



## **YOUNG SCHOOL DISTRICT #5**

P. O. BOX 390 – #46878 Highway 288  
YOUNG, ARIZONA 85554

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### **YOUNG PUBLIC SCHOOL REGULAR GOVERNING BOARD MEETING MINUTES Monday December 13, 2021 Immediately Following Budget Hearing Young Public School Computer Lab/FFA Room**

#### **CALL TO ORDER**

President Linda Chapman called the Regular Governing Board Meeting to order at 6:01P.M. in the Young Public School Computer Lab/FFA Room. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi were present.

#### **PLEDGE TO THE FLAG**

The Pledge of Allegiance followed the opening of the meeting.

#### **ADOPTION OF THE AGENDA**

Dave Meghaey made the motion to adopt the agenda. Polly Hageman seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

#### **APPROVAL OF MINUTES**

James Bruzzi made a motion to approve the minutes from the October 4, 2021 Regular Board Meeting and the October 26<sup>th</sup>, 2021 Board Self Evaluation Work Session. Linda Chapman seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

#### **PTO UPDATE**

There were no members of the PTO present to provide an update for the meeting.

#### **TEACHER REPORT**

Mrs. Rebecca Fuller provided the December teacher report. Mrs. Fuller began by sharing that the school has safety procedures in place to keep everyone healthy. She shared that she enjoys working with the high schoolers as an FFA advisor, and is happy to keep the club going for the kids. On the elementary side, one of the main focuses has been the move on to read program, where the elementary teachers are using the instructional aids to help provide focused time each day to improve reading and reading comprehension. Mrs. Fuller shared different assignments that her Kindergarten and First Graders are working to complete. They are completing standards based individual assessments, working on family tree assignments, and geometric shape assignments. Mrs. Fuller shared her excitement for being part of the YPS Teaching Staff, and for the opportunity to get to know each of the kids in her class.

#### **ADMINISTRATION REPORT**

Mr. Patrick O'Donnell provided the administration report. Mr. O'Donnell shared that he had driven a school bus, although not licensed to do so. After concerns were shared with him about his driving the bus, he looked into the matter and called the Auditor General's office. Mr. O'Donnell shared he does not believe this will be an issue with the auditors. Mr. O'Donnell shared that he informed Board members, and also apologized to staff. He stated he knew better, but thought he was just doing a good thing for kids. He acknowledged that he should have driven a school van.

Mr. O'Donnell addressed the propane smell at the school. He shared that it is being thoroughly investigated. Maintenance personnel have looked at pipes, reviewed with our propane company, and have had our HVAC contractors out again to look at all connections. In the process, the school installed a second propane holding tank for no lease charge to the school. This will help us make sure we are well stocked on propane and avoid any propane "belching" issues from low propane levels. The HVAC Contractor (McCarthy) also fixed a condensation line that was dripping, and checked all systems fittings.

Mr. O'Donnell shared that the HVAC in the Red Brick Building was becoming a challenge, as we are having a hard time getting an engineer to certify the project and allow us to get our permits. We are continuing to look for solutions to move forward.

Mr. O'Donnell discussed that schedule adjustments have happened based on parent concerns. He thanked Mrs. Heather Jackson for making it possible by taking on additional work load.

A former employee has expressed concerns about sick leave buy back. Mr. O'Donnell considers this a closed situation. He reviewed all information and does not feel the former employee followed protocol to get sick leave paid out. Last week the Gila County Sheriff's Office brought a drug dog in training onto the YPS Campus to learn our school and help facilitate training.

Mr. O'Donnell informed the Board that a student was suspended for shoving a staff member. The suspension was 1 day. Mr. O'Donnell stated he involved Deputy Lahti, and the parent(s). He is hopeful that this will be a lesson learned and will help prevent future issues.

Mr. O'Donnell is looking for supportive needs for our 7<sup>th</sup> and 8<sup>th</sup> graders. Their learning levels vary and are our most challenging group. At the training we did in October, the idea was presented to look at Project Based Experiential Learning as a way to help increase learning outcomes. Mr. O'Donnell is requesting that the staff help review whether this is a good option for us, and further in the meeting, extra duty stipend requests are set to help facilitate that process.

