



YOUNG SCHOOL DISTRICT#5

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Patrick O'Donnell, Superintendent

YOUNG PUBLIC SCHOOL GOVERNING BOARD REGULAR MEETING

Monday, October 3, 2022, 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:

Linda Chapman, President

James Bruzzi, Member

Dave Megahey, Member

Polly Hageman, Member

Sara Bunce

AGENDA

- 1) Call to Order – Call to order 6pm Linda
- 2) Pledge of Allegiance – Lead by L. Chapman
- 3) Adoption of Agenda*Motion by L. Chapman, seconded by J. Bruzzi; carried unanimously
- 4) Approval of Minutes – Regular Meeting September 12, 2022, Special Meeting September 21, 2022*
- 5) Administrator Report - Enrollment is 47, Cafeteria Updates-Freezer went out it will be \$5000-6000 to replace and Starla just received a \$2000 grant, YPS Sports just finished baseball, new format this year, averaging 50+ kids, next is soccer or flag football, a big positive is that the YPS sports and skate events are open to community children and there are many people excited that the board opens up events to all, I was asked to address concerns voiced the other night, Volunteers – I don't know where that is coming from especially in light of all the people helping with after-school sports, Open Positions – We need up to two Highly Qualified Elementary Teachers, but don't have any applicants for those positions, we currently have a second maintenance person to assist with upkeeping the facilities and grounds, Job Descriptions - nine have been done and approved, Business Manager job description coming, working to complete the remaining job descriptions, there have not been job descriptions for a few years so I have been creating new ones based upon those from two other districts, superintendent job description is part of policy and is available on-line, but I made a few copies of the policy for you, I am hoping to put it into the same format as others but the policy is current, Superintendent Job Description/Personnel (HR) – As it was mentioned at the work session, the superintendent is responsible for all aspects/functions of the district, so you can see the section of the policy for personnel as a superintendent responsibility, it doesn't mean that the superintendent will be doing every part as Ms. Chapman commented in the work session, they may have others doing portions for example the secretary out front in the office has the responsibility for and does an admirable job with personnel files and other paperwork like applications, fingerprints and certificates, Science Teacher Applicant – In the work session Mrs. Seeley mentioned that we had a science teacher that had hoped to come here but was told he wasn't needed, I'm sure the Board remembers in one of the FY 23 Staffing conversations I had mentioned the gentleman that was a highly qualified science teacher 35 years ago when he left the classroom, he had come and queried me about our position and I told him that if I

received an application, a fingerprint card, a certificate, I would hire him, because he had the background and experience, I met with him twice on the phone and twice in person here, but I never received a certificate from him. Although we have his other application materials, When the Board approved our English teacher I called him and explained that with our small number of HS students, I would have to make it work with my three teachers and I would not be able to offer him a job, he suggested that he would be coming to town later in the week, I explained that I was not going to be in town but one of my maintenance people would be doing some work and he could connect with her to return the old textbooks I had loaned to him, which I had given in the hopes that something would happen because we were scrambling at that time for HS teachers, The 14 Employees that left since Mr. O'Donnell got here – I have a list of those people who had been hired and then left after I started on May 11, 2021 and the reason they provided when I spoke to them, the list shows how many retired, how many changed schools, how many changed careers, I would take Jan off because she retired before I started and we should add Voita the two day maintenance person who felt the insurance situation was not as good as what he had at Mayo Clinic, Continuing Staffing Concerns – I would love to have two highly-qualified elementary teachers, but we have no one beating down the doors, I could work with the Board to get a signing bonus, but the biggest issue is housing to get highly-qualified teachers, the Governor did sign legislation recently which allows for some flexibility, but there still needs to be some kind of teacher certificate, Mr. Smyers and Mr. Humphrey both had alternative certifications to be able to teach, Students not having a schedule – Ms. Bernal had commented that her student didn't have a schedule when she came to visit the week before school, but on the first day after adjusting the teacher's schedules because the 6-8 was added to the HS, every student had a schedule before the morning classes were over, they even had choices of electives which some chose to take Spanish on Edgenuity.

