

Coconino County Accommodation Office Board Minutes

August 9, 2021

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, August 9, 2021, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff AZ 86004.

In Attendance:

Cheryl Mango-Paget, Board President, Dave Dirksen, Superintendent, Robin Pete, Ponderosa High School Principal, Traci Parker, Tse' Yaato' High School Principal (virtually), Jeanie Confer, Business Manager, John Phelps, Special Education Director (virtually) and Mindy Mohler, Coconino County Education Service Agency Chief Deputy

I. **CALL TO ORDER**

President Cheryl Mango-Paget called the meeting to order at 8:30 a.m.

II. **CALL TO THE PUBLIC**

No public was present and there were no public comments.

III. **CONSENT AGENDA**

A. Governing Board/County Superintendent of Schools summary of current issues:

Cheryl reported that with the rise in COVID numbers, the Coconino County has advised all county employees to wear a mask when in public places and when social distancing is not possible. She stated that with the help of the Coconino County Health and Human Resources department, they provided guidelines and general COVID information during the Coconino County School Leader Meeting.

B. Written Reports:

1. Dave Dirksen, District Superintendent –Dave reported that he met with Brent Neilson, CAVIAT Superintendent, to see about central program opportunities for CCASD students. He said that he was able to speak and get to know the Ponderosa High School staff during their back-to-school orientation and he plans to travel and visit the Tse' Yaato' High School to meet with their staff. Dave stated that the Indian Policies and Procedures revision was approved by Robin Gregory from Washington D.C., and he wanted to say how appreciative he was to the staff that assisted in getting this revision done and approved. Dave reported that he and the Ponderosa High School staff were able to correct the Time and Effort issues they were having and are no longer in monitored status with ADE. Dave said that he was able to get the City of Flagstaff to adjust CCASD's water bill from March through April as it was abnormally high. He said he was able to get a reduction of 50%. Lastly, Dave stated that Robin Pete is currently working on dual enrollment opportunities for CCASD's students.

2. Robin Pete, Ponderosa High School Principal –Robin stated that her and the staff have worked on the schools Vision and Mission statement and created posters to place around the school. She said that she wanted to congratulate Mary McCarron on 16 years of service to the CCASD. One of the big jobs Robin reported to be working on is the upcoming COGNIA accreditation. She said her next step is to work on goals and support those goals with

correlating data. She said one of her main areas of focus is cultural competency – rigor, relevancy and cultural components which are already largely in place.

3. Traci Parker, Tse' Yaato' High School Principal - Traci reported that they were unable to find anyone able to screen the students for their annual vision and hearing screenings, so they will be sending Rebecca to training to get certified to do this for the school. Traci stated that she has worked hard to get electronic folders on a server drive which will allow for fellow staff members to be able to access forms and reports that they need and for everything to stay organized and in one central location.

Traci said that the school has their ASVAB tests dates set for October 21, 2021, and March 24, 2022. She said that the students are working to finish tying off on the quilts they create and donate to the CUDDLES program which assists kids who are removed from their home and need a place to stay prior to being placed with a foster family or going back home. The program helps collect necessities to share with the kids they help. She said that she is working to create partnerships within the community that would offer additional services and programs to the students at Tse' Yaato'. She has a meeting scheduled with Dave Prieb to discuss possible CTE programs for the students. Traci said that the school had a sprinkler box valve break and they worked to get it fixed. Lastly, she reported that they have an Impact Aid scheduled for August 12th.

4. Jeanie Confer, Business Manager – Jeanie stated she prepared the upcoming FY22 Budget revisions which included updated ADM and transportation funding amounts. Jeanie said that they did orientation with three of the four new employees, and it went exceedingly well. Lastly, she said that she attended a workshop on EDGAR/UGG and CARES Grants. She stated that it was a very well-done workshop, and she learned a lot about the different grants.

5. John Phelps, Special Education Director – John reported they currently have 10 students with potential special education services needed at Ponderosa High School, 2 with Tse' Yaato' and 6 students with the Juvenile Detention Center, 1 which has an IEP. He said that the staff is doing a great job of going through the complete process of student evaluations. He reported that adults ages 18-22 are still entitled to special education services when they are within the county jail system and that is an area he is working to get up and running properly. John said that he is working on elite community services that will assist students at both Ponderosa and Tse' Yaato' High School that will support the corrective action plan and support the student's post-secondary goals. John included the special education documentation that is used to evaluate the students' qualifications and then needs. Cheryl thanked him for all of his hard work on the ADE corrective plan and the formal documents that are now being used in the evaluation process for special education services.

C. Approval of July 13, 2021, Board Meeting Minutes: Cheryl approved the July 13, 2021, board meeting minutes as presented.

IV. **PRESENTATIONS**

There were no presentations given at this meeting.

