

**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 **December 14, 2020** at 5:30 p.m. (*This meeting is Closed to the Public due to Health Emergency – COVID -19, but was available via YouTube Live on our Facebook page @ [www.yuma.org](http://www.yuma.org)*) in the District Administration Office, 450 West Sixth Street, Yuma, Arizona.

**Members present:** Mrs. Barbara Foote, President; Mrs. Karen Griffin, Member; Mrs. Irene Montoya, Member; 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 regular meeting was called to order at 5:30 p.m. Followed by the Pledge of Allegiance and a moment of silence. A motion was made by Mrs. Montoya, to adopt the agenda seconded by Mrs. Fox. The motion passed unanimously.

**Board Report** – Mrs. Montoya reported she visited Ron Watson Middle School to tour the beautiful new Culinary Arts/Industrial Arts building. She also visited Sunrise Elementary. Mrs. Foote wanted to say how much she appreciated seeing all the Spirit Week Activities happening the last week of school. It brought some normalcy to the school year.

**Superintendent's Report** – Mr. Sheldahl reported that the Arizona Department of Education met and decided to extend the window for State testing till May instead of following Spring Break. The most impactful statement made by ADE is that they will recommend that letter grades not be given to Schools/Districts for the 2020/2021 school year. Instead use the data gained this year as baseline data. On a high note Yuma District One was recognized out of 50 other Districts for being very transparent in reporting data to the Department of Education such as Galileo testing and our hybrid model on remote learning and our Migrant Program and Move on with Reading Program. Thanks, and Kudos to Chris Averett our District Assessment Coordinator. Lastly special recognition to Mrs. Irene Montoya, outgoing Board Member. Mrs. Montoya was recognized with a plaque and flowers. She was grateful and appreciative for the recognition. Mr. Sheldahl commented that "She has been a champion for children and an amazing ambassador for our School District."

**Donation Recognition-** Mr. Sheldahl, Superintendent, recognized and highlighted several donations for the month and thanked our Yuma Community as a whole for its generous support to District One. The total for the month was \$27,123.82 and year-to-date is \$102,445.18. Donations for the month are listed in the consent agenda item 5.6 for approval. No action was required for this item.

**Information Items**

**80<sup>th</sup> Day Enrollment Report** – Mrs. Valenzuela reported we continue to see a decrease in our student enrollment. The 60<sup>th</sup> day enrollment shows a 5% decrease compared to last fiscal year's count, with a total of 478 students. The district's 60<sup>th</sup> day count on Oct 28<sup>th</sup> showed an increase of 32 students from last fiscal year's count. Mrs. Valenzuela reminded the Board that our 100<sup>th</sup> Day enrollment count will be Jan. 22, 2021.

**District Financial Trends** – Mrs. Valenzuela reported the district had spent 32% of its Maintenance and Operations budget, 64% of the District Capital budget. Mrs. Valenzuela also informed the Board that January's financial trends will reflect the District's enrollment decreases, which decreased the district's M&O budget for the current fiscal year by \$2.6 million.

**Public Comment** – *The Governing Board welcomes statements from residents and appreciates constructive suggestions and comments that help meet the educational needs of the District. A form to submit your comments/suggestions can be found on our website [www.yuma.org](http://www.yuma.org). The completed form should be submitted by 4pm the day of the meeting which is traditionally the second Monday of the Month.* There were no comments/suggestions submitted.

**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.* Mrs. Foote asked if there were any items that needed to be pulled for discussion, hearing none. A motion to approve the consent agenda was made by Mrs. Griffin, seconded by Mrs. Montoya. The motion passed unanimously.

**Approval of Minutes:** Consideration to approve the minutes for the Regular Meeting held on November 9, 2020 and Special Meeting held on November 19, 2020 for Yuma Elementary School District Number One.

**Approval of Payroll Vouchers:** Submitted for signature were copies of six (6) payroll vouchers totaling \$6,585,827.25 from November 6, 2020 thru December 4, 2020.

**Approval of Expense Vouchers:** Submitted for signature were copies of five (5) expense vouchers totaling \$3,178,476.14 from November 5, 2020 thru November 23, 2020.

