



YOUNG SCHOOL DISTRICT#5

P. O. Box 390 - 46878 Highway 288
Young, Arizona 85554
Phone: (928)462-3244
Fax: (928)462-3283
Patrick O'Donnell, Superintendent
Stephanie Rider, CFO

YOUNG PUBLIC SCHOOL SPECIAL GOVERNING BOARD MEETING MINUTES

Monday, June 27, 2022 at 12:00 pm
Young Public School Computer Lab/FFA Room

CALL TO ORDER

President Linda Chapman called the Governing Board Special Meeting to order at 12:02 pm in the Young Public School Library as the Computer Lab/FFA Room is under maintenance. 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

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

New Business:

Since the agenda was posted, Mr. O'Donnell has had something come up that needs to be discussed. Mr. O'Donnell addressed the school board members and board President Linda Chapman. He stated he received from concerns voiced by staff members regarding a decision Mr. O'Donnell made previously. He gave a copy of a document sent out with paychecks and pay stubs today. Mr. O'Donnell asked for the Board's consideration of an idea Mr. O'Donnell has and it is not on the agenda. So, if an action is taken, which he hopes will be done, it would appear on the next agenda so that it could be ratified. The document provided states that last Monday the 20th when our payroll clerk was doing payroll and finalizing payouts for teachers because it is last pay. She brought to Mr. O'Donnell's attention two things from a contract and she asked if we were to pay those. When Mr. O'Donnell reviewed them, he saw that one (1) was having and maintaining a Master's Degree. And, after some consideration, Mr. O'Donnell stated that once someone has a Master's Degree that there is no real argument that the person still has the Master's Degree so he said yes that we should pay that. The second item in a different paragraph, but in many contracts states: "The teachers shall receive an additional amount of \$1000 stipend as determined by the governing board for the completion of stated performance objectives that's set forth by the school administration. The stipend will be paid upon the successful completion of the school year and completion of the performance objectives as determined by the school administration. Performance Objectives may change from year-to-year and will be attached to and become part of this contract." Mr. O'Donnell stated he did not get any notification about this and did not know about this until he was asked Monday last week. He stated the more he thought about it, the less comfortable he to just giving out the \$1000 with not having any documentation, not having any discussion as to what these performance objectives, these participation objectives would be. And, the real challenge is he said he would not want to have a violation of "gifting public funds." So, Mr. O'Donnell stated he told the payroll clerk that, "No, we are not paying this out." Mr. O'Donnell stated that that was his



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rationale that he had provided to her. Since then, some of the teachers affected have found out, and of course, have a concern and part of that concern was: "We've been paid this every year since I have been here." Mr. O'Donnell looked back in the previous years and he did not see any documentation on any of the previous contracts showing anything supporting the payment. Last year, at the end of the year, Mr. O'Donnell said he did not get any documentation about this \$1000 being paid out or supporting that it should be. And he said he was not consulted about it and whether or not it should be paid out. It was just done. He said he understands with some change over with personnel, especially with the superintendent's office, that its easy to make sure that we take care of things and keep people moving forward. Mr. O'Donnell stated that had this concept been brought to his attention at any time, he would have developed a procedure/process to address the goals and documentation. We have to do it for other things like 301 and for other stipends. The concern Mr. O'Donnell shared was that he couldn't make the determination to just pay, because he did not feel comfortable not having any documentation to support paying it and that is why he made the decision he made. Mr. O'Donnell stated that the consideration that he would like the board to take and discuss today is approving the payout using the language as the \$1000 as determined by the governing board and allow Mr. O'Donnell to do what he states in the conclusion and that is to avoid the gift of public funds. He said he would have in place at the start of the school year, a procedure, or policy and forms, something where these goals are predetermined, they are decided, they are agreed upon and then it is very easy to have those at the end of the year to have signed off and they get attached to the payroll voucher. But, he said he cannot just tell the payroll clerk to just do that because he does not feel the stipulation was met. However, you, as the board, can do that; which is why he is asking for consideration doing that. And, even though it is not an agenda item, we can take action and then ratify it by having it as an agenda item next month. There are about 6 certified teachers that are affected by this. He stated he believes the right thing to do is for him to ask the board to approve the payout and then make it a ratified action at the next board meeting. Linda Chapman explained that what will happen next year is that Mr. O'Donnell will put procedures in place where this won't be a question at all. Linda Chapman explained that she has seen this payout go on for a long time in the past where it was basically handed out over nothing and paid for something. Board members have in the past assumed the superintendent had paperwork justifying this and Polly Hageman said they had assumed it had been budgeted for so we do have sufficient funds.

