

**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 28, 2022 at 5:30 p.m.** in the District Administration Office, 450 West Sixth Street, Yuma, Arizona.

Members present: Barbara Foote, President; Theresa Fox, Member; Keith Ware, Member
Members absent: Faith Klostreich, Clerk; Adele Hennig, 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 5:53 pm. Followed by the Pledge of Allegiance and a moment of silence.

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 and seconded by Theresa Fox. There was no discussion. The motion passed unanimously.

Approval of Human Resource Items:

Approval/Ratification of Salary Adjustments/Coaching Contracts:

INDIVIDUAL REQUESTS

Name	Position	Location	Rate	Fund	Dates	Additional Duties
Barajas, Maria	Teacher	Fourth Ave	\$30.00 Hourly	21 st Century	05/14/2022- 05/27/2022	Subbed for another employee and provides services
Casillas, Valeria	Paraprofessional	O.C. Johnson	\$12.80 Hourly	Family Literacy Grant	06/01/2022- 06/15/2022	Childcare services for Family Literacy Program for three days
Guerrero, Samuel	Teacher	Castle Dome	\$30.00 Hourly	M&O (Site Funds)	06/15/2022	25 hours for testing of gifted students
Montes, Joseline	Teacher	Castle Dome	\$30.00 Hourly	CSI Grant	07/22/2022	1 day of planning before school starts
Reyes, Gina	Home School Liaison	Woodard	\$13.00 Hourly	Title One Fund	05/26/2022- 07/31/2022	Additional days to support families during summer school session
Sadowski, Tiffany	Assistant Principal	Digital Learning Academy	\$1500 Stipend	M&O Fund	06/17/2022	Additional duties with the Digital Learning Academy
Sadowski, Tiffany	Assistant Principal	Otondo	\$30.00 Hourly	AZ on Track Fund	06/16/2022- 07/31/2022	Coordinate with other staff on providing services to students
Salasibarra, Amanda	Family Literacy Specialist	O.C. Johnson	\$14.50 Hourly	Family Literacy Grant	06/01/2022- 07/31/2022	Additional days/ duties during the summer program
Williams, Rosaline	Instructional Coach	Woodard	\$800 Stipend	District Funds	06/20/2022- 06/23/2022	Attend "Next Education Workforce Summer Institute 2022" conference

GROUP REQUESTS

CPR Training

Names of nurses, health assistants, and paraprofessionals that will be doing CPR training due to their card expiring through the 2021-2022 school year. Will be paid their regular hourly rate. Paid out of Medicaid Fund.

Additional Assignments

Please see attached lists for names of staff with additional duties.

- Nine teachers from Carver will participate in Step Up to Writing training on 05/26/2022 and 05/27/2022 for 6.5 hours each to be paid \$30/hour out of account code: 476.100.2213.6114.102 (see attached list).
- 2 teachers working as subs for teachers who are absent during the 22st CCLC Summer Learning 2022 to be paid \$30/hour (see attached list for details).
- Summer training for transportation employees effective 07/07/2022 to 07/29/2022 to be paid \$12.80/hourly from Transportation Fund (see attached list).
- Teachers to be paid for attending AVID Path (Site Team Training) for 6 hours at \$30/hour (see attached list).
- Certified employees at Castle Dome to be paid \$700 stipend for being POD leaders out of M&O site budget effective 06/15/2022 (see attached list).
- Teachers to be a part of 21st CCLC July Jump Start 2022 at Ron Watson for four days effective 07/01/2022 to be paid \$30/hour out of account codes: 345.100.1000.6114.125 and 345.100.2210.6114.125 (see attached list).
- Two certified employees from Gila Vista to be paid \$800 stipend for attending the "Next Education Workforce Summer Institute 2022" conference for the dates 06/20/22 to 06/23/22 to be paid out of account code 570.100.2213.6360.122 (see attached list).
- Teachers and facilitators will be paid for 5 hours at \$30/hour to complete Here I Come Reports as required by AZ On Track Grant by June 28, 2022 and for 5 hours at \$30/hour to create Summer Learning packets for the AZ On Track Summer School by June 28, 2022. There will be Open Library days on 06/28, 06/30, 07/05, 07/07, 07/12, and 07/14 at Alice Byrne, Price, Palmcroft, Pecan Grove, Rolle, Otondo, and Sunrise; certified staff to be paid \$30/hour for 6 days for 3 hours each day and classified staff to be paid their hourly rate for 6 days for 3 hours each day (see attached list).

Approval/Ratification of hiring for certified, support staff and substitute personnel:

CERTIFIED

None at this time.

