



YOUNG SCHOOL DISTRICT#5

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Patrick O'Donnell, Superintendent

YOUNG PUBLIC SCHOOL

GOVERNING BOARD REGULAR MEETING AGENDA MINUTES

Monday, February 13, 2023, 6:00 pm - Young Public School FFA Room

(THE GOVERNING BOARD MAY CONSIDER ANY ITEM ON THIS AGENDA IN ANY ORDER AND AT ANY TIME DURING THE MEETING)

Roll Call: _____ P _____ Phone _____
Sara Bunce, President James Bruzzi, Member

_____ Not Present _____ P _____
Dean Bell, Member Polly Hageman, Member

_____ P _____
Linda Chapman, Member

AGENDA

- 1) Call to Order at 6:04 pm by Sara Bunce.
- 2) Pledge of Allegiance lead by Sara Bunce.
- 3) Adoption of Agenda*- Motioned by Polly Hageman; seconded by James Bruzzi; Carried unanimously.
- 4) Approval of Minutes – Regular Meeting January 9, 2023, Special Meeting February 1, 2023* Motioned by Linda Chapman, seconded by Polly Hageman; Carried unanimously.
- 5) Administrator Report-
Mr. O'Donnell – First off Madame President, I would like to apologize for the confusion but I printed the drafts of the minutes rather than the actual which is why Shannon and Brittney were trying to get the correct papers to you. I will do better next time.
Sara Bunce – Thank you.
Patrick O'Donnell- First off, the document you received although the information you received is public record, traditionally, in our district we try hard to protect people, however, if someone was to go through public record request and specifically ask for someone's salary or years of service that would be provided to them. This is to facilitate the discussion the board wanted to have regarding raises and moving forward with money. That is not part of my report but I wanted to remind you that you have always had that practice here. So, the big thing that the board asked in my report is a follow up on finances and where we are at, so the consultant has completed the ARF for FY22. I got that last week after the board approved it, uploaded it to the state and it was taken in and processed. I don't know of any negativity associated with the AFR. The cafeteria ARF which was also uploaded that same time, has 48 single line items errors and they are each a dollar amount ranging from \$42.00 to \$12.00. And so, I am waiting call back from the food service people at ADE to see how I can fix that. The Classroom Site Fund or proposition 301 report was processed so that should finalize things we needed help from with our consultant. However, Brittney and I sat in on a phone call on Thursday and we have been invited to host two members of the Arizona Auditors General's Office on Tuesday, February 21, 2023 because we as a district have been found that were not in compliance with the USFR. Now in all in the thinking and looking back, I believe it is from the reporting

problems, which we addressed by getting the consultant, but we have to have our wrist slapped. I believe our reports in terms of finances and spending money and coding of purchases are up to par, because when Kathy the consultant went through it and I said you want to check everything because I have not done this on my own before, and she said your journal entries look good, everything looks good. There were two concerns she had; one our School Facilities Board was in the negative. We didn't spend our Capital Outlay, but I thought we had funded some purchases through Capital Outlay funds (610). But I didn't find those in a review of our expenditures, so perhaps the Auditor General will help us find those. Then about 20 minutes after we hung up with Chris from the Auditor General Office another gentleman from the Auditor General Office called because he had concerns with our Classroom Site Fund moneys (proposition 301) because we showed two years ago that our average teacher salary was \$36,000 and change and last year teacher's salary was \$64,000 and change and we also had fewer teachers last year. So, he was wondering what the discrepancy is or where it came from. So, we (Brittney and O'Donnell) have an appointment to go through that because they are hoping we can get them information as soon as possible before they issue our report on March 1st, 2023. Those were the two biggies. I know that the Board or at least the previously president was given an email stating that the Auditor General is concerned about some of our compliance issues, well you all will probably get a letter not long after our meeting on the 21st at least that is what Chris told us on the phone. By then he will have given us a copy, had us go over it with them, especially on the findings and the required activity to corrected things and then notification to the board because that is a part of the transparency. So again, I apologize because I got us in this situation by not having enough knowledge back when we did not have a business manager on site, it was one of those things that I was never directly involved with other than sitting at a board meeting and having it presented and approved. Having the consultant did help and we will know better on the 21st exactly what their concern is at the state level. Numbers. They are slightly different than what I thought I was going to report because today we were supposed to have two new preschoolers that was going to put us at capacity. Because we have added, she is registered right? The new one.

