

**Yuma Elementary School District No. One
Governing Board
Study Session**

The Governing Board for Yuma Elementary School District No. One held a Study Session **October 23, 2023 at 5:30 pm** in the District Office Board Room, 450 West Sixth Street, Yuma, Arizona.

Members present: Mrs. Faith Klostreich, President; Mr. Keith Ware, Clerk; Mrs. Theresa Fox, Member; Mrs. Adele Hennig, Member; and Mr. Anthony Gier, Member

Others present: Mr. James Sheldahl, Superintendent; Mrs. Monica Navarro, Board Secretary, Dr. Suzanne Alka, Associate Superintendent, Mr. Duane Sheppard, Associate Superintendent, Mr. Luciano Muñoz, Executive Director of Human Resource, Jennifer MacLennan, The Trust

Call to Order:

Mrs. Klostreich called the Study Session to order at 5:32 pm. Mr. Sheldahl thanked everyone for being there. The purpose of the Study Session was to present and discuss the Trust Policy Services Program and to review the Governance Team Handbook.

Mr. Sheldahl introduced Mrs. McClennan, Model Policy Manager from The Trust, and she began her presentation by providing an overview of The Trust Model Policy Program, specifically focusing on its background and the creation of K-12 School District Model policies. This program involves the development of policies and guidelines with a strong emphasis on legal compliance. These Model Policies were developed by legal experts in Arizona who specialize in litigation and education laws. The core purpose is essential for school districts to ensure that the policies align with legal requirements. Mrs. McClennan stated that The Model Policy Program Chapters are organized into five chapters, each of which addresses different aspects of school districts operations. Here are the breakdowns of the chapters: **Chapter 1:** District Governance; **Chapter 2:** Administration; **Chapter 3:** Business Operations; **Chapter 4:** Human Resources; **Chapter 5:** Students. There was effective communication and collaboration between the Governance team and they plan to revisit this topic and establish a plan to move forward.

The next topic of the agenda that was discussed was the Governance Team Handbook. Mrs. Klostreich expressed her gratitude and thanked everyone for their input and comments on the drafted Governance Team Handbook. There was discussion on how the board can achieve more clarity on the policies outlined in the handbook. Board Member Mr. Gier opened discussion on comparing what the Governance Handbook stated to what the actual Policy Bridge states. It is important that the handbook and policies are aligned to avoid confusion on what the policies actually mean and how they should be interpreted and implemented. The team also discussed topics of what information is useful for new board members. It was stated that moving forward, receiving feedback from one another after every board meeting is essential for their future progress. Mrs. Klostreich also emphasized the importance of in-person dialogue within the Governance Team when it comes to adding an agenda item to the board book. She mentioned the need to focus on evidence and data when making decisions on agenda items. This approach can help the Governance Team lead to more informed and data-driven decision making within the

organization. The team made an agreement to revisit the Governance Team Handbook and incorporate additional notes or questions to seek further clarification.

Adjourn: The Study Session adjourned at 7:16 P.M.

Respectfully submitted,

Monica Navarro, Secretary to the Board

Faith Klostreich, President

Keith Ware, Clerk

Theresa Fox, Member

Adele Hennig, Member

Anthony Gier, Member