

**Yuma Elementary School District No. One  
Governing Board  
Regular Meeting**

The Governing Board for Yuma Elementary School District No. One held a regular meeting on September 08, 2014, at 5:30 in the District Administration Office, 450 W. Sixth Street, Yuma, Arizona.

Members present: Mr. Joseph Melchionne, President; Mrs. Maureen Irr, Clerk; Mrs. Karen Griffin, Member; Mr. Karl Koenig, Member

Others present: Dr. Darwin Stiffler, Superintendent; members of the administrative, certified and classified staff of Yuma Elementary School District Number One; and other interested citizens.

The meeting was called to order at 5:30 p.m., followed by the Pledge of Allegiance and a moment of silence. Mr. Melchionne stated there had been a request to move item 5.1 High Five Employee and 7.6 Multimodal Planning Study Final report to the beginning of after Call to the Public. A motion to approve the agenda as amended was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

There were no calls to the public.

Mr. Luciano Muñoz, Director of Human Resources, used a PowerPoint presentation to describe the High Five Program, the District's new 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. *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 August, the District proudly recognizes the following individuals as the selected High Five Employees. A video was presented to showcase the High Five winners.

Lindsay De Jong, *Teacher* - McGraw Elementary  
Luz Orta, *Child Nutrition Manager* - OC Johnson Elementary  
Melissa Haile, *Teacher* - Palmcroft Elementary  
Theresa Lowe, *Grantwriter* - District Office  
Tracy Sullins, *Paraprofessional* - Otondo Elementary

A comprehensive study was conducted to evaluate 15 District school campuses for improvements to existing student drop off/pickup areas, bus routes, pedestrian routes, bicycle routes, and enhance the safety and convenience of access for all modes of transportation for each school site. Kevin Kugler, Director of Planning for Michael Baker International used a PowerPoint presentation of an overview of the final report. This information will be used by the District to apply for State and Federal grants to fund the recommended improvements. No action was required for this item.

The following items were on the Consent Agenda:

The following minutes were submitted for approval:  
Regular Meeting held August 11, 2014

Payroll vouchers for the period July 7, 2014 – August 27, 2014, totaling \$3,099,807.66, were submitted for ratification. Ten payroll vouchers were submitted for signature.

Expense vouchers for the period August 5, 2014 – August 28, 2014, totaling \$2,320,236.29, were submitted for ratification. Ten expense vouchers were submitted for signature.

There were 5 out-of-state travel request submitted for Board approval.

Petronella Newhard, Speech Therapist, requests Board Approval to attend the Communication Science and Disorders Orientation on September 5, 2014 – September 7, 2014 in Oregon City, OR. Travel expenses will be paid by Mrs. Newhard and Professional Leave will be paid by the District Office.

Dr. Darwin J. Stiffler, Superintendent, requests Board Approval to attend the Superintendent's Summit on October 7, 2014 – October 10, 2014 in Newport, RI. Registration, airfare and lodging will be paid by the District Administration Program. Ground transportation expenses will be paid by Superintendent's budget.

Annette Howard, ESS Psychologist, requests Board Approval to attend the ADOS-2 Clinical Workshop on October 8, 2014 - October 10, 2014 in San Francisco, CA. All expenses will be paid by the IDEA Grant.

Robyn Nelson, ESS Psychologist, requests Board Approval to attend the 2014 APTA Conference on October 23, 2014 - October 25, 2014 in Saint Louis, MO. All expenses will be paid by the IDEA Grant.

Kristine Rico, Associate Superintendent, Norma Basolet, Director of Federal Programs, Maria Nixen, Yesenia Zarate, Juan Castillo, Rodolfo Rodriguez, Carmen Marceau, and Jessica Marin requests Board Approval to attend the ISTE Conference on June 27 – July 2, 2015 in Philadelphia, PA. All expenses will be paid by Migrant Title I Funds.

There were 2 field trip requests submitted for Board approval.