A few general updates were shared: With all of the sickness going around, Mr. O'Donnell is closing the school, including the office over the winter break, and encouraging all staff to stay home. He is hopeful that this will help increase wellness and let us start January off on the right foot. First Quarter Honor roll certificates were passed out at the flag pole. Mr. O'Donnell also shared that students were published in his community newsletter. While the school is still working to hire a math and science teacher, Mr. O'Donnell wanted to recognize Eric Lloyd for his efforts to help out the school, and connect with the students. Mr. O'Donnell also recognized Stephanie and Katie for their efforts in doing additional duties in the office while we are short staffed. He also thanked Mr. Rob Brown for stepping in and helping as a sub.

Mr. O'Donnell ended his update by sharing that he may have unexpectedly panicked a staff member about job security. In having a conversation with the staff member, who has been out ill with COVID complications, Mr. O'Donnell shared that he was attempting to discuss options for doing what is in the employee's best interest. The employee may have taken it as though her job was in jeopardy. Mr. O'Donnell shared with the Board that this isn't the case, and he is hopeful that his follow up conversation with the employee conveyed that.

## **CALL TO THE PUBLIC**

There was no call to the public

## **NEW BUSINESS**

### **VOUCHER RATIFICATION**

Dave Megahey made the motion to ratify payroll vouchers 7, 8, 9, 10, and 11, and expense vouchers 2207, 2208, 2209, and 2210. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

## **BOARD APPROVAL OF M&O REPORT, GRANT REPORT, AND STUDENT ACCOUNTS REPORT**

Stephanie Rider presented the M&O Report, Grant Report, and the Student Account Report. In reviewing our M&O account, we have committed approximately 84.66% of our anticipated revenue, which is slightly higher than we were last year at this time. We will continue to watch our spending and revenue to make sure the district remains debt free. The state has gone over the spending aggregate limit, and if an override isn't passed through legislature, districts across the state will have to reduce budgets by \$1.1 billion. YPS expects to be asked to reduce our budget capacity by \$224,860 if an override isn't passed. We do not anticipate this having an impact on our operations since we are already using a working budget, to budget to anticipated revenue, which is \$371,046 less than budget capacity.

Student Activities Accounts has seen little change since last month. The Yearbook Club set up and paid for School Pictures. The clubs have done some fundraising, and are having some movement that will be seen in January's update.

The school has received \$212,643.50 in grant money so far this fiscal year. This includes two grants. One is to replace HVAC systems that are no longer working. The second is for the design portion of our weatherization project. These projects will be entirely covered by grants through SFB.

Polly Hageman made the motion to approve M&O, Grant, and Student Accounts reports. Guy McGill seconded the motion. Linda Chapman, Guy McGill, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

## **BOARD APPROVAL OF FY 22 DECEMBER BUDGET REVISION**

Ms. Rider presented the FY 22 December Budget Revision. Due to calculation adjustments by ADE, we had to adjust the budget down. The adjustment was done in our supply line, under Maintenance and Operations. The rest of the budget remained unchanged. Linda Chapman made a motion to approve the FY 22 December Budget Revision. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

## **BOARD DISCUSSION/APPROVAL OF PARENT SATISFACTION SURVEY RESULTS**

Mr. O'Donnell shared the parent satisfaction survey results. He explained these were given to all parents at parent teacher conference. The expectation was 100% contact, so if families didn't attend, he believes teacher's sent home the survey. 28 students turned in a survey, and Mr. O'Donnell reviewed average scores with the Board. Overall he was pleased with the survey results, and plans to do an additional survey in the Spring. Dave Megahey made a motion to approve the parent satisfaction survey results. Polly Hageman seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

## **ASBA BYLAW CHANGE PROPOSAL CONSIDERATION**

No Action taken. The deadline for the Bylaw Change had passed.