- 6) Teacher Report - Heather Jackson volunteered to share some great things that are happening. Our elementary teachers are doing Move to Read again with the help of the aides, we look at data and decide which kid needs which intervention, we group them, they are flexible, we test every couple weeks, we adjust as necessary, there is a fieldtrip this Thursday to Meteor Crater for K-5, Ms. Dickerson has been working with the student's interests and explore them, on the secondary side they have already had many meetings about kids and working with different concerns, they're working on different interventions and ideas on how to keep behavior under controls, they put together a tardy plan and have some students already dealing with consequences, I think that all the teachers are working pretty hard and seemed to be positive with kids in their interactions, October 19 is Parent/Teacher Conferences, we'll have an early release, and October 11 is Candidate Forum is at 6pm in the gym, the County School Superintendent's office confirms that there is one candidate that will be on the ballot by name and then two write-ins are eligible there will be two ovals and two blanks for the write-ins for three total eligible candidates. Heather was thanked for sharing a Teacher Report.

- 7) Call to the Public - Because we have so many papers, I'm going to limit you to three minutes each. I see a lot of you want to speak to Safety and Health. So, do you want to speak when we get to that agenda item, or do you want to speak now? Some chose to speak now, others wanted to speak later.

Heidi Bernal – I'll give you guys a copy of this. I want to reiterate I had emailed Mr. O'Donnell on September 26th asking about positions to fill as you suggested, Linda, we have people we know. I had not received an email back and so I sent another on the 28th. With the information from today, we have one position you want to fill. So, there might be an email problem at one end or the other, but I did send those trying to get the info out to people. So, I wanted to let you know that. On the health and safety protocols, there is a community concern about the lack of safety being followed by the superintendent regarding the bus. I was asked to talk about this. The superintendent's leadership and decision-making and they wanted this not to be about what the staff did, but about how this was

guided. There are a couple of facts. In December 2021, our minutes document that Mr. O'Donnell drove the bus without a proper license and had staff members on board the bus. Less than a year later, on the first day of school, which would be this school year, Mr. O'Donnell had a new staff member who did not have the proper driver's license drive the bus with the children in it. When a community member confronted Mr. O'Donnell about this, Mr. O'Donnell claimed that the new employee driver had simply misunderstood his instructions. What are the consequences? Has this been brought up to you guys? Have you confirmed any of these things with Mr. O'Donnell? Have you heard any of these details before? I know this was new to me. My daughter doesn't ride the bus, my granddaughter does in the morning times. So, I was concerned. That is something I want as a parent. I want a licensed, trained bus driver. I don't care what's going on at the school. I don't care about who's not working here. I don't want any excuses. I want someone that's licensed driving my kids in that bus. So, that's something that was a concern brought to me and organized this way.

Linda Chapman – These issues were discussed in Board meetings. We were notified by email immediately and then the superintendent discussed them in his Board meeting report in the next Board meeting.

Patrick O'Donnell – And specifically, the instructions that were misunderstood by the driver-trainee came from her trainer, not from me. I dealt with the situation immediately upon hearing of the mistake and we have not had this concern anymore. I directed our other driver to drive until she was completely licensed.

Janet Seeley – Don't you have a file for this? As superintendent don't you have a file for the driver's licensing? What if an accident would have occurred? Who would have taken the blame then? Just the driver and not you?

Patrick O'Donnell – No, as the superintendent I have the responsibility for all functions of the district. I would have been held accountable. I understand that. Too many people with broad responsibility understand that, but I do.

Heidi Bernal – I hear so much defensiveness. And there's comments like that Mr. O'Donnell when you address us, it feels dismissive, and I think that's why you are getting the pushback from a lot of us instead of you know what this week I fixed this I shouldn't of let this you know something a little more. I just hear a lot of defensiveness and that's a red flag for me as a parent. That's why I keep coming here.

Patrick O'Donnell - No, you hear a lot of explanation that I understand all of the responsibility I have and I work hard to get all the facts.

Sara Bunce – The Board was notified at the time of the school bus incident.

Linda Chapman – And when he drove the bus too, and he even contacted Phoenix to notify them that he had driven the bus. And that was discussed in an open Board meeting.