Kenneth Ham, Craig Koenigs, Jessica English and Tina Muñoz, Castle Dome Middle School teachers, request Board approval for 170 students, 4 teachers, and 5 chaperones to visit the Diamondbacks Chase Field on September 26, 2014, in Phoenix, AZ. Students will learn STEM concepts: statistics, geometry, biomechanics, reaction time and other interactive concepts. All Expenses will be paid from the 21<sup>st</sup> Century Program Grant.

Annette Bernal, Catherine Richards, Sherri Elzey, Laura Rodriguez and Jesusita Lopez, O.C. Johnson School teachers, request Board approval for 170 students, 4 teachers, and 7 chaperones to visit the Diamondbacks Chase Field on September 26, 2014, in Phoenix, AZ. Students will learn STEM concepts: statistics, geometry, biomechanics, reaction time and other interactive concepts. All Expenses will be paid from the 21<sup>st</sup> Century Program Grant.

Salary adjustments for the following employees were submitted for approval.

Christopher Berg, Craig Shepley, Ryne Rewers, Derek Fulton, Robert Fisher, Doug Terhark, Matthew Piccirillo, Aja Wzientek, Shawn Doerr, Kody Doerr, Alyssa Rhodes, Mary Lackey, Jayden Richter, David King, Craig Burnett, Javier Bon Sr., Fernando Quiroz, James Williamson, Sarah Connell, Rachell Cline.

Eight certified, thirty-four support staff and sixteen certified and support substitute personnel were submitted for hire.

There were no non-renewals submitted.

There was one certified staff and nine support staff resignations submitted.

There were no resignation agreements for certified personnel.

There was one termination of non-benefited classified employee submitted. Ms. Sylvia Jimenez.

There were two early releases of contracts. Ms. Rebecca Eyestone and J. Nusser.

There were no requests to retire submitted.

There were no leave of absence requests submitted.

There were no job updates submitted for approval.

There were two support staff terminations. Mr. Jose Lorona and Mr. Jose Vanegas.

Five solicitation requests were submitted.

Alice Byrne Elementary School – Requesting Board permission to solicit for materials and funds throughout the community through various fundraisers for the 2014-2015 school year. Benefactors of materials and funds will be the students and staff of Alice Byrne Elementary School.

Fourth Avenue Junior High School – Requesting Board permission to solicit for materials and funds throughout the community through various fundraisers for the 2014-2015 school year. Benefactors of materials and funds will be the students and staff of Fourth Avenue Junior High School.

Palmcroft Elementary School – Requesting Board permission to solicit for materials and funds throughout the community through various fundraisers for the 2014-2015 school year. Benefactors of materials and funds will be the students and staff of Palmcroft Elementary School.

Ron Watson Middle School – Requesting Board permission for the students in Student Council to solicit funds throughout the school and community through sales from dances, concessions and restaurant take-over nights throughout the 2014-2015 school year. Funds raised will be used towards expenses for all student activities.

Woodard Junior High School – Requesting Board permission for all students to solicit funds throughout the school and community by selling Otis Spunkmeyer Cookie Dough from 9/10/14 – 10/31/14. Funds raised will be used towards expenses for all student activities.

There were thirty-eight donations.

**Alice Byrne Elementary School** – Donation of \$393.21 from Kroger, through the Fry's Community Rewards Program, to be used to purchase educational supplies for the school.

**Alice Byrne Elementary School** – Donation of \$90.35 from Albertsons, through their Community Partners Program, to be used to purchase educational supplies for the school.

**Alice Byrne Elementary School** – Donations totaling \$750.00 from parents of students in first to fifth grades, to be used to purchase the Scholastic News with Science Spin for the students.

**James B. Rolle Elementary School** – Donation of \$607.00 from Lifetouch National School Studios, to be used to purchase students planners, field trip expenses and classroom enhancements for all students.

**Mary A. Otondo Elementary School** – Donation of two school bags with school supplies, total value of \$40.00, from Brianna Carothers, to be given to students in need.

**Palmcroft Elementary School** – Donation of \$581.00, from Lifetouch National School Studios, to be used school wide for student and staff incentives.