**Approval of Human Resource Items**

**Approval/Ratification of Salary Adjustments/Coaching Contracts:** Individual requests for additional duties/working days - (5) Certified staff for Fill in teacher for 21st Century Program. Group Requests; Gila Vista Stipends - Team Lead Description - Assist in the development of organizational goals and objectives consistent with the vision, mission and values of Gila Vista. Lead grade level teacher teams and work collaboratively with the school leadership team in developing a healthy school culture aligned with the vision, mission and values of the school. Team Lead - Maria Navarro, Patrick Dwyer, Mary Lackey, Monica Huff, for the amount of \$700. Paid out in June 2021 out of M&O Fund. Assessment Planning Description: provide planning and coordination essential to the implementation of benchmark assessments for YESD1 at Gila Vista along with state assessments - this includes creating special bell schedules, ensure all students are tested in the most appropriate manner, verify Galileo and AzMerit data, communicate assessment progress with school leadership team, communicate with parents when needed, and ensure makeup testing. Assessment Planning - Elaine Gossman, for the amount of \$600. Paid out in June 2021 out of M&O Fund.

CPR Training - nurses, health assistants, and paraprofessionals that will be doing CPR training due to their card expiring through the 2020-2021 school year. Will be paid their regular hourly rate. Paid out of Medicaid Fund.

**Support Staff Minimum Wage Increase effective January 01, 2021** – Complete list available in the Human Resource office.

**Certified Professional Growth Stipends** - Complete list available in the Human Resource office.

**504 & SAT Members.** - Complete list available in the Human Resource office.

**Approval/Ratification of Hiring for Certified, Classified Personnel:** (5) Certified Staff, (13) Support Staff and (2) transfers.

**Approval/Ratification of Non-Renewal for Certified and Classified Personnel:** None at this time.

**Approval/Ratification of Resignations for Certified, Classified and Substitute Personnel:** (20) Support Staff.

**Approval/Ratification of Resignation Agreement and Release for Certified Personnel:** None at this time.

**Approval/Ratification of Job Abandonment for Certified, Classified and Substitute Personnel:** \*Cox, Kayla, Art teacher from Castle Dome, effective November 30, 2020. \*The Governing Board approves the District to process this teacher resignation as job abandonment given that the teacher did not have Governing Board approval before the resignation date occurred. In addition, the Governing Board approves the District to report this as an unprofessional act to the Arizona Department of Education as outlined in policy GCQC and pursuant to A.R.S. §15-545.

**Approval/Ratification of Release of Contract:** *\*It is the administration recommendation that the release of contract request be approved due to extenuating circumstances and approved not to collect liquidated damages.*

Cabral, Thomas, Art teacher at Carver and Roosevelt, request for release of contract for 2020-2021 school year effective December 31, 2020. Otto, Rebecca, Preschool teacher at Arizona Western College (Yuma School District One), request for release of contract for 2020-2021 school year effective December 03, 2020.

**Approval/Ratification of Request to Retire on 2020-2021 School Year:** Certified; Graham, Shannon, 2<sup>nd</sup> Grade Palmcroft, Retirement date 05/25/2021, Hail, Melissa, Kindergarten, Palmcroft, Retirement date 05/25/21, Hernandez, Claudia, Reading, Pecan Grove/Roosevelt, Retirement date 05/25/21. Support Staff; Hurtado, Elias, Custodian, Desert Mesa, Retirement date 02/20/21.

**Approval of Leaves of Absence:** None at this time.

**Approval of Job Description Updates: Minimum Wage Increase Recommendation:** Effective January 1, 2021, the state of Arizona will increase the minimum wage from \$12.00 to \$12.15 in accordance with Prop 206, which took effect on January 1, 2017. This increase reflects the inflation rate for the state of Arizona. The district will have close to 250 employees that will be eligible for an increase based on the new minimum wage amount. In addition, the district has updated the support staff placement schedule (see attached) to reflect the minimum wage increase. It is our district recommendation that the Governing Board approves the updated placement schedule and the employee compensation increase, effective January 1, 2021, for the employees that are currently earning minimum wage.

**Approval/Ratification of Termination of Certified Staff, Classified Staff and Substitute Personnel:** None at this time.

**Approval of Student Activities and Tax Credit:** Student activity and tax credit statements were submitted for the month of November 1-30, 2020.

