

**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 **March 12, 2024**, at **5:45 p.m.** in the District Administration Office, 450 West Sixth Street, Yuma, Arizona.

Members present: Mrs. Faith Klostreich, President; Mrs. Adele Hennig, Clerk; Mrs. Theresa Fox, Member; Mr. Keith Ware, Member; Mr. Anthony Gier, 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 5:45 p.m. followed by the Pledge of Allegiance and a Moment of Silence.

Adoption of Agenda:

A motion to approve the agenda as presented was made by Theresa Fox, seconded by Faith Klostreich. There was no discussion, the motion carried with a vote of 5-0 with votes being as follows; Faith Klostreich, aye, Anthony Gier, aye, Theresa Fox, aye, Adele Hennig, aye, Keith Ware, aye.

Board Report: Mrs. Adele Hennig reported that she attended the Odyssey of the Mind Western Regional Tournament which was held at Ron Watson. She stated it was well attended and it was fun.

Superintendent's Reports:

Recognition of Excellence – Spelling Bee Champion and Runner Up – Mr. Sheldahl recognized and highlighted students from 55 schools throughout Yuma County, ranging from 3rd through 8th grade, participated in this year's Bee. District One congratulates all of our fantastic spellers who competed, and we are proud to recognize them.

Special Congratulations to Natalie Pinkerton from Dorothy Hall Elementary School and Catherine McCoy from Castle Dome Middle School for taking home first and second place respectively at this year's Yuma County Spelling Bee. Natalie will go on to compete in the Arizona State Spelling Bee competition this month. Both students received Corner Stone, Harkins, and Barnes and Noble gift cards. A short video of all District One students that participated in the Spelling Bee was presented at the meeting.

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 February, the District proudly recognizes the following individuals as the selected High Five Employees. 1) Linda Bergman, *Teacher*– Rolle Elementary, 2) Carolina Contreras, *Support Specialist* –Pecan Grove Elementary, 3) Luz Robles, *Routing Technician* – Transportation, 4) Tiffany Comstock, *Para - Library* – Palmcroft Elementary, 5) Amalia Lomeli, *Admin Assistant* – District Office

Donation Recognition- Mr. Sheldahl, Superintendent, recognized and highlighted several donations for the month of February 2024 and thanked our Yuma Community as a whole for its generous support to District One. The total for the month was \$3,313.76 and year-to-date is \$214,814.54. 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 art displayed for the month of March is from students at Dorothy Hall Elementary School. The students at Dorothy Hall strive to be prepared for the future. One of the ways that we prepare them at Dorothy Hall is to have them collaborate and learn to work with others with one goal in mind. Art class is no different than the other classes. Collaboration happens constantly and this month's artwork is the result of that collaboration. Students learned about the history of stained-glass windows as well as the materials used to make them. Students used math to enlarge their designs and they created faux stained glass windows using plastic, paint, cardboard and aluminum foil.

Information Items -

Enrollment Report – Mr. Ponder reported that our enrollment continues to follow the pattern as previous years; we will continue to monitor the enrollment.

District Financial Trends – Mr. Ponder reported that our district's M&O and Capital balances continue to maintain a strong financial position, and balances look good.

First Reading of Policy Advisories 763-786 – J. Sheldahl

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 763-786 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 was prepared to address questions, comments, or concerns from Governing Board members.

YRMC Residence Partnership – D. Sheppard

Yuma School District One in partnership with Yuma Regional Medical Center is pleased to begin a medical resident practice experience where third-year residents meet with classes at Fourth Avenue Junior High and Roosevelt Elementary. Each resident will spend ten days over four weeks on those campuses supporting teachers and students in science, health, AVID, and career exploration classes. The residents also spend time with students in the cafeteria building relationships. Part of their experience will also include participation in family nights. In all, four medical residents will complete this experience in Spring 2024. In August our partnership will grow into a mobile medical unit to provide supervised medical services for our families in the NorthEnd. Dr. Kristina Diaz, Program Director of the Family Medicine Residency Program, and the first two residents in this endeavor, Dr. Ludny Charles and Dr. Reina Ayala shared highlights of their recent experiences.

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 was one form submitted. Jeff Stoner – 7627 E. County 13 ½ Street, Yuma, AZ 85365 regarding teachers support.