**Pecan Grove Elementary School** – Donation of \$48.00, from Lifetouch National School Studios, to be used school wide at the Principals discretion.

**Yuma School District One** – Donation of five \$10.00 off gift certificates, total value of \$50.00, from Applebee's to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a \$50 gift card to Olive Garden, from John Pojunos with Arizona Furnishings, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of five gift cards, each good for 3-free Oil Changes, from Big-O Tires, total value of \$500.00, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of \$50.00, from Matthew Vaccaro with Climatec, to be used to purchase gift cards to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of two hats and one t-shirt, valued at \$50.00, from Firehouse Subs, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of two gift cards, each for 1 free oil change, total value of \$75.00, from Larry Linares at Fisher Automotive, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a \$15.00 to Kroger stores, from Fry's Food Stores to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a \$25.00 gift card to Harkins Theater, from Steve and Sonja Greiner, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of six gift cards, total value of \$150.00, from Hastings, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of two free meal cards, total value of \$25.00, from Ihop Restaurant, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a gift certificate, valued at \$50.00, from Inca Lanes, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a gift card for a free oil change, valued at \$36.00, from Jiffy Lube, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of 15 gift certificates for a free appetizer, total value of \$150.00, from Logans Roadhouse, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of various items, total value of \$120.00, from Lowe's to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a \$25.00 gift certificate from Lute's, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a gift certificate, valued at \$40.00, from Old Town Wine Cellar, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of six \$5.00 coupons, total value of \$30.00, from Olive Garden, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a Car Wash Bucket, valued at \$30.00, from O'Reilly Auto Parts, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a bag filled with various items, including a \$50.00 gift card to Lute’s, total value of \$80.00, from Pacesetter Homes, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of two gift certificates for Pizza Play Pack, total value of \$100.00, from Peter Piper Pizza, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of gift certificates; 4 each for 2-free lunch buffets and buy 1, get 1 free lunch buffet, total value of \$100.00, from Round Table Pizza, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a gift certificate for 12 free custom t-shirts, total value of \$150.00, from Salty Dog Printing, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of six gift cards, total value of \$150.00, from Sam’s Club, to be used as door prizes at the staff Back to School Breakfast.

**Yuma School District One** – Donation of Scentsy Gift set, valued at \$35.00, from Carolyn Marquez, to be used as a door prize at the staff Back to School Breakfast.

**Yuma School District One** – Donation of a Smart Cart, valued at \$50.00, from Smart and Final, to be used as a door prize at the staff Back to School Breakfast.

This month's total = \$5,170.56 Year-to-date total = \$5,367.03

The Student Activity and Tax Credit Statements for the period August 1-31, 2014 were submitted.

School activity calendars were submitted.

There were 3 competitive grants submitted for approval.

Science Foundation Arizona has awarded two \$700 grants, one each, to Palmcroft Elementary School and Woodard Junior High School to support after-school STEM clubs for the 2014-15 academic year. Teachers Cheryl Wright, Brenda Dennis, and Norrie Higuera volunteered to attend a one-day workshop on their own time during summer break in order to ensure that their schools would be eligible for these funds.

It was recommended that the Governing Board accept the grants totaling \$1,400 for STEM Clubs at Palmcroft Elementary School and Woodard Junior High School.

The Foundation of Yuma Regional Medical Center has awarded grants to three district elementary schools for continuing support of their Mileage Clubs, which encourage youth fitness through rewarding walking exercise. The three schools and the amounts awarded are as follows:

Desert Mesa Elementary: \$1,995, Palmcroft Elementary: \$1,477, Roosevelt Elementary: \$1,895

It was recommended that the Governing Board accept the grants from the Foundation of Yuma Regional Medical Center for Mileage Clubs totaling \$5,367.

Through the efforts of teacher Kerry Morse, Western Growers Foundation has awarded Fourth Avenue Junior High a grant to begin and maintain a school garden. The grant includes a \$1,500 cash award, an Arizona Gardens for Learning book, and various seeds or seedlings. The garden will be produced and maintained by students in the 21st Century program and students receiving exceptional student services. The University of Arizona Extension Office and JV Farms have agreed to contribute volunteer time and a variety of materials to the garden project.