Linda Chapman – Stephanie, you have a comment for health and safety...

Stephanie Rider – Dear Young School District Governing Board Members, while my first choice is to have my contract for my position as district CFO honored, I am submitting application to you today for the hard to fill open elementary teacher position. As you know, I have an MBA in Human Resource Management, a Masters of Science in Accounting as well as a Bachelors in Human Service Management. I also have over 15 years experience in teaching music individually and to various skill leveled groups. I have enrolled in a teacher certification program that meets the Department of Education's alternative teacher certification requirements, much as what Mr. O'Donnell talked about earlier. I have begun the process with the Department of Education to receive that certificate. Their estimated processing time is four to six weeks. However, they did indicate on the phone, Erin at the certification desk, that with my current education, my fingerprint card, which the district has on file, and being enrolled in the program that I am eligible to start immediately, if the district would like. Understanding the immediate need the district has, I think we've heard it three or four times tonight from Mr. O'Donnell, and paperwork discrepancies that are being disputed, I felt it most appropriate to present my application and this option to the Board for

their consideration and want to state that I am available to start immediately. This does not alleviate any responsibility that YPS may have to reinstate me to my rightful position as CFO and make me whole with that situation. Nor does it in any way change my ongoing request for a third-party formal investigation into the unresolved matter. Thank you for your consideration. I have my application, which I would like it stamped received and a copy back.

Heather Jackson – Before I start, I noticed that the staffing sheet that was distributed did not have Mr. Fox the teacher we met, Katie Clemmer who left payroll, Mr. Miller from science last year, and the maintenance guy we had for like five days. Good evening. Thank you for the opportunity to talk tonight. At the last meeting, there were comments made by the Board that exposed feelings of resentment. I'm asking that you please put history aside and listen to the concerns with an open mind. We need to move forward to honor our students and the people who have positive contributions to our school. The grudges and assumptions have to be put away. This is not the place for them. We need a school where the Board, superintendent, staff and community members are working together for the greater good, which is our kids. We need leadership where expectations are set and demonstrated. We need a clear vision that values growth towards a strong positive culture. We, as a district, need to improve our communication skills and build relationships that value people.

Decisions were made by the administration that led to three highly-qualified staff members to leave our district this year, which could have been avoided through better communication. This decision also left our school short-handed and ill-prepared which we have yet to recover. We need the leadership to have the hard conversations to improve our school. I would like to see a corrective action plan in place that addresses the concerns of our community. I would like for the leadership to ask for accountability and growth of every employee in the district. My family and every family deserves to have a school that is trying to get better instead of just getting by. We deserve to ask for the best and have plans in place to get there. I hope that we can work on listening to each other to make the needed improvements for children.

Sara Bunce – The things that we want for our school are driven by the rubric that we created for Mr. O'Donnell recently. We chose the five priorities and some of his salary is contingent on his compliance or meeting the standards in the focus areas. So, that is something we have expectations of from him.

Christie Rider – We were hoping to see something measurable on that.

Sara Bunce – He's evaluated periodically based on the standards of his evaluation.

Christie Rider – But the standards you read off are pretty vague.

Heather Jackson – I'm just asking for the Board to listen and really hear the concerns. I'm not looking for heads to roll. I just feel we need to please sit down and move forward, it's that important.

Patrick O'Donnell – So Heather, you added some names to the list. Mr. Fox was not an employee of the district. He was going to be a long-term sub, so was Mr. Miller, so was Mr. Lloyd. Mr. Voita told me it was not what he thought it would be, and Mrs. Clemmer did not leave the district. She explained to me that she was looking for a better work-home balance. Linda Chapman – Okay, Janet Lee you have something on Health and Safety.

Janet Lee – I have two. Ashley Boyse asked that I share for her. I am speaking for the community... for the public on finances. Why is the district not following state statutes regarding finances? There have been no financial reports during Board meetings since May. According to state statutes, the superintendent is required to do so monthly. How does the Board or community know where the school is doing financially? Why has the last annual audit not been released publicly or on the website as required by state statute? How is it an appropriate use of finances when school utilities are being shut off, at the school, for non-payment? How will the superintendent be held accountable? Since it's not on this agenda, when is the meeting to discuss last year's Annual Financial Report as required to be Board approved and published by October 15th?