**Approval of Donations:**

**C.W. McGraw Elementary School-** Donation from The Vertical Church, in various appliances, furniture and a painter to upgrade teachers' lounge. Donation has an estimated total value of \$9,000.00

**Dorothy Hall Elementary School-** Donation from Donors Choose, in various resources for Ms. Newell classroom project "Staying Safe". Donation has an estimated total value of \$419.00

**Dorothy Hall Elementary School-** Donation from Donors Choose, in various resources for Mrs. Dotens 5<sup>th</sup> grade class project "Making Sure All Students Have What They Need". Donation has an estimated total value of \$273.00

**James B. Rolle Elementary School-** Donation from Donors Choose, for Mrs. Buitrago's 2<sup>nd</sup> and 3<sup>rd</sup> grade class in a Colibri e-Leonardo Book Covering System starter kit and a Colibri Crystal Clear System. Donation has an estimated value of \$ 999.

**Mary A. Otondo Elementary School-** Donation from Otondo PTO in the amount of \$3,754.49 to be used by student council.

**O.C. Johnson Elementary School-** Donation from Arizona Community Foundation, in the amount of \$10,000 to improve literacy, to be used for grades Preschool through 3<sup>rd</sup> grade.

**O.C. Johnson Elementary School-** Donation from Donors Choose, for school counselor Ms. Escobedo. Donation consists of assorted card games, arts and crafts supplies for kids and magnetic building sticks. Donation has an estimated total value of \$300.00

**Palmcroft Elementary School-** Donation from Donors Choose, for Mrs. Garcia's Kinder class in various basic everyday materials for the classroom. Donation has an estimated total value of \$365.06

**Palmcroft Elementary School-** Donation from Donors Choose, for Mrs. Haile's Kinder classroom in a Surf Portable Lap Desk Writing Table (10-pack). Donation has an estimated total value of \$290.93

**Palmcroft Elementary School-** Donation from Realty One Group, in Backpacks filled with crayons and pencils for students. Donation has an estimated total value of \$75.00

**Palmcroft Elementary School-** Donation from Peter Piper, Inc. in the amount of \$141.19 for staff and student incentives and rewards.

**Ron Watson Elementary School-** Donation from Maria Giese, in a crafting stamp to make projects with for all classes to use. Donation has an estimated total value of \$400.00

**Roosevelt Elementary School-** Donation of Clorox Wipes, staples and staplers, Kleenex, pencils and small white boards from Grace Bible Fellowship. Donation has an estimated total value of \$850.00

**Roosevelt Elementary School-** Donation of hand sanitizer and antibacterial wipes from Mike R Suba, Jr. Donation has an estimated total value of \$244.00

**Sunrise Elementary School-** Donation from Charities Aid Foundation of America, in the amount of \$11.16, to be used as needed. **THIS MONTH'S TOTAL = \$27,123.82, YEAR-TO-DATE TOTAL = \$102,445.18.**

**Approval of School Activity Calendars/Newsletters** - School calendars and newsletters were submitted for the month of December 2020.

**Approval/Ratification of Terms and Conditions for Acceptance of Monies from Building Renewal Grants (BRG) Fund**

- This approval/ratification is for the following request for funds:

- 00114 BRG- EA-Structural Failure \$2,200.00 -2020

The School Facilities Board (SFB) has implemented a new fast track approach to approving BRG applications that are less than \$50,000. The districts submit the application and it is generally approved within 24 hours. Larger projects must go before the SFB for approval and this process is rather cumbersome and time consuming when equipment has failed and needs to be repaired quickly. Terms and Conditions must be signed by the Governing Board President for each application. Since these approvals are routine in nature, they have been placed on the consent agenda.

**Consideration of Acceptance of the Enrollment Stabilization Grant (ESG) Program** – The Enrollment Stabilization Grant (ESG) Program was established to support Local Education Agencies (LEAs) and Charter schools in Arizona with the safe reopening of schools, by providing funding through the U.S. Department of Treasury's Coronavirus Relief Fund (CRF), Catalog of Federal Domestic Assistance (CFDA) number 21.019, as part of the Coronavirus Aid, Relief, and Economic Security (CARES) Act. At the Regular Governing Board meeting on November 9, 2020, it was shared that the specific formula award amount would generate a grant adjustment notice (modification) to be issued, and is attached. The formula amounts will be based on 40th day Average Day Membership (ADM) or the best possible estimate of 40th day ADM. The program award covers the project period of March 1, 2020, through December 30, 2020, and expires at the end of the award term. The district has complied with all the required components of this program and intends to continue doing so, as stipulated