Linda Chapman made a motion to approve paying the performance objective pay in the amount of \$1000 for all the certified teachers for school year 2021-2022. That there is to be a new procedure put into place for next year and years to follow along with documentation each year. Polly Hageman second the motion. All voted in favor stated aye. Passed unanimously. This will be added to the next board agenda with the anticipation some people may come forward to talk at the next meeting. One of the teachers is present here today and has a statement she would like to make.

Mrs. Heather Jackson stated she met with Mr. O'Donnell this morning and he gave her permission to explain the teacher's side of the issue. She said she as prepared the statement for today. Ms. Chapman allowed her to speak.

Mrs. Heather Jackson: Good afternoon. I met with Mr. O'Donnell this morning and he gave me permission to explain the teacher's side of this nonpayment. Mr. O'Donnell sent a letter today declining the payment of \$1,000 that is in teacher contracts. I have a copy for you if you don't have it. In that letter it clearly states that the



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administration should have set the objectives. I have not failed to meet any objectives stated in staff meetings, emails, or memos. The money in question is in my contract and has been paid out every year I have been here. I have NOT been informed that I failed to meet any objectives but I also did not receive an evaluation this year.

Mr. O'Donnell's letter states that he was made aware of this paragraph under the salary section of contracts on June 20th. I have a contract with the same statement signed in February. Also, Mr. O'Donnell started as our HR representative in March.

Mr O'Donnell stated this morning that there is no documentation but there is the historical payments and my contract. It is not the responsibility of the staff to provide documentation that has never been requested. In addition, Mr O'Donnell's letter called this money a gift of public funds but it is not. This is "contractual" performance. My contract states that district funding or failure to meet administration performance objectives would cost me this additional money. Why is it that 7 employees will fail to meet performance objectives? Were any of us performing poorly? Us Teachers depend upon our contractual money. It's disappointing to hear that we may not receive it because of an oversight.

Linda Chapman requested Mrs. Heather Jackson to please provide a copy of the statement she read to Mr. O'Donnell. Linda Chapman stated we could just put it on there and then just ratify the payroll. Because the end of the fiscal year is this Thursday, it would have to be done now and not next payroll.

Dave Megahey made a motion to make a special payroll to pay this now and ratify it on the next agenda. Polly Hageman seconded the motion. All voted in favor stated aye; carried unanimously.

a) Discussion/Action – Approve resignation of Payroll Clerk*

Mr. O'Donnell provided a copy to board members of the letter he received from the payroll clerk last week. He read the letter:

Letter from Katie Clemmer:

June 14th, 2022

Dear Mr. O'Donnell:

Please accept this letter as a formal notice of my resignation from payroll office clerk position at Young Public School effective June 30th, 2022. I enjoy working at Young Public School and would like to continue teaching Preschool. However, after a period of consideration, I came to the conclusion that it is in my family's best interest if I am no longer working in the school office.

Mr. O'Donnell stated he received the letter and marked it. He also remembered that it provided a two week notification.

Linda Chapman made a motion to approve the resignation of the Payroll Clerk, Katie Clemmer effective June 30th. Sara Bunce second the motion. All voted in favor stated aye. Carried unanimously.

b) Discussion – Superintendent's recommendation of Teacher for 2022-2023



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A copy of the application was provided to each board member. Mr. O'Donnell stated he knows the calendar is not an excellent reason to be concerned or panicking, but we only have 5 weeks before staff gets together to start the new school year. He said he has been hopeful that we would get an adequate number of applications of certified teachers to make things easier and more complete for the next year. We still have no applications at all for elementary positions. He said he does have a backup plan but not over joyed with trying to implement that, although it would work and does keep highly qualified people in the classroom. At the high school level, he said on previous occasions, we could get away with 3 teachers as long as they were highly qualified in all 4 areas of Social Studies, English, Science and Math. Right now with the current 2 staff members that he has, he said he believes confidentially we could handle the Social Studies and the Science and the Math but one of those people also did English to help us before.