Patrick O'Donnell – The audit has not been completed by the auditors, that's why there has not been a report made. There were two auditors here to do our audit. The next day one of them quit working for the company. The audit company worked to get another one involved, but it took a while. Then the owner of the audit company sold the business and he has been struggling ever since to complete all the work they were contracted to do. But, we just the last of what was requested to the company last Thursday. He said it may take another two weeks to complete and then he would send us a final report.

It would then come to the Board and posted as required. I have discussed the meeting for the AFR with the Board, but it's not completed yet. The utilities question was the greenhouse power. When we had minimal staff in the office, the electric bill for the greenhouse was misplaced. As soon as it was discovered that the greenhouse was shut off, I called and coordinated the payment of the bill. Since that incident we have adjusted our handling of the mail and bills to not have a repeat situation. It was not all the utilities to the district, but the power for the greenhouse only. The monthly finance reports have not been done. I don't have a business person and have not been able to do them myself. The completion of the AFR will help clean up the concern.

Janet Lee – Alright, this from Ashley Boyse. We were instructed at the last meeting to email items we wanted on the agenda. After speaking with fellow community member's, I emailed three items and requested that they be on the agenda tonight. They were Number one Governing Board organization, number two administrative concerns and number three health and safety procedures. Only one of the items made it to the agenda. I am concerned at the superintendent's active role in trying to silence concerns. Not only...I'm not adding requested agenda items, but in preparing minutes for Board meetings that purposely leave out concerns about his role in the district. This is actively working against the best interest of the district and our children. Also, as suggested at the last Board meeting, I am speaking as a representative of the community. The Board president made a personal attack against one of the district employees who is also a parent in the district, Mrs. Jackson. This was unprofessional and uncalled for. It violates District Policy BBA, Board Powers and Responsibilities and BCA, Board Member Ethics. We are respectfully requesting Ms. Chapman step down as YPS Board president effective immediately.

Linda Chapman – There will be another election in January after the election.

Patrick O'Donnell – So, the email she sent listed first Governing Board organization, second health and safety procedures and third district administrative concerns. I copied that list and sent it to all five Board members, independently so we did not violate the open meeting law, and said there was a question about putting one or more of these on the next agenda, what is it you would like to do? The feedback I got from the Board prompted me to send this to Ms. Boyse: "Good evening, I appreciate your inquiry. I am hoping you can clarify what your expectations are for the Board. Each of these is a broad unfocused topic. The Board will want to better understand what each item would be. As soon as I have this information, I will ask the Board president's agreement to add to the agenda." Her response was the statement you started with...based on the instructions from the Board said, we are to request agenda items we wanted attention and discussion from the Board on and plan to share calls to the public on each of these areas. And, when that was stated at the Board meeting, it was also stated that the agenda is built with me and the Board president. That's why I immediately went to the president, but every member has input to the agenda items. I received no further feedback from her. The feedback from the Board members was that the Health and Safety concerns, especially in light of some of the comments that were made, COVID specifically, would be one to put on there, so that just like the focused work session they could get specific input from members of the community.

Sara Bunce – Along with the budget I wanted to share that even though I'm new to the Board, we do have many others that are experienced and have an understanding of the budget.

Christie Rider – Right, but the community isn't hearing it and so we wanted to know that the Board is comfortable with this.

Linda Chapman – Christie, you had the COVID?

Christie Rider – I had the COVID. I just wanted an update about that. Were you able to find on the CDC, the five days with the two negative tests on either side?

Patrick O'Donnell – Yes. You don't go to the school page and boom, there it is. You have to go around to different parts of the website. I did that on the night I generated the letter. My secretary and I put it together, because I knew the CDC had revised their guidance on August 22nd and I hadn't yet had a chance to develop a written page for us.

Christie Rider – So the policy changed since then?

Patrick O'Donnell – No, the procedure is the same since the night of August 22nd.