Collette Zienka- She is not registered but she is holding a slot.

Patrick O'Donnell- Ok so we have 9 of our 10 spots filled. We have a lady who just moved to town buying the property behind Merle's Valley Bar and she has a daughter who she has wanted to put into the preschool. We anticipate she was going to be here today. This is the Monday we thought she said.

Brittney Leopold- She will be starting tomorrow.

Patrick O'Donnell- She will be here tomorrow? Good. So, we will be at capacity then. Which could pose a potential problem down the road which I worked with Ms. Clemmer about and that was, we need to create a list that shows priorities because the reason our school offers preschool to cover Child Find children and they have priority. So right now, she has generated a list that shows all the child find students, and then it shows the 5 years old in order of enrolling, 4 years old in order of enrolling, and then 3-year-old in order of enrolling. And the 3-year-old parents were told if we get a student that is child find they have to be here we will have to excuse your child from participation. OK? So, we have done that and Ms. Clemmer took care of the reporting to the parents last week, not that we have a problem but it's always better to try and be up front and let them know, so then you can always say, "do you remember when I said"...it's there. So, in terms of academics right now we are still struggling with the number of teacher aides that we have, because we are very dedicated, with the support of the board to make sure that we have a highly qualified aid in each of those elementary rooms. The challenge that we have right now is, we have two students through child find in the preschool who have a distinct need for support so we have pulled one of our teachers aid to go into that space so she is there for 3 hours in the morning. We have had no applications complete, really until the other day when a lady brought her resume by and said all her information is on it. When she was asked to fill out the application. The nice thing about her is she does have

experience with very young kids, like 3- and 4-year-olds. She also has a fingerprint card for her other job because she is a nurse who provides hospice care in our community. So, we believe she will be able to get a fingerprint card for working with the school relatively easily, but she knows we need a person so she stated very clearly, she will apply for a card when she is offered the job. So, we are working with our existing staff and hoping she understands the necessity of trying to get that card started. Speaking of cards, when the board had their special meeting on February 1st, we were leery of the outsource background check (Ernesto Reyes, new maintenance personnel) and it came through overnight and the morning of the 2nd when Mr. Reyes was going to start, we were notified he had a clean background check that way also. So, we are very excited not only about that, but all the effort he has put in. He and Mr. Fuller have gone gangbusters not just in maintaining what they were doing but they have cleaned up the shop class significantly and have a plan to get the distance learning room built and move board meetings moved over to the board room. We are looking for more things that way. I also had a conversation with him and he is very interested in becoming a bus driver, so I extended the same opportunity in terms of us covering the bills as long as he commits to two years after. He is very open to that. He is coordinating in the office with Ms. Colette to get himself set up that way. We have one student who is an English Language Learner because of the way her paperwork happened when her parents enrolled her here. And so, she is required to do the ELA test and we are all set for that. We missed doing the placement test in the beginning of the year because the state was still looking to gather up materials from the district, which with our turnover at the kindergarten level we were not able to located anything. But also, they then had a problem with the printers and they couldn't get us a form for the test. We explained the situation, they understood and they are going to allow the student to do the... not the placement test but the spring test. And she is all set for that. Our test coordinator Ms. Huffaker is all trained and ready, we had a meeting with the parent so she knows where we are at. We are all feeling good about that. Speaking of testing Ms. Huffaker has also set up a schedule and coordinated with teachers for their input and preference for all of the standardize tests that we have to do this spring, so we are ahead of the ball according of how things went last year in that regard. Staffing we have a long-term sub now teaching the two physical education classes and shop class for Mr. Muns. And we have Ms. Huffaker covering the junior high social studies class and the senior government class.

Sara Bunce- Who is doing that?