## **BOARD ACCEPTANCE OF EMPLOYEE RESIGNATION (VOITA)**

Linda Chapman read the following:

*10/27/2021*

*Unfortunately this position will not work out for my family and I. I appreciate your time and consideration.*

*Brian Voita*

Linda Chapman made the motion to accept Brian Voita's resignation. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD RATIFICATION OF TEACHER CONTRACT (LLOYD)**

Polly Hageman made a motion to ratify the teaching contract for Eric Lloyd for the remainder of this academic year. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD APPROVAL OF STAFF CONFLICT OF INTEREST FORM (LLOYD)**

James Bruzzi made a motion to accept and approve the conflict of interest form provided by Eric Lloyd. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD APPROVAL OF POSTING POSITIONS (BUS/ MAINTENANCE, FY 23 ELEMENTARY AND SECONDARY TEACHING)**

Polly Hageman made a motion to approve posting positions for Bus/Maintenance, FY 23 Elementary and Secondary Teaching. Linda Chapman seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD ACCEPTANCE OF DONATION(S)**

Dave Megahey made a motion that the Board accept two donations. A donation from the thrift store for a pickle ball game (valued at \$60), and a donation of 5 little cigar boxes from Susan Bennett. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD APPROVAL OF OPEN ENROLLMENT CAPACITIES**

Mr. O'Donnell presented the open enrollment capacities as required by Policy JFB. Linda Chapman made a motion that the Board approve the Open Enrollment Capacities. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD APPROVAL OF FY 22 CLASSROOM SITE PLAN**

Polly Hageman made a motion to approve the FY 22 Classroom Site Plan as presented. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD APPROVAL OF PROFESSIONAL DEVELOPMENT STIPEND**

Ms. Rider presented the request for professional development stipend. We are requesting all staff members, with the exception of administrative staff (Ms. Rider and Mr. O'Donnell) be given a stipend for additional work to increase skill level and strategic curriculum planning. Polly Hageman made a motion to approve the professional development stipend.

### **BOARD APPROVAL OF FY 23 LETTER OF INTENT WITH RETENTION BONUS**

James Bruzzi made a motion to approve the FY 23 Letter of Intent with mention of a retention bonus being offered with renewed contracts. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

### **BOARD DISCUSSION/APPROVAL OF ESSER FUND SPENDING**

The Board was presented with several options for ESSER fund spending. The projects included parking lot paving, preschool playground revamp and expansion, and distance learning room/board room construction. We can also use the ESSER money to help cover payroll costs. After thorough discussion and looking at options, the consensus

from the Board was to focus on the preschool playground, and the distance learning room set up. Additional funds can be used for payroll or other smaller projects as needed. It was important for all Board members that money is spent on things to directly benefit the kids and learning outcomes. James Bruzzi made a motion to approve the ESSER fund spending on the preschool revamp and expansion, as well as the Distance Learning / Board Room remodel. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

#### **EXECUTIVE SESSION PURSUANT TO ARS 38-341.03(A)(1) FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF PERSONNEL MATTERS FOR FORMULATION OF ADMINISTRATIONS EVALUTION**

Linda Chapman made a motion that the Board recess and resume into Executive Session. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously. The Board went into Executive Session at 7:26 PM. Executive session ended at 8:24 PM.

#### **RECONVENE INTO OPEN SESSION –CONSIDERATION OF EXECUTIVE SESSION**

Dave Megahey made a motion that the Board reconvene into open session at 8:24 pm. James Bruzzi seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

#### **EXECUTIVE SESSION PURSUANT TO ARS 38-341.03(A)(1) FOR THE PURPOSE OF DISCUSSION OR CONSIDERATION OF PERSONNEL MATTERS FOR EVALUATION OF ADMINISTRATOR**

Mr. O'Donnell requested that the Board continue in open meeting.