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

**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.

Bid Number	Vendor	Contract Year
RFP-1-17-7-5 Online Teletherapy Services (Speech & Occupational)	<ul style="list-style-type: none"> <li>• E-Therapy</li> <li>• Light Street Special Education Solutions</li> <li>• Presence Learning, Inc.</li> <li>• Therapy Source, Inc.</li> <li>• Virtual Solutions for Therapy (VST)</li> </ul>	5
RFQ-1-20-2-3 Construction Manager at Risk for Culinary Lab and Vocational Education Classrooms (Ron Watson Middle School)	Pilkington Construction Company	2

**RECOMMENDATION:**

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

**Action Items:**

**Consideration to Approve Student Calendar for 2021-2022 and 2022-2023** – The Yuma School District One Calendar Committee would like to propose a two-year calendar, 2021-2022 and 2022-2023 for approval.

Representatives were selected from each site to examine calendar options. Parameters for consideration included: What is best for students, being cognizant of District One families, considering the number of instructional days, duration of student breaks and whether or not the calendar would save the district in financial spending. Committee representatives presented various calendar options to their respective sites for feedback. Two final calendar options were sent out for district-wide voting. Surveys were sent to both employees and parents. The survey for parents was available electronically and paper-based in both English and Spanish. A total of 1,986 votes (employees and parents combined) were submitted, which has increased by over 570 surveys since our last calendar adoption voting. The majority of district employees and parents have voted for the following proposed calendars.

2021-2022	Students start - August 2, 2021 Fall Break - October 8 & 11, 2021 (2 days) Thanksgiving Break – November 22 – November 26, 2021 (1 week) Winter Break – December 20 – January 7, 2022 (3 weeks) Spring Break – March 28 – April 1, 2022 (1 week) School ends – May 25, 2022
2022-2023	Students start – August 1, 2022 Fall Break - October 7 & 10, 2022 (2 days) Thanksgiving Break – November 21 – November 25, 2022 (1 week) Winter break – December 19 – January 6, 2023 (3 weeks) Spring Break – April 3 – April 7, 2023 School ends – May 23, 2023

**Calendar Committee Members:** Alice Byrne, Casey Stock - Teacher, Carver, Maria Arteaga - Teacher, Desert Mesa Jennifer Stanley - Teacher, Dorothy Hall, Nereyda Cochran - Teacher, McGraw, Misty Grimaldo - Teacher, OC Johnson, Jazmin Campo, Teacher, Otondo, Tracy Sullins, Teacher, Palmcroft, Laura Gauna, Teacher, Pecan Grove, Lisa Seale - Teacher, Price, Audrey Corners - Teacher, Roosevelt, Alma Solis - Teacher, Rolle, Karen Bagby - Para – Library, Sunrise, Hilda Holguin, Office Technician, Fourth Ave, Sarah Carey, Teacher, Gila Vista , Elaine Gossman -Counselor, Woodard, Christopher Franey – Teacher, Castle Dome, Shiloh Jones – Teacher, Ron Watson, Connie Neuman – Counselor, Facilitator, Luciano Munoz – Director, Learning Services/ESS Lurinda Ward – Director, District, Elizabeth Miranda – Coordinator, Transportation, Ron Schepers - Director.

A motion was made by Mrs. Fox to approve that the Governing Board approve the proposed student calendar for the 2021-2022 and 2022-2023 school years, seconded by Mrs. Griffin. The motion passed unanimously.

**Consideration to Approve 2020/2021 Budget Revision** – According to USFR Memorandum No. 255, all districts that revise their FY2021 adopted budget including revisions of the GBL, UCBL, SCAL, Classroom Site Fund Budget Limit (CSFBL) M&O, UCO, SCA, or CSF fund budgets, as allowed by statute, including revisions due to adjustments to the Revenue Control Limit, for student growth as applicable, must have final revisions completed and approved at a Governing Board meeting before May 15, 2021.