Patrick O'Donnell- Mr. Lloyd. I forgot I did not say his name. And Mr. Muns left town sometime today and he will be reporting sometime on Thursday for his training and he is planning on coming back next year, but we will still send him a letter of intent form. He is expecting that and will send it back. Our business people are both doing wonderful things and getting us organized better and getting us in compliance with all the little things. Again, I apologize about the minutes but I will tell you a draft of the minutes was done from the special meeting before noon on the day after so that's a great boost to one of the concerns that has been voiced often during the call to the public so I appreciate the efforts of the staff in the front office and we are still cleaning up a bunch of stuff on reporting but Ms. Collette is staying diligent with the ETC folk who seem to downplay the knowledge and ability of our staff sometimes. I don't know it's a guy thing up there in Flagstaff. She is fighting through it. She is reaping the benefits of a few days training that was put on by ETC and Synergy. We are excited about the direction we are moving right now. I think that's all I had unless you have questions I need to address.

Linda Chapman- I think it all looks very positive.

Patrick O'Donnell- I will share there was someone in the audience a number of times during the call to public who I overheard comment to Colette how comforting and energizing it is coming into the office now. I am glad for the efforts they are making, and the continued support for the board as we continue to try improve each day.

Linda Chapman- I got some community input that they are very pleased with the hiring we did with Brittney and Shannon.

Patrick O'Donnell- Like I said they are doing really good. Quite good work for us.

Linda Chapman- I also heard how friendly the office was.

Patrick O'Donnell- They work at it every day. Thank you.

Sara Bunce- Ok if there is nothing is we can move on to the teacher report.

Patrick O'Donnell- I will introduce her because she is not really a teacher because of a technicality with the state. But from the first day of this year Halley Dickerson has been teaching our 3rd, 4th and 5th grade classes. And that's why if you look at this listing of money and all she is listed separate because is actually performing on a substitute certificate and so she is considered a long-term sub for us.

- 6) Teacher Report- Halley Dickerson- I am going to start with somethings that the other teachers have asked me to share. Kindergartens are working on writing complete sentences. 1st graders are working on writing their first reports. The 2nd graders are settling in nicely with Ms. Davis. The elementary team meets weekly. Which is Me, Ms. Fuller, Ms. Davis and Ms. Jackson. We all work very well together. We have had an addition of an art class recently the students are making door decorations. It's basically a giant piece of paper that covers one side of the door, for kindness month and we will have a contest for best door decoration and will have two prizes on for the elementary students and one for the upper school side. We are still working on what the prizes will be. Athene asked me to share that the seniors are working on persuasive writing and the art of argumentation and debates. The 9th and 10th graders are working on reading and writing for information, research project and google slide presentation. 6th- 8th are also working on writing for information with a different topic, root words prefixes and suffixes. Yearbook is working on the school newspaper for the 3rd quarter. Life skills classes are working on career path, personal finance and also bank accounts and credit and debit card. So that's all information the others wanted me to share. For my class we have been focusing in math and are still doing a lot with multiplication and division, students are now working on being able to write this math sheet with multiples from one times one all the way to nine times nine in under 3 minutes. This will be greatly beneficial when they take the standardize test because anytime they see something they don't remember they will be able to quickly jot this down and have that for a resource to use. 3rd grade is a critical time in standardizes tests, it's their first year doing it and if they don't pass the reading portion, we are not supposed to pass them on first grade. So, we are focusing on that and supplementing the older ones in my class with math. In reading and writing we do a lot of work with science and history. They are writing a report on a historical figure. We have everyone from Abraham Lincoln to Annie Oakley. They are very excited about that. They have been practicing writing paragraph essays with that, and they are working on the science fair, which isn't until may but we got a head start so student and parent have plenty of time to prepare. We are really enjoying kindness month. We have these purple caught being kind cards, they have been distributed to all staff members, the students love it, we have prizes a couple times a week. They are drawn out of a box to see who wins. There are separate boxes for the elementary and junior high and high school. They really enjoy that. I got these kindness journals; they are called Fun Gratitude Journals for kids. We are going to start using these for kindness month. We are keep picking a theme for each month to encourage the students. I think next month will be thoughtfulness. We are still discussing that. For my class we are working on organization habits. I made fake money as a reward.

Sara Bunce- Are those dogs?

Halley Dickerson- They have picture of my dogs on them. They are Dickerson Dollars

Sara Bunce- I love it.