SUPPORT STAFF

Name	Position	Location	Status
Alvarez, Alicia	Paraprofessional	Roosevelt	Part-Time
Hirales, Jazmin	Health Assistant	Desert Mesa	Part-Time
Marquez, Princess Maricela	Health Assistant	Ron Watson	Part-Time
Reveles, Elizabeth	HR Specialist	District Office	Full-Time

TRANSFERS

Name	Previous Position	New Position	Location
Chesney, Wendy	Registered Nurse (Rolle)	Director of Health Services	District Office
Galarza, Mariana	Paraprofessional - Temporary (Otondo)	Paraprofessional – ESS Moderate/ Severe	Otondo
Holguin, Hilda	Office Technician (Sunrise)	School Secretary	Sunrise
Lomeli, Amalia Cisneros	Paraprofessional – Temporary (Rolle)	Administrative Assistant	District Office
Navarro, Brenda E.	Cafeteria Manager (Fourth Ave)	Child Nutrition Technician	District Office
Ramirez, Veronica	Crossing Guard (Dorothy Hall)	Custodian	Dorothy Hall
Silva, Melissa	Paraprofessional – Title One (Carver)	Paraprofessional – ESS Moderate/ Severe – Autism	Carver
Suarez, Ana I.	Paraprofessional – ESS Moderate/ Severe – Intensive (Carver)	Paraprofessional – ESS Moderate/ Severe – Extensive	Carver

Approval/Ratification of Non-Renewal for Certified and Support Staff Personnel:

None at this time.

Approval/Ratification of resignations for certified, support staff and substitute personnel:**CERTIFIED STAFF**

None at this time.

SUPPORT STAFF

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Leave Date</u>
Frias, Alma	Paraprofessional – Library	Fourth Ave.	06/16/2022
Orejel, Alma	Cafeteria Assistant	Woodard	05/25/2022
Sandoval, Burt	Custodian	Desert Mesa	06/07/2022

Approval/Ratification of Resignation Agreement and Release for Certified Personnel:

None at this time.

Approval/Ratification of Job Abandonment for Certified, Support Staff and Substitute Personnel:

None at this time.

Approval/Ratification of Release of Contract: None at this time.**Approval/Ratification of Request to Retire:** None at this time.**Leave of Absence:** None at this time.**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:

Maintenance and Operations Fund

New Position Recommendation:

Lead Specialist

The district has been evaluating the increase in work load for both the payroll and human resources departments over the last several years. Over the last six years, the district has added multiple positions and programs that have in turn created more responsibilities and tasks for the current department personnel to maintain and manage. We are recommending to create a lead specialist position to add a layer of support to assist a department with meeting the operational functions and tasks.

See attached job description.

Funding Source:

Maintenance and Operations Fund

New Position Recommendation:

Child Nutrition Field Supervisor

The child nutrition department has seen an increase in responsibilities at the site in regards to compliance, support and training. The district is recommending that the board approve this new supervisor position to assist in meeting the department's needs. Given the size of our district and the number of schools, this position would be key in providing support to ensure successful operations.

See attached job description.

Funding Source:

Child Nutrition Funds

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

None at this time.

Approval Competitive Grants

The Arizona Department of Education has awarded a \$513,779.25 School Improvement Sustainability Grant to the District to sustain efforts to improve instruction, particularly for English Language Learners and students with special needs, at five middle schools and four elementary schools. The funding will support additional paraprofessionals, before- and after-school classes, and extensive professional development for teachers and administrators.

It is the administrative recommendation that the Governing Board accept the \$513,779.25 School Improvement Sustainability Grant from the Arizona Department of Education.

CONSIDERATION TO APPROVE THE WRITTEN DETERMINATION AND RECOMMENDATION OF AWARD FOR IFB-1-23-1-5 FOOD SUPPLIES AND RELATED NON-FOOD ITEMS-- DENIS PONDER

PURPOSE:

The purpose of this agenda item is to award IFB-1-23-1-5 Food Supplies and Related Non-Food Items to the low bidder who has been determined to be both responsive and responsible.

BACKGROUND:

Yuma Elementary School District One issued an Invitation for bid to procure perishable and non-perishable food items as well as non-food items to meet the needs of the Student Nutrition Department. It is also written as a non-exclusive contract meaning that if an awarded vendor is not able to meet the needs of the District, the District can procure from the next lowest vendor. In addition, procuring from these vendors is contingent on taste preference by our students in the sense that if an awarded product does not meet the taste preference of the students, the District Food Service Department will modify its product line to meet student taste preference. Ninety-one (91) prospective vendors were sent an Invitation for Bid. Of the 91, thirty-six (36)

downloaded the bid, three (3) submitted a No Bid and five (5) vendors submitted a response. All five (5) that submitted were deemed responsive and responsible.