It was recommended that the Governing Board accept the grant of \$1,500 from Western Growers Foundation for a garden at Fourth Avenue Junior High School.

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 #1-12-4-5 Speech Therapy Services | Adecco Group (Soliant Health)<br>Core Medical<br>Cumberland Therapy<br>Lonnie Mead (Speech Solutions) | 4             |

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

These approvals are for two requests for funds: \$1,400 to replace HVAC compressor in dining area at Price Elementary School and \$783 to replace compressor at Roosevelt Elementary School. 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 Board President for each application. Since these approvals are routine in nature, they have been placed on the consent agenda. It was recommended that the Governing Board approve the two SFB terms and conditions for acceptance of monies from BRG funds.

A motion to approve the Consent Agenda was made by Mrs. Irr and seconded by Mrs. Griffin. The motion carried.

The Governing Board is recognizing Art Teachers from throughout the District for the month of September. The Yuma Elementary School District One art teachers have displayed their own individual art with a short autobiography and photo of themselves.

Teresa Mallet – Palmcroft and Alice Byrne

Tiffany Tyree – Castle Dome

Kristen Maynard – Desert Mesa

Stephanie Phillips – Ron Watson Middle

Cheri Williams – Rolle and Price

Susan Rose – Carver and Roosevelt

Shellie Springborn – Woodard Junior

Paula Christiansen – OC Johnson and Alice Byrne

Jose Dorame – Pecan Grove and Roosevelt

Dave Cullison – Fourth Avenue Junior

Meaghan Ellsworth – Otondo

Jahan Thrower – Gila Vista Junior

There are also a number of Yuma Elementary School District One teachers who will be having their own art displayed at the Yuma Art Center for the first time at the Art Educator's Art Exhibit, opening September 21, 2014.

Mrs. Griffin, along with other Board Members, attended the ASBA Law Conference and was proud to represent Yuma Elementary School District One.

Mr. Melchionne reported that he also attended the ASBA Law Conference and felt that it was really worthwhile, especially the breakout session that dealt with policies, suicidal prevention protocol and learned of a website for people to look into wanting information on common core. [www.azed.gov/standardpractices](http://www.azed.gov/standardpractices) He reported that he had visited several schools and was happy to see progress in math classes.

This item provides the opportunity for Governing Board members to request that the administration provide a report on specific items and or areas of Board interest. Upcoming Events and/or Meetings:

Study Session - date proposal 10/03/14 at 1pm

A motion to approve Board was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Yuma County Meeting 10/16/14

A motion to approve Board attendance at the ASBA County Workshop was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Governing Board Meeting 10/13/14 – Columbus Day, Propose date change to 10/14/14.

A motion to approve the Governing Board Meeting date change was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Dr. Stiffler read the list of donations and expressed his and the District's appreciation for the donors' generosity.

Mrs. Rodriguez reported that our enrollment for the first ten days of school was down 78 students as compared to last year. She reviewed the individual school enrollment and then compared the entry/withdrawal rates between grade levels. Mrs. Rodriguez noted that class sizes are being closely monitored. Mrs. Rodriguez reported that Alice Byrne, Carver and Castle Dome Middle School had an increase in students. OCJ, Rolle, Sunrise and Woodard had a decrease in students.

Mrs. Rodriguez presented financial reports for Yuma School District One to more adequately inform the Governing Board of District and Consortium budgets. The District's original budget was 44 million dollars; The District has expended \$3,674, 307 and has encumbered \$37,032,923 with \$3,931,264 remaining. Comparing last year's budget to this year's, we have expended \$4,365,375 this year and \$3,674,307 last year. Yuma School District One has expended 8% of the M & O Budget. Transportation had expended 8% of their budget. The Technology Consortium has expended 8% and Purchasing Consortium has expended 7%.

A bond election Bond Election updated was reported by Dr. Stiffler.