V. **DISCUSSION ITEMS**

A. Discuss possible change to monthly board meeting dates and start times to accommodate other working schedules – Cheryl stated that the September board meeting date and time is okay with her schedule but that she would like

to see about changing it starting in October because the current monthly date and time will not work with her schedule.

- B. Discuss board policies, procedures, protocols, timelines, and communication methods for the submission of board documents, reports, attachments, presentations and posting of the agenda and meeting minutes to the CCASD website – Cheryl let everyone know that she will be interviewing three candidates on Thursday, in the hopes of hiring a new employee to fill the Admin Specialist position. She said until this position is filled, she would like to hold off on making any decisions on this agenda item.
- C. Discussion to set the direction and identify initial steps for the development of a districtwide strategic plan – Dave stated that he understands that each school district has their own vision statements, but that he would like one for the entire district that will then align with each school’s vision. He said that he will come up with a few suggestions to get everyone started but that he would like input on the ones he provides and/or any other recommendations from the team. He reported that he would like to have this done by October’s board meeting at the latest. After the committee is set on a districtwide vision/mission statement he would like a committee of students and parents to review.
- D. Discussion to consider approving a resolution to execute warrants between board meetings, FY22 – Jeanie explained that this is an annual form that is signed by the County Superintendent that gives the school permission to have processed payroll and accounts payable vouchers and then get the County Superintendent’s signature on the voucher coversheet. She explained that this is done so that payroll and AP vouchers are not held up. Cheryl stated that she thinks there is a statute which makes this step not required for accommodation school districts and stated she would find that information and get it to Jeanie. Cheryl had no further questions.
- E. Discuss the revisions to the FY22 budget – Jeanie explained that she had current ADM and transportation figures and updated the budget to reflect these numbers. She stated that we will need to have a special meeting setup so that the budget revision can be approved, and she can get it off to ADE by the upcoming due date.

VI. **ACTION ITEMS**

- A. Adoption of Financial Math Syllabus and Course Name – Cheryl approved to adopt the Financial Math course name and syllabus.
- B. Approve Impact Aid survey date, September 1, 2021 – Cheryl approved the Impact Aid survey date of September 1, 2021.
- C. Create updated school guidelines that align with Governor and CDC guidelines for masks and COVID-19 vaccines – Cheryl recommended the approval of updated guidelines. Dave stated that he would like to come up with a revised set of guidelines that can then be added to the upcoming special board meeting and approved by Cheryl for public posting.
- D. Approval of IGA for food service between CCASD and Page Unified School District – Cheryl approved the IGA between CCASD and Page Unified School District.
- E. Approval of revised Indian Policies and Procedures for the FY22 Impact Aid application – Cheryl approved the revised Indian Policies and Procedures for the upcoming Impact Aid application.

- F. Approval of MOU with Coconino County Juvenile Court for the Community Service Work Program – Cheryl approved the MOU.
- G. Approval of position and salary reclassification for Erin Tutay – Cheryl stated that she fully supports the salary reclassification for Erin who has worked hard to complete the additional duties that have been given to her. The position and salary reclassification for Erin was approved
- H. Approval of procedures for reporting Federal Time and Effort – Cheryl approved the procedures for the T & E reporting.
- I. Approval of Payroll and Accounts Payable Vouchers:
Cheryl approved the following vouchers –

FY2021:

2151	\$12,711.42	27	\$56,120.46
2152	\$13,093.97	28	\$49,970.91
2153	\$4,602.97	29	\$39,760.52
2154	\$17,889.59	30	\$24,136.65
2155	\$58,438.50		
2156	\$6,487.67		
2157	\$1,150.66		
2158	\$10.00		

FY2022:

2200	\$74,864.14	1	\$8,554.63
2201	\$38,595.09	2	\$26,035.72
		3	\$35,039.08

VII. FUTURE AGENDA ITEMS

- A. Discuss possible change to monthly board meeting dates and start times to accommodate other working schedules.
- B. Discuss board policies, procedures, protocols, timelines, and communication methods for the submission of board documents, reports, attachments, presentations, and posting of the agenda and meeting minutes to the CCASD website.
- C. Approve FY22 budget revision.
- D. Approve school district COVID policies.
- E. Approve districtwide vision/mission statement.

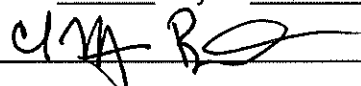
VIII. ANNOUNCEMENTS

There were no announcements.

ADJOURNMENT

Cheryl adjourned the meeting at 9:20 a.m.

Dated this 14 day of September, 2021

By: 

President Cheryl Mango-Paget

THE NEXT SCHEDULED BOARD MEETING IS SEPTEMBER 14, 2021 at 10:00 A.M.