Christie Rider – I would just like the COVID policy to be clear and everyone to be treated the same. That it follows the CDC and is uniformly applied.

Patrick O'Donnell – I tell you now that the procedure is in line with the CDC and that it's been universally applied here.

Colette Zienka – I just wanted to clarify what was said in the last meeting. It was said that we don't have a staff that works all summer. I am the employee that is not contracted to work the summer, but last summer I worked five of the eight weeks and the summer before I also worked five of the nine weeks and was sick three of the weeks.

Linda Chapman – We are aware that you worked.

Colette Zienka – Mr. O'Donnell has addressed to me several times that Board members are pressuring him to make me go twelve months.

Linda Chapman – This will be addressed later when we are working on personnel and contracts and work agreements in a Board meeting as a group.

Colette Zienka – I just wanted you to be aware that I have been working after the comment in the last Board meeting.

Linda Chapman – We were aware, but we also knew that your work agreement didn't cover the twelve months. He has mentioned that you are coming in and doing things for the school.

Sara Bunce – We were trying to not disclose information about an employee. We were saying that there's not someone.

Colette Zienka – I just wanted to make sure that you knew and that I told him I would not go twelve months, because that was not my original agreement. I came to help the school; they needed some skills that I have and almost 30 years of experience, but I am a mother first.

My number one priority. I plan to continue as ten months, helping out when I can. I have a young child and no baby-sitter here. I as told him, I will not pay a baby-sitter to be able to work so that I can pay a baby-sitter. I just wanted to be sure that you knew that I have been able to help.

Linda Chapman – Yes, we knew you have helped him, because he says that to us. We do appreciate it, I will add.

Janet Seeley – I have two different things. Over the past couple of meetings, there has been some things about the overall safety of the district due to the decisions and actions of the superintendent. The Board has been asked by several members of the community, including myself, to have an investigation done. As I've said before, it's not just on Stephanie, but there's been other stuff that's been brought to my attention and other people's. I'm just wondering if there's an update on that. If you guys have thought about doing an investigation. Gonna to do an investigation?

Linda Chapman – We have not gotten to that. The lawyer, we haven't talked about that, yet.

Christie Rider – I thought you were going to talk to the lawyer that night and were gonna somehow tell us....

Linda Chapman – We were, but it was about other things. You guys had many other items, so many questions. There were so many things to cover that we as a Board did not even have a chance to discuss all of it.

Janet Seeley – I just was curious if it was ever going to happen this year.

Sara Bunce – Are you talking about the bus?

Janet Seeley – No. An investigation. Another thing is...Back to the policy with fingerprint cards. In the past there's been issues. Not this year, I'm not talking about just this year, not directly just this year, but we've had people who have volunteered here without fingerprint cards that shouldn't have ever been here. As you said earlier, today or yesterday, whenever you said it was, you had just gotten someone's fingerprint card back in June...

Patrick O'Donnell – No, we didn't get it. It was confirmed on June 2nd, but...

Janet Seeley – No you haven't got it. I know this. My question to you is this employee started summer school was left unattended with children, was left unattended with ISS kids, has been left unattended with kids since summer to now. You still don't have it on file, you just found out it was cleared. Is that policy?

Patrick O'Donnell – No, that was my practice.

Christi Rider – To go that long?

Janet Seeley – To go that long? Because in the past, we've had a lot of issues. So you should not have let that happen. Correct?

Patrick O'Donnell – So, I was following the 120 days. I'm not sure what you are asking.

Janet Seeley – My question is why did you let this person be alone with children? They're supposed to have someone with them at all times. Correct?

Patrick O'Donnell – They're supposed to be supervised.

Janet Seeley – This person was not supervised.

Patrick O'Donnell – There was not someone standing with them. When the playground was being watched, she was out in wide-open space, sitting at a table, sometimes standing up on the walk up against the gym. And when she had the ISS students all these blinds were raised up, doors were open, and she was sitting in this chair, all the students were around the table and I periodically, five times that day, checked in with her.

Janet Seeley – That's not how it's supposed to be done by policy. Correct?