Mr. James Bruzzi reviewed the Evaluation of Superintendent. For section A. "Relationship with the Governing Board" Mr. O'Donnell was rated as "Meets". Strengths noted: Maintains an excellent relationship with Board. Suggestions: More information to Board regarding school operations. Comments: forward thinking, great relationship with board. For section B: "Community Relations" Mr. O'Donnell was rated as "Meets". Strengths: Authentic involvement with community. One on one interactions in the community. Genuinely involved. Meeting with County Supervisor to help. Suggestions: None at this time. Comments: It is important to the board to have the Superintendent active and available in the community. For Section C: "Superintendent/Staff Relationships" – Mr. O'Donnell was rated as "Meets". Strengths: Acknowledges staff achievements. Positive teacher comments. Filling staff gaps as needed. Teamwork is evident. Suggestions: Hard to evaluate this section, would like more info to board on these topics. For Section D: "Business and Finance" Mr. O'Donnell was rated as "Meets". Strengths: Excellent knowledge and performance in business and finance. Suggestions: Financial info in community newsletter with funding sources (grants). Community may expect that expenditures are tax payer funded. Comments: None. For Section E "Educational Leadership" Mr. O'Donnell was rated as "Meets". Strengths: Projects fair and strong leadership. Staff development. Suggestions: More info on curriculum to Board. Info on educational goals. Comments: None. For section F "Personal and professional qualities" Mr. O'Donnell was rated as "Meets". Strengths: Capable, professional, demonstrates good decision making, well spoken, well presented, excellent people skills, personable, good fit. Suggestions: None. Comments: None. Section G "Instructional Leadership" Mr. O'Donnell rated "Meets". Strengths: works to prevent liabilities for district. Proactive. Suggestions: Continue working to have best staff in each position. Comments: None.

Summary: A: Meets B: Meets C: Meets D: Meets E: Meets F: Meets G: Meets. Evaluation Summary: Excellent performance. Getting ahead and on top of things and moving forward.

Exhibit A: Goal 1: TO improve and expand the academic program offerings for YPS students. Meets.

Comments: Please expand carefully so as not to overwhelm staff.

Goal 2: To maintain YPS' debt-free financial entity: Meets. Comments: Excellent performance.

Goal 3: To increase co-curricular opportunities and career/guidance. Meets. Comments: More info to board please.

Goal 4: To develop and implement a 2 x a year satisfaction survey. Meets. Comments: performing well.  
Goal 5: To hire and retain a highly qualified staff person in each position. Meets. Comments: Limited options, more aggressive recruitment for next year.  
The board discussed the performance bonus. Mr. O'Donnell requested they review the performance bonus at the end of the school year where more time would be given to show accomplishment of goals. Mr. O'Donnell signed compiled evaluation form to acknowledge receipt of evaluation and of delivery of said evaluation.

#### **REQUEST FOR FUTURE BOARD MEETING AGENDA ITEMS**

No future items requested.

#### **ADJOURNMENT**

Polly Hageman made the motion to adjourn. Dave Megahey seconded the motion. Linda Chapman Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.  
8:43 P.M.

DATE APPROVED: 1-10-2022

APPROVED BY: Linda Chapman

APPROVED BY: Polly A. Hageman





## YOUNG SCHOOL DISTRICT #5

P. O. BOX 390 – #46878 Highway 288

YOUNG, ARIZONA 85554

PHONE: (928)462-3244 FAX: (928)462-3283

### YOUNG PUBLIC SCHOOL PUBLIC BUDGET HEARING

**Monday, December 13, 2021, 6:00 P.M.**

*Young Public School Building, Computer Room*

#### CALL TO ORDER

President Linda Chapman called the Public Hearing Budget Meeting to order at 6:00 P.M. in the Young Public School Computer Room. Linda Chapman, Polly Hageman, Dave Megahey and James Bruzzi were present.

#### PLEDGE TO THE FLAG

The Pledge of Allegiance followed the opening of the meeting.

#### ADOPTION OF THE AGENDA

Polly Hageman made the motion to adopt the agenda. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously.

#### FY 22 REVISED BUDGET PUBLIC HEARING

There were no questions from the public regarding the proposed budget.

#### ADJOURNMENT

Polly Hageman made the motion to adjourn. Dave Megahey seconded the motion. Linda Chapman, Polly Hageman, Dave Megahey, and James Bruzzi voted aye. The motion was approved unanimously. 6:01 PM

DATE APPROVED: 1-10-2022

APPROVED BY: Polly C. Hageman

APPROVED BY: Gary M. McNeil