Consent Agenda - *Approval of these items is 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 Adele Hennig, seconded by Keith Ware, there was no discussion, the motion carried with a vote of 5-0 with votes being as follows; Faith Klostreich, aye, Anthony Gier, aye, Theresa Fox, aye, Adele Hennig, aye, Keith Ware, aye.

Approval of Minutes: Consideration to approve meetings held for Yuma Elementary School District Number One; Amended minutes for January 9, 2024 Regular Board Meeting, the minutes for February 6, 2024 Special Meeting, and minutes for February 13, 2024 Regular Board Meeting.

Approval of Payroll Vouchers: Submitted for signatures are copies of four (4) Payroll Vouchers totaling \$6,240,387.86 from February 9, 2024 through February 23, 2024.

Approval of Expense Vouchers: Submitted for signature are five (5) Encumbered Expense Vouchers totaling \$3,526,036.64 from February 8, 2024 through February 29, 2024.

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
Corner, Audrey	Assistant Principal	Price	\$1,100.23 Stipend	M&O Site Fund	1/29/24 – 6/05/24	Will receive the remaining portion of the lead stipend due to lead teacher transfer
Lemke, Arelien	Teacher	Sunrise	\$30 Hourly	Migrant	2/20/24 – 5/30/24	Migrant Afterschool Teacher
May, McKenzie	Teacher	Dorothy Hall	\$30 Hourly	Title One	2/07/24 – 5/30/24	Plan and prepare for small groups

GROUP REQUESTS

CPR Training

Names of nurses, health assistants, and paraprofessionals that will be doing CPR training due to their card expiring 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: (0) Certified Staff, (23) Support Staff, (15) Transfers. All listings can be viewed in the Human Resource Department.

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

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.

Rodriguez, Maria, Teacher at Sunrise Elementary School, request for release of contract for 2023-2024 school year effective March 5, 2024.

It is the administration recommendation that the release of contract request be approved due to extenuating circumstances and approves to collect liquidated damages.

Daily, Rebecca, School Nurse at Ron Watson Middle School, request for release of contract for 2023-2024 school year effective March 8, 2024.

Approval/Ratification of Request to Retire:

Exempt Staff

Lowe, Theresa G., Grant Writer at the District Office, requested to retire at the end of 2024-2025 school year.

Job Updates

Annual Placement Schedule Updates

Update Information:

Every year the District updates our placement schedules after the Governing Board has approved the compensation increase for employees for the upcoming school year. Attached to the board book are the updated placement schedules for all positions. The placement schedules are only for new hires that are joining our school district effective July 1, 2024. This approval will also assist our Human Resources Department to be able to issue contracts and working appointments to new hires that intend to join the school district for the 24-25 school year.

It is the recommendation that the Governing Board approve the placement schedules as presented for the 24-25 school year.

Substitute Rates for 24-25 School Year:

Every year, the district has the Governing Board approve the substitute compensation rates for the upcoming school year. We have reviewed the substitute pay rates compared with our neighboring school district and the proposed rates will ensure that our district is competitive in attracting and retaining substitutes with our district. Finding substitutes to cover our teacher absences for personal and professional leave can be challenging, but our district believes these proposed substitute rates will assist in attracting new substitutes to our district.

See attached the attached compensation rate information sheet for the 24-25 school year.

Working Calendars for 24-25 School Year:

Every year, the district submits the various employee working calendars for Governing Board approval. The working calendars are aligned with the approved student calendar developed by the calendar committee every two years.

Please see the attached working calendars that are recommended for approval for the 24-25 school year.

New Position Recommendation:

Human Resources Coordinator

The district is recommending a new position in order to better support our Human Resources department. Human Resources has spent some time evaluating the best structure of staffing given the recent resignation of an HR specialist. The recommendation is to reallocate funds used for this vacancy to hire a lower-level technician position to assist in supporting the department and use the remaining funds to promote one of the current positions to a coordinator role. The coordinator position will be responsible to provide necessary support in ensuring the efficient and highly effective operations of Human Resources. This position will be essential in coordinating district-wide recruitment efforts needed to ensure we meet district staffing goals. This position will also be key in assisting to implement employee programs such as Family Medical Leave, Sick Leave Bank, Professional Growth, Worker's Compensation and Unemployment. This position and structure will better support the operations of the department and district, create internal professional growth opportunities, and ensure department stability for any future personnel movement.