Yuma Elementary School District One voters will vote on two (2) ballot questions at the November 04, 2014 Special Election. One of the questions relates to a proposed \$37 million bond program to fund District infrastructure projects. The second ballot question asks voters to consider whether the sale, lease, or exchange of public property should be approved for the Maintenance Warehouse property at 230. S. 2nd Ave. A 2014 Bond Fact Sheet and F.A.Q. Document have been prepared and are available to the public on the District's website, [www.yuma.org](http://www.yuma.org). Electronic copies of the 2014 Bond Fact Sheet and F.A.Q. Document are being distributed to all employees in an effort to answer their questions regarding the Bond Election. Also, The Superintendent and CFO will be meeting with all employees during the month of September to answer their questions regarding the Bond Election.

For the past 20 years, the Sixth Grade Students of James B. Rolle Elementary School and C.W. McGraw Elementary School have attended the San Diego County Office of Education's Outdoor Education Program. The five-day, four-night camp at Lake Cuyamaca allows students to take part in activities that bring them in contact with the natural world. Gila Vista Junior High School and Woodard Junior High School will continue the tradition with their sixth grade students participating again this year. In addition to the Gila Vista and Woodard teachers and chaperones, the County Office of Education provides instructional staff consisting of outdoor education program specialists who work closely with the students. The staff works under the leadership of the director of Outdoor Education, the on-site principal and credential teachers to provide a positive living and learning experience in a new social and natural environment. A motion to approve the San Diego County IGA was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Under the provisions of A.R.S. § 15-973 Subsection C and by resolution of the Governing Board, the District may request an advance of state aid. The District incurred \$52,980 in registered warrant fees in FY2014 due to delays embedded in the funding processes and uneven revenue flows. The District pays wages and benefits for grant funded positions beginning July 1st, but grant revenues are not received until grant applications are approved and revenue streams begin many months later. Also the majority of property taxes are received unevenly during the fiscal year, mostly in November and May. In addition, no state aid payment is scheduled in September and November. These are the "rollover" payments not paid until July 2015, after the fiscal year is over, thus exacerbating the cash deficit. By requesting an advance of state aid in FY2011 the District was authorized to increase its FY2014 budget capacity for these fees. This advance will help to reduce registered warrant fees if approved and even if it is denied as is likely, the District will be permitted to increase its FY2018 budget capacity for registered warrant fees incurred in FY2015. A motion to approve the advance state aid was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Under current School Facilities Board Regulations, if a district believes it has a need for additional square footage within the next four years or land within the next ten years, it is required to submit a Capital Plan Packet to the School Facilities Board for their consideration by September 1, 2014.

Since Capital Plan submittals require Governing Board approval, it is recommended that the Governing Board approve and ratify the submittal of the attached forms.

A motion to approve and ratify the submittal of the forms was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

Mr. Sheppard reported that Public schools in Arizona are expected to provide all of their students the opportunity to learn the Arizona Academic Standards. In order to demonstrate this, all public schools must annually submit to the Arizona Department of Education a Declaration of Curricular and Instructional Alignment to the Arizona Standards in Reading, Writing, Mathematics, Science and Social Studies.

This declaration statement from the Governing Board and Superintendent is due to the Arizona Department of Education by October 15, 2014. Each year, one of the subject areas has been highlighted to demonstrate to the Governing Board the use and pacing of the content standards. This year, the science standards and the pacing guides have been included in the board book.

A motion to approve the Declaration of Curricular and Instructional Alignment to the Arizona Academic Standards was made by Mrs. Irr and seconded by Mrs. Griffin. The motion passed unanimously.

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 504-518 are available on the District's website to facilitate community or employee input.

A motion to adjourn the meeting was made by Mr. Melchionne and seconded by Mrs. Nicewander. The meeting was adjourned at 6:46 p.m.

Respectfully submitted,

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Brenda Perez, Secretary to the Board

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Joseph Melchionne, President

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Maureen Irr, Clerk

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Karen Griffin, Member

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Barbara Foote, Member

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Karl Koenig, Member