Halley Dickerson- Actually it was the addition of our wonderful aid Julee Recker, she is the aid in my class and we appreciate having her.

Sara Bunce- She has got great ideas

Halley Dickerson- Yes, she does. Our class seems to be going really, really well.

Sara Bunce-I see in a lot of ways you are being very intentional about setting the kids up for success.

Halley Dickerson-That's my goal and I really want them to continue to love learning as they go on to the additional years. Does anyone have any questions?

Patrick O'Donnell- Madame President I apologize but when I glanced over to make sure Ms. Dickerson was here, I saw her husband Mr. Dickerson (Ben) who is a teacher at another school in the valley and we tried to get him on staff a year ago. They are now moving up here but he is currently working on his masters in counseling. Having done some research to get together the ESER grant, as big portion of that is the social and emotional instruction and so I have been working with Mr. Dickerson and he has put together a plan, that I am hoping to present to the board to use some of the ESER funds, and work with our kids in terms of social and emotional in small groups and as parents allow perhaps some individual work. But that would be part time, because he still has a commitment to his coordinators down in the valley. I didn't want to forget that. Speaking of ESER we have now complete and approve ESER2 grant. So that \$200,000 has been decided on exactly where is it going to go. I mentioned earlier the distance learning room and the board room, that is part of the money, the other part of the money will be the playground for the preschool. It just trying to get the guy from Wisconsin back over here. And he said on the phone back in January "just tell me when and I can start to work on the equipment and getting it here." I said now, knowing that I was going to do it even though I haven't done it yet. So, I look forward to having that playground done for the start of next fall.

Sara Bunce- Done?

Patrick O'Donnell- So we are going to take out the play structure, move the fence further out, change the surface to all-inclusive rather than have the fence next to the gravel and sidewalk, and have a soft fall or bark like that makes it safer for the students and two new climbing structures. Also, a hard and new permanent shade structure. That's all part of the plan. We believe we will be able to do that for less than \$80,000 according to what we were told two June's ago when we had him out here the first time. Speaking of grants, I forgot to tell you but I will now, the FY22 last year's IDEA which is special ed entitlement grant, we have the completion report finished with that and accepted. We did not spend all the money last year because I did not because I did not get a reimbursement in time so they allowed us to carry part of the money forward to this year and add it to our entitlement grant. Our IDEA preschool grant is the same thing. Once I got the grant approved last year, I did get a reimbursement for a portion of the dollars the rest I was able to carry the money forward to this year. Title one I am not allowed to do the completion report because that is a different office, and the grant has been approve but I cannot do the completion report because it is beyond the deadline so I have to sit on the phone and go through 5 or 6 people all in one day, but it should be approved. I have already started trying to coordinate and finalized our ESER3. Remember that's the one where 20% so \$36,000 has to be decided a head of time before they will let us do anything else, Mr. Dickerson is a portion of that plan we trust, as well as some activity style things for the teachers to work on students with for social and emotional instruction. And then the other thing is PTO has election coming so they will be looking to work the community to get some involvement that way. And I will follow up on our spellers that finished as champions 1st runner up, 2nd runner up, 3rd runner up was taken down to the spelling bee in Globe. All 3 of them seemed to enjoy the experience. There were nearly 30 spellers to begin with and 1st round they lost about 10, one of them was ours and the 2nd round they were down approximately another 10, and we had one student make it to the final round. He was out in the 2nd round of the final round. Our kids did quite well for our teachers and our school and our community. I just wanted to share those things too. And we will make sure we don't have the administrator report on each side of the teacher report next time, but I do appreciate your indulgences.

Sara Bunce- Thank you again Mr. O'Donnell. Now we will move to the PTO report.

