the students, parents and community together.

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 5:30pm the day of the meeting which is traditionally the second Tuesday of the Month. None at this time.*

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 Regular Meeting held on September 12, 2023 and Study Session that was held on September 21, 2023 for Yuma Elementary School District One.

Approval of Payroll Vouchers: Submitted for signatures are copies of seven (7) Payroll Vouchers totaling \$6,318,367.06 from August 11, 2023 through September 22, 2023.

Approval of Expense Vouchers: Submitted for signature are five (5) Expense Vouchers totaling \$3,157,272.49 from September 7, 2023 through September 29, 2023.

Approval of Human Resource Items

Approval/Ratification of Salary Adjustments/Coaching Contracts: The following are individual requests for additional duties/working days to be approved by the Governing board.

INDIVIDUAL REQUESTS

Name	Position	Location	Rate	Fund	Dates	Additional Duties
Norton, Douglas	Teacher	Ron Watson	\$30.00 Hourly	21 st Century	9/6/23 – 6/30/24	21 st Century before & after school Program
Guerra, Lizbeth	Office Technician	Rolle	\$16.00 Hourly	M&O Site Fund	8/20/23 – 6/30/24	Time to catch up with office procedures, files, registrations.
Dykes, Adaleigh	Paraprofessional	Rolle	\$13.85 Hourly	M&O Site Fund	8/01/23 - 08/04/23	Painting a mural on campus
Fauntleroy, Hannah	Teacher	Dorothy Hall	\$600 Stipend	Title II Funds	7/26/23 – 5/30/24	New teacher relocated to Yuma (150 miles or further)
Nieto Freifeld, Danae	Teacher	Desert Mesa	\$1,210 Addendum	M&O Fund	7/26/23 – 5/30/24	Revised salary amount reflecting professional growth credits

GROUP REQUEST:

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.

Approval/Ratification of Hiring for Certified, Classified Personnel: (6) Certified Staff, (23) Support Staff, (10) 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 Request to Retire:

Certified Staff

Brown, Diana, Teacher at Desert Mesa Elementary School effective May 30, 2024.

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

Approval of Donations:

Alice Byrne Elementary School- Donation from Dawn Higuera, in the form of seven books to be used in the school library. Donation has a total value of \$50.00.

Castle Dome Middle School- Donation from Yuma Top Team, in the form of gym bags for the school wrestling team. Donation has an estimated value of \$1,000.00.

C.W. McGraw Elementary School- Donation from Panda Cares Foundation through Donors Choose, in the form of party snack boxes, fruit snacks, scalloped border sets, construction paper, dry erase markers, etc. Donation has a total value of \$494.07 and will be used in Mrs. Garibay’s classroom.

C.W. McGraw Elementary School- Donation from PwC through Donors Choose, in the form of chair pockets to be used in Mrs. Garibay's classroom. Donation has a total value of \$645.00.

C.W. McGraw Elementary School- Donation Sam's Club, in the form of 22 soccer balls to be used in PE class. Donation has a total value of \$484.00.

Dorothy Hall Elementary School- Donation from PTO, in the form of 3 metallophones to be used by the school music department. Donation has a total value of \$1,855.18.

Dorothy Hall Elementary School- Donation from Donors Choose, in the form of a block activity, magnetic math set, smile dentist kit, butterfly life cycle activity, etc. to be used in Mrs. Reardon's kindergarten classroom. Donation has a total value of \$591.00.

G.W. Carver Elementary School- Donation from Donors Choose, in the form of a storage tray center to be used in Ms. Hermosillo's kindergarten classroom. Donation has a total value of \$1,031.04.

G.W. Carver Elementary School- Donation from APS Supply My Class, in the form of a \$500.00 electronic gift card to be used for Mrs. Aguayo's classroom supplies.

G.W. Carver Elementary School District One- Donation from Donors Choose, in the form of snacks, pencil sets, cushions and learning materials to be used in Mrs. Martinez's 2nd grade classroom. Donation has a total value of \$1,161.56.

G.W. Carver Elementary School- Donation from APS Supply My Class, in the form of a \$500.00 electronic gift card to be used for Mrs. Henderson's classroom supplies.

G.W. Carver Elementary School District One- Donation from Beall's, in the form of Journals, socks, backpacks, water bottles, lunch bags, books, glue, etc. to be used at the Principal's discretion schoolwide. Donation has a total value of \$600.00.

Mary A. Otondo Elementary School District One- Donation from Brenda Enriquez, in the form of miscellaneous school supplies to be used at the Principal's discretion. Donation has an estimated value of \$50.00.

Mary A. Otondo Elementary School District One- Donation from Donors Choose, in the form of nameplates, bulletin board accents and magnetic math manipulatives to be used by 3rd grade classes. Donation has a total value of \$238.00.