See attached job description.

Funding Source:

Maintenance and Operations Fund
(Reallocate current vacancy funds to cover cost of this position)

Recommended Placement Range:

Range III

Approval of Student Activities and Tax Credit: Student activity and tax credit statements were submitted for the month of February 2024.

Approval of Donations:

C.W. McGraw Elementary School- Donation from Donors Choose in the form of sanitation wipes and glue sticks to be used by the 4th grade students. Donation has a total value of \$20.00.

C.W. McGraw Elementary School- Donation from Lexa Goetsch in the form of 48 books and miscellaneous supplies to be used at the school library. Donation has a total value of \$120.00.

C.W. McGraw Elementary School- Donation from an anonymous donor in the form of Christmas presents for all students and 50 restaurant gift cards for staff. Donation has a total value of \$7,000.00.

Castle Dome Middle School- Donation from Caliber Printing in the form of a check to be used by the Castle Dome Dance Program. Donation has a total value of \$902.56.

Dorothy Hall Elementary School- Donation in the form of tri-color ink cartridges to be used by Mr. Bailey's 5th grade class for the students to express themselves artistically and visually. Donation has a total value of \$281.00.

Dorothy Hall Elementary School- Donation from the PTO at Dorothy Hall in the form of books to be used by all students. Donation has a value of \$531.27.

Mary A. Otondo Elementary School- Cash donation from Lisa Shephard to be used by all teachers at a fundraiser in December. Donation has a total value of \$11,783.90.

Mary A. Otondo Elementary School- Donation from Donors Choose in the form of educational board games to be used by students during indoor recess. Donation has a total value of \$327.00.

Mary A. Otondo Elementary School- Donation from Donors Choose in the form of name plates, math games and work books for Ms. Camden's third grade class. Donation has a total value of \$100.53.

Mary A. Otondo Elementary School- Donation from Donors Choose in the form of a bookshelf, bean bag and practice workbooks for Ms. Camden's class. Donation has a total value of \$301.26.

Mary A. Otondo Elementary School- Donation from Donors Choose in the form of educational board games to be used by the Extensive Support Program Grades K-5th. Donation has a total value of \$300.00.

O. C. Johnson Elementary School- Donation from DD's Discount Store in the form of books to be used by all students. Donation has a total value of \$9,356.22.

O. C. Johnson Elementary School- Donation from Book Blast Books Are Fun in the form of books for all the students. Donation has a total value of \$2,800.00.

O. C. Johnson Elementary School- Donation from Ellie Wold in the form of art supplies to be used by all students. Donation has a total value of \$250.00.

Palmcroft Elementary School- Donation from Donors Choose in the form of classroom supplies such as cardstock, markers and pencil grips to be used in Ms. Martinez's classroom. Donation has a total value of \$208.82.

Palmcroft Elementary School- Donation from Donors Choose in the form of classroom supplies such as educational math games and learning materials to be used by Mrs. Hartley's class. Donation has a total value of \$358.22.

Palmcroft Elementary School- Donation from Donors Choose in the form of therapy and stress relief toys to be used in Mrs. Ferrell's classroom. Total value of the donation is \$243.81.

Palmcroft Elementary School- Donation from The Bug Depot in the form of school supplies to be used all throughout campus. Donation has a total value of \$53,921.64.

Pecan Grove Elementary School- Donation in the form of cleaning and disinfecting supplies to be used to wash students' sheets and to disinfect toys in Ms. Quintero's preschool classroom. Donation has a total value of \$292.00.

Ron Watson Middle School - Donation from Chantel Holt in the form of library books to be used by all students at the school library. Donation has a total value of \$30.00.

Sunrise Elementary School- Donation from the Fraternal Order of Eagles #4538 in the form of lap white boards, pens and erasers to be used by the first graders during math class. Donation has a total value of \$250.00.

THIS MONTH'S TOTAL = \$89,378.23 YEAR-TO-DATE TOTAL = \$211,500.78

Approval of School Activity Calendars/Newsletters - School calendars and newsletters were submitted for the month of March 2024.

