



**YOUNG SCHOOL
DISTRICT#5**

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Chad Knippen Ph.D., Superintendent
Brittney Leopold, Business Manager

**YOUNG PUBLIC SCHOOL
GOVERNING BOARD REGULAR MEETING AGENDA (MINUTES)
Monday, August 12, 2024, 6:00 PM - Young Public School Board Room – Red Brick**

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

Roll Call: P
Sara Bunce, President

 P
Linda Chapman, Member

 P
Dean Bell, Member

 Absent
Polly Hageman, Member

AGENDA

- 1) Call to Order: *by S. Bunce at 6 PM*
- 2) Adoption of Agenda*
 - *Motioned to adopt by S. Bunce, Seconded by D. Bell, all in favor- passed unanimously 3/3*
- 3) Pledge of Allegiance: *Lead by S. Bunce*
- 4) Reports:
 - a) Administrator Report: *Presented by C. Knippen;*
 - *Smooth start to the new school year, thanks to community help,*
 - *All positions are currently filled,*
 - *Working on SFB and grants- moving forward on old ones then will be able to work on new ones;*
 - *Implementing the 'Six Cs of Learning' with award ceremony for students caught using them during school hours*
 - b) Teacher Report: *Presented by R. Fuller*
 - *Students and staff off to a good start,*
 - *Expectations and routines have been established in K-1st, 2nd-3rd, 4th-5th.*
 - *Junior High and High school, the older students are taking on mentoring, showing the ropes to the new students, (Three newly promoted 6th graders)*
 - *Math and Physics have already started curriculum,*
 - *S. Bunce mentioned that 2nd -3rd started the "Sunshine Pledge" to start the day off,*
 - *Excitement for the new school year from both staff and students*

c) PTO Board Member Report: by *K. Hatch*

- *Discussed upcoming PTO activities and ways to get the information out to the community, (skate nights, Halloween Carnival, Christmas Muffins, Popcorn Days, Teacher and Admin. Appreciation Days,*
- *PTO would like to attend staff meetings, when possible, to see how they can best support staff,*
- *B. Leopold mentioned possible PTO attendance and support for of clubs/extracurricular meetings such as the DC meetings*

5) Call to Public – Public comments or concerns may be heard, but no Board Action may occur: *Called forth by S. Bunce*

- *S. Ryder expressed concerns with Volunteer List and would like to know the YPS policy, would like more information as to what capacity volunteers are used and to what level of access they have to the students, and what kind/level of background checks are done for volunteers (referring to 6F of current agenda)*
- *S. Ryder expressed gratitude regarding Parent Survey, (referring to 7C of current agenda)*
- *S. Ryder's concerns acknowledged by C. Knippen with assurance that they will be addressed in the next items on the current agenda, (6F and 7C), and expressed appreciation of her concerns and gratitude.*
- *D. Remy brought to the board's attention the need to adjust pay for the current long-term subs, as they have done all the teachers' planning for curriculum needs of the 24/25 school year. Ms. Remy presented the amount of preparation for just the first week she had prepared.*

6) Action Items:

a) Discussion/Action – Board approval of the Monthly Financial Reports*

B. Leopold and C. Knippen presented the current financial update;

- *Fund 955: summer work program check came the mail, fund won't be in the red*
- *Fund 902: amount is available*
- *Fund 854: if student council enters minutes this money will be able to make active*
- *Journal entries for grants are complete/current*

b) Discussion/Action – Voucher Ratification: Payroll Vouchers 1, 2 and Expense Voucher 2420, 2501*

- *2420 expense voucher for last year's encumbrance all signed and sent out*
- *2501 expense voucher signed and mailed out*
- *Motion to ratify current reports and vouchers by L. Chapman, seconded by S. Bunce, all in favor- passed unanimously 3/3*

c) Discussion/Action – The Board will consider approving previous Meeting Minutes*

- *Motioned by S. Bunce, Seconded by L. Chapman, all in favor – unanimously 3/3*

d) Discussion/Action - The Board will consider ratification of new Teacher Contracts and classified work agreements.

- *Presented by C. Knippen*
- *2 teacher contracts to be approved and signed by board, (previously approved hire)*
- *Motion to ratify by S. Bunce, seconded by L. Chapman, all in favor- passed unanimously 3/3*

e) Discussion/Action – The Board will consider the hire and ratification of work agreements of classroom aides A and B*

- *Presented by C. Knippen*
- *Discussions on background checks being done and fingerprint card, hours working a day up to 10 hrs., will not be more than the teachers, should be less than 10 hrs*

- *3 new work agreements to be reviewed and approved, (previously approved hires/transfer of positions)*
 - *Motioned by S. Bunce to ratify agreements, seconded by L. Chapman, all in favor – passed unanimously 3/3*
- f) Discussion/Action – Board will consider the approval of the 2024-2025 Substitute Teacher and Volunteer Lists*
- *Discussion to clarify and update volunteer process*
 - *Dr. K. recommendation not to adopted current process, but to update it and present it at future date to the board*
 - *Fingerprint cards recommended by L. Chapman*
 - *Motioned to table any volunteer list decision at this time with future follow-up by S. Bunce, Seconded by L. Chapman, all in Favor, unanimously 3/3*
 - *Motion to ratify the presented sub list by L. Chapman, Seconded by D. Bell, all in favor- passed unanimously 3/3*
- g) Discussion/Action – Board will consider the request to start our high school substitute teachers at the long-term sub rate. *
- *Dr. K. recommended the increased pay due to the history of ‘Long Term Sub’ did not include class/teacher plans as it had been already done by the teacher as the sub was filling in prior to the start of the school year. In this case, there was not a teacher beforehand to do the prep work.*
 - *Motion to ratify pay by S. Bunce, seconded by L. Chapman, all in favor – passed unanimously 3/3*
- h) Discussion/Action - The Board will consider the approval of Regular Board meeting dates and times for the 24/25 school year. *
- *Dr. K. recommended date changes due to the scheduled school breaks and holidays to prevent conflicts in time off for board, staff and community*
 - *Motioned by L. Chapman to ratify changes, seconded by S. Bunce, all in favor – passed unanimously 3/3*

7) Discussion Items:

- a) Discussion – The Board may discuss an update on the Audit Process
- *Dr. K. stated we are awaiting the reports/feedback from the Auditor General, when the audit is completed.*
- b) Discussion – The Board may discuss the use of the weight room by the community.
- *Recommended by C. Knippen to present this to the community and to be a program ran by the community, overall consensus is positive to community use of the YPS gym*
 - *L. Chapman recommended Risk Retention involvement/advice before moving forward*
- c) Discussion - The Board may discuss the results of the Parent/Student Survey from the 23/24 school year.
- *Dr. K. gave a snapshot of the parameters/questions of the survey;*
 - *Multi choice and written sections*
 - *Survey presented by both student and parents’ perspectives*
 - *Dr. K. gave his conclusion of survey*
 - *The majority of written responses were about a specific teacher whom is no longer with YPS and no need to follow-up*
 - *Ratings were presented to board prior to meeting for their review*
 - *Bullying was a concern on a few surveys, however in discussions with staff and current observation, bullying has not been seen. Staff will stay alert for possible bullying situations moving forward in this school year.*

- No additional questions regarding the survey were presented
- S. Bunce mentioned the board's excitement regarding the data and use of this tool moving forward.

8) Adjournment*: Motioned to adjourn by S. Bunce, seconded by L. Chapman, all in favor – unanimously 3/3, Adjourned at 6:48 PM

*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:

Linda Chapman
9-9-24

Valley R. Wageman
9-9-24