7) PTO Report – Julee Recker-This month we are working on 100 days of getting smarter at school. That will be on the 28th of this month. We have a few activities lined up. Mr. Llyod on the PE side. He is coming up with a list where the kids have all of their names pre-printed on a certificate, a list of possible ways they can complete 100 jumping jack, or 100 yard dash, anything in the amount of 100. Also in the hallway we will have a background for pictures we have two polaroid's, print out a little 4x4, they will have little props and fun stuff in the background and 100 days of school, and that picture gets to art class and there will be frames they can decorated and hang out fridge or give to parents, in the classroom there will be a place mat with 10 circles and we are going to provide healthy snacks like pretzel, dried fruits and we have already checked on allergies but trail mix and things like that. They will count out 10 of each snack until they get to 100. This week I hope to get a letter out on all of this for the parents, so they can have the student or child dress up as a 100 year old person. And those students will be put into a drawing where they can win one of our PTO t-shirts or left over water bottles. And then like Mr. O'Donnell said next month we are hoping to have elections on March 7. That is something another blast I need to get out, that me and Danette have been working on is coming up with the job descriptions I went through quite a few of the archives and I could never find anything in complete terms of President, Vice President so that was already done. So, we pulled some stuff for the internet, you know good sources like PTO today is a good one and complied something that is appealing enough for our YPS PTO friends and family out there that just want to get on board because we have four open spots. That's really where it is at. And then I had a discussion just this afternoon with Ms. Lollman about helping with an April Shakespearian Experience, and we are going to work more on that, it was a quick snip bit of a meeting so I will need more information and some more detail so hopefully by March we get more members involved and actually start moving forward and setting up more things coming up. I know in May we will have our graduation scholarship that we, when we were all new and just coming here the day of graduation people were like" hey you have that scholarship right?" we were like Oh yeah, we were able to read through some stuff and organize a little easier and basically the write a simple essay or little paragraph a summary of why they feel like they should earn the amount we can offer. Based on our budget I am not sure what that is we try to keep it around \$150 to \$100, it nothing huge. The other thing if we do get organized and a key player being Ms. Key (Danette) then we do finally become 5013c. She does have everything we just need the people, as an official group that sticks to a scheduled meet, you know our bylaws follow everything to a T of course so that we can get some real fund raising going on. We miss out on so much, being not set up that way. Just Amazon smiles alone we could have so much more coming to us, Walmart has a bunch, those big box stores they won't even talk to us. We can't get a gift card or anything anymore. That's all changed these days. You have to be able to approach to get the sponsorship and the backing with that 5013c. Just hoping we get some more folks on board so if anyone knows anyone, please send them our way, we will take them. Thank you.

8) Call to Public – Public comments or concerns may be heard, but no Board Action may occur
Sara Bunce- Mr. O'Donnell?

Patrick O'Donnell- I'm guessing at this point we will go to call of public?

Sara Bunce- We will. We will now move on to the call to public

Patrick O'Donnell- Ok I don't not believe you received any forms filled out. I did not either. I did receive a document in my email earlier today. With the request that it be read and then be contained in the record. I reviewed the policy and it talked about the board recognizing the people who are here to participate in the meetings, etc. In light of the whole idea that we are working to be open and transparent to the community, I am not going to make a recommendation against not having it read, but I think it is a decision that the board makes since there is not a speaker here to fulfill the rules and filled out a form.

Sara Bunce- Thank you. Does anyone have any concerns that it should not be read?

Patrick O'Donnell- I have someone who is willing to read it, if it gets to that point.

Sara Bunce- My suggestion is we might as well read it and move on.

Collette Zienka- Hello my name is Collette Zienka, I am going to read on behave of Stephanie Rider. I have not read this yet so I am just going to read it verbdom here.

February 13, 2023

Call to Public - please read aloud and have entered into minutes

YPS Governing Board Members I have submitted formal complaints, following district policy regarding misconduct on behalf of district administration related to various matters, including the ill treatment of my child by the Superintendent. To date, these complaints have been ignored by the Board. No comments made, requests for agenda items ignored. There has been no addressing my concerns, no investigation to mine (or anyone else's) concerns.

This is not right. I am a parent. A tax payer in our community, and a former staff member who continues to experience retaliation by the District.

How can our school district governing Board choose to ignore formal complaints and violate our own district policy?

I would add that the issues aren't going away. There are continued issues with communication and academic progress with our school. I emailed Mr O'Donnell on January 25th with a concern about grades, academic performance and general oversight into the elementary classrooms, specifically, regarding my seven-year-old. I explained that I met with teachers and was not satisfied with the result and emailed him and the teacher team to share my concerns, and that I was submitting a formal complaint to him to address this going forward. He has never responded, which per policy he should have done within 5 days. It has been 19 days. I am requesting that the Board, in line with District policy investigate the concerns, implement communication expectations district wide and review academic achievement plans. To allow our student's academic progress to suffer due to the incompetence of the district leadership in leading the district should not be acceptable to anyone in our community, especially the YPS Board who is responsible for overseeing the education of our students. It also should not be acceptable for concerns and forms complaints to be ignored and for families to be treated as mine has been by the District.