Approval/Ratification of Student Field Trips:

National Science Teaching Association

Lucy Burboa, Resource Teacher requests permission to attend the National Science Teaching Association from March 20-23, 2024 in Denver, CO. All costs will be funded from Indirect Cost.

AVID Summer Institute, San Diego, CA, June 10-12, 2024

In order for schools to maintain the high levels of instruction, leadership, systems and culture expected of AVID schools, on-going professional development is a necessity. District coaches and school site teams provide training to our teachers throughout the school year, but annual official AVID training also allows our faculty to keep abreast of national standards and trends. Past training has allowed our schools to maintain and enhance their AVID certification. In Summer 2024, 102 district employees will travel to Phoenix for training, and 84 will travel to San Diego. This is a request for the Governing Board to authorize out-of-state travel for those attending training in San Diego.

Therefore, the District requests Governing Board permission for the teachers and administrators listed below to attend AVID Summer Institute in San Diego, California, on June 10 to June 12, 2024.

Migrant National Conference 2024

Elizabeth Miranda, Migrant Coordinator, Jessica Marin, Maria Goana, Valeria Ortiz, Vereniz Romero, Madai Arellano, Christina Castañeda, Myriam Lopez, Blanca Huizar, Ana Aguirre, and 2 Admins (TBD) request permission to attend the Migrant National Conference 2024 from April 20-25, 2024 in Portland, Oregon. All costs will be funded from Migrant Funds (121).

LRP National Conference 2024

Maria Murillo and Paulina Razo, ESS Compliance Coordinators request permission to attend the LRP National Conference 2024 from May 5-9, 2024 in Savannah, GA. All costs will be funded from ESS Funds (222).

CONSIDERATION TO APPROVE THE WRITTEN DETERMINATION AND RECOMMENDATION FOR AWARD OF RFP-1-24-2-5 AUDIT SERVICES – DENIS PONDER

PURPOSE:

The purpose of Request for Proposals (RFP) 1-24-2-5 is to solicit qualified vendors who can Audit Services for Yuma Elementary School District No.1., to enter into a contract with a qualified Certified Public Accountant to conduct an annual audit of financial transactions and accounts kept by or for the Yuma Elementary School District No. 1. An evaluation committee evaluated and scored the firms based on the criteria set forth in the Request for Proposal.

BACKGROUND:

Yuma Elementary School District No. 1 issued a Request for Proposals to procure Audit Services. Thirty-nine (39) prospective vendors were sent a Request for Proposals. Of the thirty-nine (39), twenty-one (21) vendors downloaded the solicitation; three (3) submitted a NO BID response and two (2) vendors submitted a bid. Heinfeld, Meech & Co., P.C. was deemed both responsive and responsible.

CWDL, Certified Public Accountants 7047 E Greenway Pkwy., Ste 250 Scottsdale, AZ 85254	Heinfeld, Meech & Co., P.C. 10120 N. Oracle Rd. Tucson, AZ 85704
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WRITTEN DETERMINATION: The following written determination is required:

The purpose of RFP-1-24-2-5 is to solicit qualified vendors who can Audit Services for Yuma Elementary School District No.1.

In accordance with School District Procurement Rule R7-2-1041, a Request for Proposal may only be used if the Governing Board makes a written determination that the use of competitive sealed bidding is either not practicable or not advantageous to the school district. During the January 16, 2008 meeting of the YUHSD Governing Board, the Board deferred their authority to the District through a policy revision.

The contract will result in a multi-term contract to secure Audit Services 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. During the January 16, 2008 meeting of the YUHSD Governing Board, the Board deferred their authority to the District through a policy revision.

It is therefore recommended that the District make the following written determination that:

- 1.) The estimated requirements cover the period of the contract and are reasonable and continuing. The full implementation of Audit Services will evolve beyond more than one fiscal year. This is a reasonable expectation of this type of project.
- 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 this 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 a 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 purposes.

Staff has determined that the use of a competitive sealed bid is not advantageous to the District for Audit Services.

RECOMMENDATION:

It is recommended the Governing Board award RFP 1-24-2-5 to Heinfeld, Meech & Co, P.C.