<u>Aikins Distribution</u> 5707 W. Buckeye Rd. #D Phoenix, AZ 85043	<u>Fulton Distributing</u> 53-603 Polk Street Coachella, CA 92236
<u>Shamrock Foods</u> 2540 N. 29 th Ave. Phoenix, AZ 85009	Sysco Arizona 611 S. 80 th Ave. Tolleson, AZ 85353
<u>Wallace Packaging</u> 820 E. 47 th Street, Suite B6 Tucson, AZ 85713	

This bid was issued on behalf of the Yuma Educational Purchasing Association (YEPA) Cooperative. Yuma Elementary, Crane and Somerton School Districts all expressed interest in participating in the resulting contract. The purpose of this Invitation for Bid was to solicit vendors to provide the YEPA Cooperative members with Food Supplies and Related Non-Food Items. A multiple award was determined to be in the best interest of the District in order to cover all items requested and to meet the needs of all cooperative members. The vendors were selected based on pricing and ability to meet the district's needs as described in the IFB. The award was limited to the least number of suppliers that the District determined was necessary to meet the need of the District and cooperative members.

After evaluating the responses according to the criteria listed in the bid solicitation, the district found that Shamrock Foods, Aikins Distribution, Fulton Distributing and Wallace Packaging were able to meet the criteria set forth in the solicitation. Shamrock Foods will serve as the primary vendor as they are able to provide the majority of items specified. Aikins Distribution, Fulton Distributing, and Wallace Packaging will serve as secondary vendors according to line item.

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 Food Supplies and Related Non-Food Items 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. Food Supplies and Related Non-Food Items 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 services, provided 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: 1-23-1-5 Food Supplies and Related Non-Food Items to the following vendors (awarded by line item):

- **Aikins Distributing**
- **Fulton Distributing**
- **Shamrock Foods Company**
- **Wallace Packaging**

CONSIDERATION TO APPROVE THE RECOMMENDATION OF AWARD FOR IFB-1-22-8-1 RON WATSON MIDDLE SCHOOL SOCCER FIELD – DENIS PONDER

PURPOSE:

The purpose of this agenda item is to award IFB-1-22-8-1 Ron Watson Middle School Soccer Field 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 solicit general contractors for the Ron Watson Middle School Soccer Field. Three hundred thirty-eight (338) prospective vendors were sent an Invitation for Bid. Of the 338, thirty-eight (38) vendors downloaded the solicitation, twenty-three (23) submitted a NO BID response and one (1) vendor submitted an offer. The one (1) bidder who submitted an offer has been determined to be both responsive and responsible.

<u>Pilkington Construction Company</u>
\$184,166.00

R7-2-1032 – If only one bid is received in response to an invitation for bids, an award may be made to the single bidder if the school district determines that the price submitted is fair and reasonable, and that either other prospective bidders had reasonable opportunity to respond, or there is not adequate time for re-solicitation.

The bid was posted to the AZ Purchasing website 6/8/22 and then closed on 6/23/22. The duration of the bid was 15 calendar days which meets the required 14 minimum number of days. It is determined that other prospective bidders had reasonable opportunity to respond to the bid, it was also determined that in order for the soccer field to be ready by the time school starts and the field is needed, there would not be adequate time for re-solicitation.

The award of the contract under this bid will result in a single term contract to cover the Ron Watson Middle School Soccer Field with no renewal options. This contract award recommendation is in accordance with school district procurement rules and is in the best interest of the District.

RECOMMENDATION:

It is recommended the Governing Board award IFB: 1-22-8-1 Ron Watson Middle School Soccer Field to Pilkington Construction Company for the amount of **\$184,166.00**.

Action Items:

Consideration to Approve 2022/2023 Proposed Budget– Mr. Ponder will present a summary of the 2022-2023 Proposed Expenditure Budget.000000

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 approve the FY 2022/2023 Proposed budget.

Recommended Motion: Following the presentation by Denis Ponder, CFO, Mrs. Barbara Foote, Board President asked for a motion to approve the 2022-2023 Proposed Budget. There was no discussion. It was moved by Theresa Fox, and seconded by Keith Ware. The motion passed unanimously.

Consideration to Approve Compensation Salary Increase – D. Ponder

Pursuant to increased funding from the state legislature as presented earlier, we are recommending an additional 5% increase to teacher salaries and an additional 3% to exempt employees. This will result in a total increase of 8% for teachers and 6% for exempt employees. In addition, we have a new Certified Placement Schedule for this school year.

Based on the information provided and the previous budget proposal presentation, I recommend the governing board approved of these additional compensation increases and the new Certified Placement Schedule for the 2022-2023 school year.

Recommended Motion: Following the presentation by Denis Ponder, CFO, Mrs. Barbara Foote, Board President asked for a motion to approve the additional Compensation Increases and the New Certified Placement Schedule. There was no discussion. It was moved by Keith Ware and seconded by Theresa Fox. The motion passed unanimously.

Adjournment: Special Meeting adjourned at 5:59 pm.

Respectfully submitted,

Alice Quintero, Secretary to the Board

Barbara Foote, President

Faith Klostreich, Clerk

Theresa Fox, Member

Keith Ware, Member

Adele Hennig, Member