

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

The Governing Board for Yuma Elementary School District No. One held a Study Session **September 21, 2023 at 5:30 pm** in the District Office Board Room, 450 West Sixth Street, Yuma, Arizona.

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

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

Call to Order:

Mrs. Klostreich called the Study Session to order at 5:33 pm. Mr. Sheldahl thanked everyone for being here tonight. The purpose of the Study Session is to present the draft goals for review and discussion which were discussed on the previous Study Session; **1.) Student Achievement**, i.) Improve student achievement scores as measured by Galileo and/or AASA. Increase the number of students scoring proficient and reduce the number of students scoring minimally proficient on the exams. Goals will be accomplished using ii.) AVID Strategies (WICOR – Writing, Inquiry, Collaboration, Organization, Rigor; iii.) Step Cycle; Personalized Learning; **2.) Facilities**, Evaluate the current state of our facilities, and prioritize enhancements that will positively impact student learning and community engagement through: i.) seeking out multiple revenue scores, ii.) updating/upgrading to at least minimum standards; **3.) Parent/Community Engagement**: i.) Effectively engage parents and the community, as evidenced by parent surveys, social media analytics, community outreach, community partnerships, and parent engagement in school events. The team engaged and discussed all three goals and agreed the goals will be finalized and placed as an action item on the next board meeting.

The next topic discussed was the Superintendent’s evaluation. Mrs. Klostreich stated that policy indicates that the governing board shall evaluate the Superintendent in December each year and the evaluation is based on the district goals. The board member’s expectations are to have the superintendent and all district employees abide to these goals. Evidence and data will be requested to ensure progress is successfully achieved on all three goals. The board members did question if two months is sufficient time to collect the necessary data and evidence needed to show growth and progress towards the district goals. There was also discussion on the superintendent’s communication ethics in communicating with the board on requests or information needed, whether it was through email or return a phone call. It was agreed that transparency plays an important role when requesting information and communication is a two-way process. Mr. Gier mentioned that all exempt employees should be more proactive and communicate back in a timely manner when information is being requested from a board member or a community member. According to a communication breakout session at the 2023 ASBA Law Conference, best practice on communication is to relate any information to all board members as an entity and always be transparent. There was collaboration and a lot of discussion in this topic.

The next phase of the Study Session was focused on the Governing Board evaluation. Mr. Sheldahl assigned an activity to all attendees to write a few words that come to mind when you think of the word evaluation. There was collaboration and discussion; some feedbacks were improvement, growth, expectations, anxiety, supervisor. Another part of the activity was, what

are we seeking for; what do we want the result to be; some feedbacks included growth, be effective, engage, be the best, improve student achievement, gauge the process, be a role model, working collaborative. Board members engaged and discussed on Continuous Improvement Model; identify areas for improvement, setting the direction/vision, developing strategic planning to improve in that area, implementation, and monitor the progress. There was discussion and engaging on how to address certain topics with not breaking the open meeting law. Mrs. Fox stated an informal conversation/discussion can occur with a courtesy notice to discuss and get feedback from each other as long as there is no agenda or any action voting takes place.

The next topic on the agenda was to discuss the Yuma School District One Governance Team Handbook. Mr. Muñoz began his presentation by asking the board members why they believe handbooks are important and what are the top reasons a governing board should consider developing a handbook. Some feedback comments were to create trust, elevates tension, protect the organization, conflict resolution, training aspect and knowledge base. Mr. Munoz elaborated on the importance of having this leadership team function effectively to meet district challenges and move the district in a positive direction. Mrs. Klostrich asked the board members to review the draft handbook and gather comments and questions for the next study session to finalize the handbook.

The next Study Session is scheduled for October 23, 2023 at 5:15 pm.

Adjourn: The Study Session adjourned at 7:30 PM.

Respectfully submitted,

Monica Navarro, Secretary to the Board

Faith Klostreich, President

Keith Ware, Clerk

Theresa Fox, Member

Adele Hennig, Member

Anthony Gier, Member