c) Discussion/Action – Approval of Teacher Contract for 2022-2023*

There was no contract drafted or available at the time of the meeting but it would be the regular teacher contract with the amount in there for board members to look at. There were reservations about approving the teacher and the contract without the board members actually having the contract drafted and in front of them to review. James Bruzzi made a motion to table the approval of the teacher contract till next board meeting in 2 weeks. Dave Megahey seconded the motion. All voted in favor stated aye; carried unanimously.

d) Discussion/Action – Approve FY 23 Student Handbook*

Board members were provided with the draft with the only thing missing is the cover page which will come from the summer school students with a coloring contest like we did last year. And, page 2 does not fully explain all the teaching and other positions because we don't have those so they are TBDs. Mr. O'Donnell has not got to chat directly with Starla about the pricing for the meals in the cafeteria so it is listed as TBD on the 4th to the last page. Sara Bunce stated she believes it was \$2.47 for lunch here in the past. Linda Chapman noticed the class periods were reduced down to 6 periods a day instead of 7. Mr. O'Donnell said he anticipates the meals being in the \$2.40 to \$2.90 range.

Linda Chapman made a motion to approve the F23 YPS Student Handbook as presented but with the changes to be made when we know what they are. James Bruzzi seconded the motion. All voted in favor stated aye; carried unanimously.

e) Discussion – Superintendent's Recommendation of Temporary Payroll Clerk

Mr. O'Donnell stated that when he received the letter from the Payroll Clerk that the board approved earlier, he had 15-16 days and in-light of conversations he has had with the board members, and the situation that we are currently under with trying to maintain separation of duties, and with trying to keep us clean with our audit. He said he was trying to sort out and reorganize the positions and try to not to have to mess with people's pay or have any problems while we were trying to figure it out in the office. He said he sought someone who is very good with confidential information, has a background in banking, finance and numbers and is already familiar with the school. He approached her to have her come and be a stop gap patch because when the current person is done Thursday we will have payroll due not long after and we can't let that drop.



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Mr. Bruzzi said he understands the need of getting teachers and other staff in early to get ready but that we should not have anyone having access to confidential information prior to the being a contracted employee. Mr. O'Donnell said that she did not have any technological access and that the current person reassured him that she did not share with her any numbers, such as social security numbers. Mr. Bruzzi said he doesn't see this as a breach but that it could be a situation in the future. Mr. O'Donnell reminded them that he has most of one applicant's packet and part of another applicant's stuff and both are seeking their fingerprint card. Once we get everything, then we will do background checks on them.

f) Discussion/Action – Approve Temporary, Part-time Payroll Clerk*

Mr. O'Donnell is asking for approval of the temporary, part-time Payroll Clerk with agreement that it would be up to 5 hours per day, Monday through Thursday for 20 hours per week at maximum. He said there are sometimes that the current person can easily put in 6 or 8 and some days when she is here for 2. Soon the information for all the new contracts and information will need to be put in also. There is no foreseeable problem with doing the I-9 form on this person or the applicants. Stephanie Rider said, "Can I just ask a clarifying question on this?" "Um, for the, do you anticipate having this person handling any of our roll-over stuff from last year to this year or is this strictly payroll?" Mr. O'Donnell stated, "I don't. I don't know right now, but I am hiring her as a temporary payroll clerk and I have an entire notebook on rollover which I've been trying to study up on. And, I have an appointment to deal with rollover with the business manager from another district." Stephanie Rider stated, "I would be concerned with how an audit would be from an IT stand point as well as a finance standpoint with a temporary employee having access to the rollover because that is a pretty major process." Mr. O'Donnell said, "Which is why I am not sure that person is going to be involved." (Inaudible with Mr. O'Donnell, Sara Bunce and Stephanie Rider talking over each other). Mrs. Stephanie Rider, "Typically your Payroll Clerk wouldn't have that access. And that is not a slow process (inaudible, multiple people speaking) "That is to rollover the accounts to start the new year." Linda Chapman stated that at this point Mr. O'Donnell is handling that, as well as the other financial stuff and he is qualified and at this point we are going to follow him. Sara Bunce made a motion to approve the temporary Payroll Clerk. Polly Hageman seconded the motion. All voted in favor stated aye; carried unanimously.

Adjournment

James Bruzzi made the motion to adjourn. Sara Bunce seconded the motion. All voted in favor stated aye; carried unanimously. Meeting adjourned at 12:45pm

DATE APPROVED: 8/1/2022 APPROVED BY: Polly G. Hageman
" " : Linda Chapman