The May 15, 2021, final revision is the last chance to adjust budget limits for FY 2021 Average Daily Membership corrections, FY2021 student growth increases, mandated budget reductions and other ADE required adjustments. After the May 15<sup>th</sup> budget revision, amounts cannot be reallocated between M&O & Unrestricted Capital Outlay (UCO). This budget revision also allows for adjustments for added personnel and other budgetary changes that may have occurred during the year. A motion was made by Mrs. Griffin that the Governing Board approve the 2020/2021 Budget Revision, seconded by Mrs. Montoya. The motion passed unanimously.

**Discussion and Possible Action on a Decision to Begin the Spring 2021 Semester in the “Remote with On-Site Support” Model until District-Adopted Benchmarks Indicate a Safe Transition to the Hybrid Model.**

**Background:** The Arizona Department of Health Services has established recommended county-specific benchmarks for returning safely to in-person instruction. The Department of Health Services established benchmarks for three indicators relative to the spread of COVID-19 within a community: cases, percent positivity and hospital visits for COVID related illness.

All three benchmarks currently are in the red, indicating substantial community spread, for Yuma County, and each is trending upward. The trend in community spread, along with predictions for a sustained increase resulting from holiday travel and activities, make it highly unlikely that the ADHS benchmarks will reflect moderate community spread prior to the start of the spring 2021 semester on January 4<sup>th</sup>.

**Recommendation:**

Administration recommends that all District #1 schools to continue the 2021 semester in the “remote with on-site support” model and grant the Superintendent authority to carry out the recommendation until District-adopted benchmarks indicate a safe transition to the hybrid model. After hearing the recommendation, a motion to approve was made by Mrs. Griffin, seconded by Mrs. Fox. The motion passed 4-0. Foote -aye, Griffin – aye, Fox -aye, Montoya – aye.

**Discussion and Possible Action on a Decision-Making Matrix for Returning to In-Person Instruction in the Hybrid Model – Background:** On August 6, 2020, the Arizona Department of Health Services released recommended county-specific benchmarks for returning safely to in-person instruction. The Department of Health Services established benchmarks for three indicators relative to the spread of COVID-19 within a community: cases, percent positivity and hospital visits for COVID related illness.

The Department uses a green, yellow and red system to signify levels of risk and corresponding recommendations for returning safely to in-person instruction. Green signifies a low risk for returning to traditional instruction. Yellow signifies moderate risk and a recommendation for hybrid instruction. Red indicates high risk and a recommendation for remote-only instruction. Currently Yuma County’s indicators are in the red – high risk and recommendation for remote-only instruction.

The Department has developed a data dashboard that tracks the benchmark data for every county. The dashboard is updated every Thursday afternoon. The update includes data from the two-week period ending 12 days prior to the update. For example, the update on December 10<sup>th</sup> reflected data from November 16<sup>th</sup> to November 27<sup>th</sup>. All three benchmarks currently are on the rise in Yuma County and around the state of Arizona. After much discussion on the benchmarks that have been followed from the inception of the Pandemic we have followed the Arizona Department of Health Services (ADHS) for guidance. After much discussion on all the changes taking place with the dashboard throughout the State and Yuma County, it was recommended that we continue with the matrix that the health department has set forth with the exception of the third point, and that that district continue to follow the ADHS for percent positivity and cases per one hundred thousand. After Hearing the recommendation, a motion was made by Mrs. Montoya, seconded by Mrs. Griffin to approve the recommendation. The motion passed unanimously.

**Executive Session to Evaluate the Performance of the Superintendent** – Yuma School District One Governing Board Policy: CBI - Evaluation of Superintendent, specifies that the Governing Board dedicate an executive session for this purpose not later than December 18. There was a Motion that the Governing Board adjourn into Executive Session for discussion of the Superintendent Evaluation. No action will take place. Upon completion of the Executive Session we will return to Regular Session for adjournment of the Regular meeting only. A motion to adjourn to Executive Session was made by Mrs. Fox, seconded by Mrs. Griffin. The motion passed unanimously.

**Future Agenda Items:** Nothing requested at this time.

**Adjournment:** Meeting adjourned at 7:03 p.m.

Respectfully submitted,

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Alice Quintero, Secretary to the Board

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Barbara Foote, President

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Karen Griffin, Member

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Irene Montoya, Member

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Theresa Fox, Member