OC Johnson Elementary School District One- Donation from Donors Choose, in the form of yoga mats, chairs, rugs, sofa chairs to be used in Ms. Sander's classroom. Donation has a total value of \$300.00.

OC Johnson Elementary School District One- Donation from Donors Choose, in the form of mounting tape, curtain rods, sheer window curtains to be used in Ms. Escobedo's classroom. Donation has a total value of \$200.00.

Palmercroft Elementary School- Donation from Donors Choose, in the form of lollipops, cookies, and other variety candy bars to be used in Mrs. Griffin's classroom. Donation has a total value of \$288.78.

Palmercroft Elementary School- Donation from Donors Choose, in the form of an activity table to be used in Mrs. McCaughey's 1st grade classroom. Donation has a total value of \$788.73.

Palmercroft Elementary School- Donation from Donors Choose, in the form of colorful seating rugs, a 16-box organizer and sensory kits and toys. Donation has a total value of \$991.22.

Palmercroft Elementary School- Donation from Donors Choose, in the form of noise canceling headphones, chew necklaces and chew bracelets to be used in Mrs. Isely's classroom. Donation has a total value of \$299.09.

Palmercroft Elementary School- Donation from Donors Choose, in the form of white boards, post-it wall pads and classroom keepers to be used in Ms. Martinez's 3rd grade classroom. Donation has a total value of \$374.47.

Palmercroft Elementary School- Donation from Donors Choose, in the form of seat storage organizers and an outdoor water-resistant bench to be used for Mrs. Haile's kindergarten class. Donation has a total value of \$188.66.

Palmercroft Elementary School- Donation from Donors Choose, in the form of Rainbow seating rugs to be used in Ms. Warhurst's kindergarten class. Donation has a total value of \$477.94.

Palmercroft Elementary School- Donation from Donors Choose, in the form of five, cork bulletin boards to be used in Mrs. Sinks class. Donation has a total value of \$859.49.

Palmercroft Elementary School- Donation from Donors Choose, in the form of a flex space write wipe table and wobble chair bundle to be used in Mrs. Ferrell's classroom. Donation has a total value of \$1364.98.

R. Pete Woodard Jr. High School- Donation from Sun State Environmental Services, in the form of \$500.00 to be used at the Principal's discretion for 8th grade activities.

R. Pete Woodard Jr. High School- Donation from Faith Lutheran Church, in the form of assorted colored paper and cardstock to be used schoolwide at the Principal's discretion. Donation has a total value of \$500.00.

Roosevelt Elementary School District One- Donation from Donors choose, in the form of Lego Sets to be used in the school's library makerspace for all students. Donation has a total value of \$675.00.

Sunrise Elementary School District One- Donation from Donors choose, in the form of a wooden open shelf bookcase to be used in Mrs. Obregon's kindergarten classroom. Donation has a total value of \$215.00.

Sunrise Elementary School District One- Donation from Donors choose, in the form of HP toner cartridges to be used by Mrs. Obregon's class. Donation has a total value of \$1,088.00.

Sunrise Elementary School District One- Donation from Donors choose, in the form of a rug to be used in Mrs. Obregon's Kindergarten classroom. Donation has a total value of \$527.00.

Yuma Elementary School District One- Donation from Kids Need to Read, in the form of 1,000 copies of "Game Day Rules" to be given to 2nd graders to take home and 532 books to be added to the library circulation collection. Donation has a total value of \$18,499.97.

THIS MONTH'S TOTAL = \$37,338.18 YEAR-TO-DATE TOTAL = \$88,657.16

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

Approval of Competitive Grants - Capturing Kids Hearts Leadership Team Premium Access

Through the efforts of Dr. Suzie Alka, the Flippen Group has awarded the district a grant package worth \$7,250. This package equips the district leadership team with the support to implement the Capturing Kids' Hearts® Process with fidelity across the district. It includes access to a strategist, district-wide reporting, recurring leadership team huddles, a one-day district consulting visit, and resources to support implementation. **It is the administrative recommendation that the Governing Board accept the grant package for Capturing Kids Hearts from the Flippen Group.**

Out-of-State Travel Request:

James Sheldahl, Superintendent, Duane Sheppard, Associate Superintendent, Theresa Lowe, Special Projects Coordinator, and Jennifer Adair, Avid Coordinator, request approval to attend AVID District Leadership Conference in San Diego, CA, October 24-26, 2023. Title II funds will cover all expenses for this conference.