Approval/Ratification of Student Field Trips

Two (2) Teachers from Ron Watson Middle School, requested board approval for 104 students and 10 chaperones to attend the Grand Canyon University in Phoenix, AZ on March 25, 2024 and return on the same day at 8pm. All fee costs will be paid from Student Activity Funds (850).

Action Items:

Approval of Matching Funds for Price Elementary School Reconstruction Project – D. Ponder

Price Elementary was first identified as a target for replacement under the Public Schools on Military Installations program in 2020. The federal program provides 80% of the cost to replace the school. District 1 is responsible to provide 20% of the cost of the school in order to move forward in the process. In 2020 the District sought assistance from the state legislature to provide that funding. With the support of Representative Tim Dunn, the legislature awarded YESD1 with the required 20% match, equaling \$800k. Now, roughly five years later, due in large to delays from COVID, we are in the process of completing this application and moving forward with the construction of a new Price Elementary School. Due to price escalation, the \$800k that was originally set aside is no longer adequate to cover the mandated 20% match. As a requirement of the program, YESD1 must seek board approval to provide the difference, approximately \$1,250,000, to cover the 20% match of the new estimated cost of construction. As a result of strategic budget planning, the District has resources within the budget and other allowable fund balances to provide the match without having a significant impact on our daily operations. Some of those sources could include:

- District Capital/M&O Carryforward
- Indirect Costs Fund Balance
- Impact Aid Fund Balance

It is recommended that the governing board approve of this request to provide financial support for the matching funds required to complete the Price Elementary project. After hearing the recommendation Mrs. Faith Klostreich moved that the governing board approve of this request to provide financial support for the matching funds required to complete the

Price Elementary project and it was seconded by Mr. Anthony Gier. During the discussion, board members sought clarification regarding several key points. There was a request for clarity on the precise amount of funding allocated to the project; board members inquired about the current student enrollment at Price; the time frame for the project completion; the terms of the lease agreement for Price; and if there are any limitations at Price? The motion passed unanimously; votes were as follows: Mrs. Faith Klostreich, Aye; Mr. Keith Ware, Aye; Mrs. Adele Hennig, Aye, Mrs. Theresa Fox, Aye, and Mr. Anthony Gier, Aye.

Discussion and Possible Action on Agenda Posting

Background: District #1 Policy BEDBA states, "The agenda and supporting materials shall be distributed to the Board members not less than seventy-two (72) hours prior to the meeting. Copies of the agenda shall be available to the public and the press at least twenty-four (24) hours prior to the meeting."

This policy is aligned with ARS 38-431.02, which states, "meetings shall not be held without at least twenty-four hours' notice to the members of the public body and to the general public."

Current District practice aligns with both policy and statute. The Board will discuss and may take action regarding modifying current practice or amending the policy in accordance with District #1 Policy BGB.

Mr. Ware moved to establish a procedure to have a draft agenda posted to the public a week in advance. Board members had a constructive discussion and addressed their concerns regarding the agenda item. Mr. Ware stated that establishing a procedure to have a drafted outline of the agenda would provide transparency to the community about the topics to be discussed and this would allow stakeholders to prepare their inputs or concerns in advance. There were concerns raised by some board members regarding potential burdens on administrators and principals for requiring them to provide reports to be finalized earlier than usual to meet that deadline. This could place additional pressure on staff to deliver timely updates. Another concern was the transparency to the public could be compromised if there are discrepancies between the outline provided a week before the meeting and the actual agenda. It was stated that changes in the agenda within a week are common due to evolving circumstances or emerging issues.

After a thorough discussion and collaboration among the board members, the motion died due to a lack of a second vote. However, there was consensus that further research was needed on how other districts post their monthly agendas. Additionally, it was decided that we would contact ASBA (Arizona School Boards Association) to seek guidance in this process.

Future Agenda Items: Mr. Keith Ware requested an update on teacher supplies. It was stated and agreed that information will be gathered and presented at the May board meeting.

Adjournment: The meeting adjourned at 6:36 p.m.

Respectfully submitted,

Monica Navarro, Secretary to the Board

Faith Klostreich, President

Adele Hennig, Clerk

Theresa Fox, Member

Keith Ware, Member

Anthony Gier, Member