Respectfully,

Stephanie Rider

Sara Bunce- Thank you. So please know we are able to hear public comments and concerns but we are not able to discuss them or act on them so we will move on to new business.

9) New Business:

- a) Discussion/Action - Board approval of the Monthly Financial Report* Motioned by Polly Hageman, seconded by James Bruzzi; Carried unanimously
- b) Discussion/Action – Voucher Ratification: Payroll Vouchers 14&15, and Expense Vouchers 10*Motioned by Linda Chapman, seconded by James Bruzzi; Carried unanimously.
- c) Discussion/Action – Board Approval of Staff Member Conflict of Interest Form* Motioned by Polly Hageman, seconded Linda Chapman; Carried unanimously.
- d) Discussion/Action – Board Approval of Contract and Work Agreement Language* Work Agreement Language and Extra Duty Contract Approved- Motioned by Linda Chapman, Polly Hageman second; Carried unanimously
- e) Discussion – Board Discussion of Staff Increases for FY24
- f) Discussion - Board Discussion of Staff Retention Bonuses
- g) Discussion/Action – Board Approval of ASBA Policy Advisories:* Motioned Linda Chapman, seconded by James Bruzzi; Carried unanimously.
-Policy Advisory No. 739 — (New) Exhibit IHAMB-EA — Family Life Education,
(New) Exhibit IHAMB-EB – Family Life Education

-Policy Advisory No. 740 — (New Exhibit) IJL-E — Library Materials Selection and Adoption

-Policy Advisory No. 741 — JFABDA – Admission of Student in Foster Care, Regulation – JFABDA – Admission of Students in Foster Care

-Policy Advisory No. 742 — Exhibit JHD-EB — Exclusions and Exemptions from School Attendance

-Policy Advisory No. 743 — (New) Exhibit KB-EC — Parent Involvement in Education

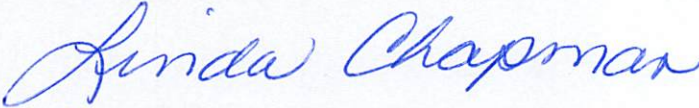
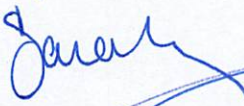
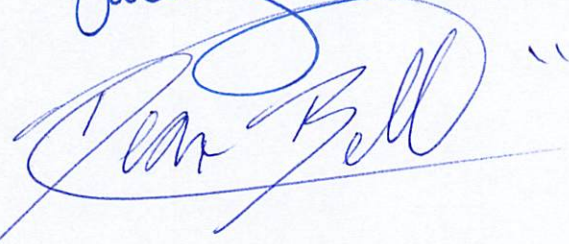
- h) Discussion/Action – Board Consideration of Executive Session for Legal advice and/or information regarding the Open Meeting Law by attorney pursuant to A.R.S. Sec. 38-431.03(A)(3) and/or 38-431.03(A)(4) * Governing Board did not choose to have an Executive Session for legal advice.
- i) Discussion/Action – Board returned to Open Meeting*
- 10) Adjournment* 7:00pm Motioned by James Bruzzi, seconded by Polly Hageman; Carried unanimously.

***Action Item**

As authorized by ARS 38:431.03, this public body, upon majority vote, may choose to convene in an executive session for the purpose of discussing items allowed by law. **Upon official notice the officer, appointee, or employee may choose to hold discussion and/or consideration in open meeting.** No final action can or shall be taken in the executive session. Items of business suggested by employees and patrons of the District will notify the Superintendent of the particular item of business at least four working days before the Board meeting (Young Public School Policy Manual- Policy **BEDBA**).

Attendees: _____

Minutes Approve on April 10, 2023:

 Linda Chapman 4-10-23
 Gary 4-10-23
 Peter Bell " " " "