Patrick O'Donnell – I said, again, that was my practice. I accepted that I had to do what I had to do to meet student needs.

Janet Seeley – And the Board knew about this? Or am I just now bringing it up?

Linda Chapman – He told us about it in a Board meeting and a text. We knew.

Sara Bunce – When the concern was raised, he contacted the Board right away.

Stephanie Rider – That was brought up in the June 27th Board meeting that I was at.

Janet Seeley – In the past we've had people in our school that were sex-offenders.

Patrick O'Donnell – I understand, unfortunately it happens all over and...

Janet Seeley – And that's okay?

Patrick O'Donnell – It's not okay. It's not okay.

Sara Bunce – Janet, are you saying that there is a person who should not be on our campus?

Janet Seeley – What I'm telling you is there have been people in our school who...

Sara Bunce – Got through the vetting process.

Christie Rider – So, the 120 days is a long...

Linda Chapman – That's the law, that's how long before we have to do another criminal investigation.

Christie Rider – That's a long time to have them here.

Linda Chapman – That's not our rule, it's the law.

Stephanie Rider – The Board Policy says 20 days

Linda Chapman – It says in the state fingerprint clearance thing 120 days.

Stephanie Rider – On our website it says 20 days.

Janet Seeley – Yep. I checked it.

Christie Rider – Is that a place where one of our fingerprinted volunteers could help out?

Sara Bunce – I don't know that a volunteer would work, they would not be a staff member.

A brief break was asked for by Board members. Motion for break S. Bunce, seconded J. Bruzzi; carried unanimously at 7:07 pm. Motion to return to Open Meeting at 7:11 pm by J. Bruzzi, seconded by S. Bunce; carried unanimously.

8) New Business:

- a) Discussion/Action – Board Ratification of Vouchers: Payroll Vouchers 5&6, and Expense Vouchers 2302*Motion by J. Bruzzi, seconded by S. Bunce; carried unanimously
- b) Discussion/Action – Board Approve on First Reading of ASBA Policy Advisories:*Both Policy Advisories were accepted to be added into the group that will be approved in the November meeting
-Policy Advisory No. 737 - JLCB — Immunizations of Students, Regulation JLCB-R — Immunizations of Students
-Policy Advisory No. 738 - Regulation KDB-R — Public's Right to Know/ Freedom of Information
- c) Discussion – Time of Regular Board Meetings – No action, but discussion about the historic reason for 6 pm and the preference voiced for an earlier time from six community members.
- d) Discussion/Action – Board Approval of Governing Board Member's Conflict of Interest form*Tabled by motion L. Chapman, second by J. Bruzzi; carried unanimously
- e) Discussion/Action – Board Approval of Staff Members' Conflict of Interest forms* Tabled by motion L. Chapman, second by J. Bruzzi; carried unanimously
- f) Discussion/Action – Board Member Approval of Student Activity Fees*Motion to make no changes to the Student Activity Fee Schedule by L. Chapman, seconded by S. Bunce; carried unanimously
- g) Discussion/Action – Board Approval of Waiving Student Activity Fees*Motion to waiver Student Activity Fees for YPS students by J. Bruzzi, seconded by S. Bunce; carried unanimously
- h) Discussion/Action – Board Approval of Sole Source List*Motion to approve as presented by L. Chapman, seconded by J. Bruzzi; carried unanimously
- i) Discussion – Board discussion of Health and Safety Procedures - Stephanie Rider wanted to be told what the Safety protocol is, especially since I have heard from my child that their classroom door was being locked to keep a specific parent from just walking into the room. Mr. O'Donnell shared policies regarding Community Concerns and also Visitors to schools.

Linda Chapman – I understand that you are having items brought to the Board, but I'll share that I have been approached by parents and other community members that they are seeing stuff on Block-watch and they are not wanting to make a change with the superintendent. The Board is notified of items very quickly and you may not hear if you are not at the Board meeting, because he also makes it part of his Administrator Report.

- 5) Adjournment* Motion to adjourn at 7:31 pm by J. Bruzzi, seconded by S. Bunce; 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).

Approved 12/12/2022:

 
12.12.2022