2023 DoDEA Grant Program Professional Learning Meeting

Amanda Norton, DoDEA Grant Coordinator, and one additional attendee (TBD) request permission to attend the DoDEA Regional Conference in Savannah, Georgia, from December 12-14, 2023. During this annual meeting, participants can engage in thought-provoking discussions, attend educational sessions, and forge connections leading to transformative collaborations that will assist in moving "Onward" toward successful grant implementation for our current and new grants. Funding for the trip will come from the 2023 DoDEA Grant. **It is recommended that the Governing Board Approve all travels listed above.**

Approval/Ratification of Student Field Trips –

Six (6) Teachers from Dorothy Hall Elementary School, are requesting Board approval for 84 students and 3 chaperones to attend the Campway Friendly Pines Camp in Prescott, AZ on January 31, 2024 and returning on February 2, 2024 at 2pm. All fee costs will be paid from Extracurricular Tax Credit Funds.

Intergovernmental Agreement for Southern Yuma County Interscholastic Association – D. Ponder

Consideration to Approve the Intergovernmental Agreement for Southern Yuma County Interscholastic Association.

The purpose of this Intergovernmental Agreement is to allow appointment of an Athletic Director to the association council operating the interscholastic athletic program for Crane, Gadsden, Somerton, and YSD#1 School Districts.

Recommendation:

It is recommended the Governing Board approve the SYCIA Intergovernmental Agreement.

Action Items:

Second Reading of Policy Advisory JLDAB - Referrals to Other Agencies – S. Alka

As discussed in our September board meeting, this policy authorizes the District to make school-based referrals to community behavioral health providers in compliance with ARS 36-3436.01. The state of Arizona has set aside a fund for children's behavioral health services or services provided through AHCCCS in the event that the child/family are uninsured or underinsured. This fund is designed to assist children in receiving health related services.

Through this policy, the District is directed to follow a process for parents to opt in to these school based referrals annually. The District will post this policy, as well as the community providers with whom the District contracts on the District website. Parents who receive school-based referrals will be surveyed each year, and the results of the survey will be sent to AHCCCS administration. This policy and process will allow our students who may not be able to afford these needed services to benefit from this funding source.

It is recommended that the Board adopt this policy for school-based referrals to other agencies. Hearing the recommendation, a motion to approve was made by Faith Klostreich, seconded by Keith Ware. There was no discussion, the motion passed unanimously.

Consideration to Approve Resolution for School Bus Safety Week October 16-20, 2023 – D. Ponder

Mr. Ron Schepers, Director of Transportation read the resolution affirming that the Week of October 16-20, 2023 be designated as National School Safety Week. **It is recommended that the Governing Board approve the attached resolution declaring the week of October 16-20, 2023 "Yuma Elementary School District One School Bus Safety Week".** Hearing the Resolution and recommendation, a motion to approve the 2023-2024 School Safety Week was moved by Adele Hennig and seconded by Keith Ware. There was no discussion, the motion passed unanimously.

Adoption of District Board Goals for 2023-2024 School Year – J. Sheldahl

Draft Goals under consideration by the Board for the 2023 - 2024 academic year:

- **Student Achievement:**
 - Improve student achievement scores as measured by Galileo and/or AASA. Increase the number of students scoring proficient and reduce the number of students scoring minimally proficient on the exams. We will accomplish this goal through the use of:
 - AVID strategies - WICOR - Writing, Inquiry, Collaboration, Organization, Rigor
 - Use of the STEP (Strategic Thinking with Evidence and Planning) Cycle (continuous improvement data cycle) to analyze student progress and plan for instruction
 - Personalized Learning - Rigor, Small Group Targeted Instruction, Student Collaboration

- **Facilities:**
 - Evaluate the current state of our facilities, and prioritize enhancements that will positively impact student learning and community engagement through:
 - seeking out multiple revenue sources
 - updating/upgrading to at least minimum standards

- **Parent/Community Engagement:**
 - Effectively engage parents and the community, as evidenced by parent surveys, social media analytics, community outreach, community partnerships, and parent engagement in school events.

It is recommended that the Governing Board adopt the District Board Goals for 2023-2024 School Year. Hearing the recommendation, a motion to adopt the District Board Goals for 2023-2024 School Year was moved by Faith Klostreich and seconded by Keith Ware. There was no discussion, the motion passed unanimously.

Consideration to Approve the Annual Financial Report – D. Ponder

In accordance with ARS 15-904, Arizona school districts are required to prepare and submit an Annual Financial Report to the Arizona Department of Education. A summary AFR presentation was provided to the Governing Board by Mr. Ponder.

It is recommended that the Governing Board approve the FY2023 Annual Financial Report as presented in this meeting. Hearing the recommendation, a motion to approve the 2022-2023 Annual Financial Report was made by Keith Ware and seconded by Adele Hennig. There was small discussion on the AFR auditing process. The motion passed unanimously.

Future Agenda Items: Nothing at this time.

Adjournment: Meeting adjourned at 6:32 p.m.

Respectfully submitted,

Monica Navarro, Secretary to the Board

Faith Klostreich, President

Keith Ware, Clerk

Theresa Fox, Member

Anthony Gier, Member

Adele Hennig, Member