

DRAFT BOARD MEETING MINUTES AWAITING APPROVAL ON 3/8/2022

Coconino County Accommodation Office Board Minutes

February 8, 2022

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, February 8, 2022, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff AZ 86004.

In Attendance:

In Person Attendees: Cheryl Mango-Paget, Board President, Dave Dirksen, CCASD Superintendent, John Phelps, Special Education Director, Robin Pete, Ponderosa High School Principal, Jeanie Confer, Ponderosa High School Business Manager and Madeline Campbell, Coconino County Education Service Agency Programs Coordinator. Virtual Attendees: Traci Parker, Tsé Yaató High School Principal and Erin Tutay, Ponderosa High School Executive Assistant

I. CALL TO ORDER

President Cheryl Mango-Paget called the meeting to order at 9:30 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 stated that Coconino County is still in high transmission for COVID-19 cases, but that the numbers have reflected a slight decrease over the past few weeks. Cheryl mentioned how there is still much assistance given to the schools such as bi-weekly vaccine opportunities and testing. Cheryl thanked Robin and everyone for their efforts in the COGNIA accreditation process. Cheryl mentioned that Robin spent two days on Zoom meetings and that the district collected Robin's required documents for the COGNIA accreditation. Cheryl reflected that Robin enjoyed the COGNIA training and was learning a great amount in the meetings. Cheryl stated that all thirteen Chapter Houses have responded to Mr. Dirksen and forty-two students are accounted for and will be a part of the Impact Aid formula. Cheryl mentioned that the ESSER I grant is still in the works and that she sent Peter Laing at ADE an email last night regarding ESSER I funds and asking when it will open. Cheryl said that they are backlogged, but that the grants have a potential opening date in the Spring.

B. Written Reports:

1. Dave Dirksen, District Superintendent –Dave reported that he has had a number of ongoing conversations regarding Impact Aid updates with Dr. Nez, who is the Senior Education Specialist for Dine' Education. Dave said that Dr. Nez is pleased with the progress the CCASD has made with the Chapter Houses. Dave has had numerous conversations and ongoing emails with ADE's, Devon Isherwood concerning the status of the ESSER I grant. Dave said she is continuing to find information on when that grant might open. Dave had a meeting with Frank Vender Horst to review the E-Rate Program. Dave also had a meeting with Coconino Community College, Juvenile Detention Center (JDC) and TerraBIRDS to discuss the possible expansion of CTE and vocational opportunities for CCASD students. Dave said that JDC discussed a possible

grant they may write to expand these opportunities and have them be credit bearing. Dave reported that he met with CCC Provost Dr. Nate Southerland and CCC CTE Dean Lisa Blank to explore opportunities for CCASD students to earn college credits and that these credits would be outside CAVIAT programs. Dave reported that he had another meeting at JDC with John Phelps, Vera Baron and Jeremy Russell to discuss and refine the plan for jail education services. Dave also met with CAVIAT superintendent Dr. Brent Neilson to discuss changes that are occurring in the CAVIAT Central Program offerings. Dave reported that he received signed Impact Aid Source Check forms from all thirteen of the Dine' Chapter Houses. Dave said that Jeanie filed the Impact Aid application for FY23 claiming all forty-two students. Dave reported that at the time he wrote this report he has 112 students enrolled, sixty-two Native American, and that forty seven of the sixty-two are Navajo students. Dave said that his ongoing tasks are to post any vacancies and to post those positions with approval to do so and that he is also finalizing plans for open house orientation events for the Chapter Houses.

2. Robin Pete, Ponderosa High School Principal –Robin reviewed her total enrollment at PHS and said that as of February 1, 2022, there are fifty-three students enrolled. Robin said that the COGNIA accreditation is her main focus and will be the next few Wednesdays. Robin stated that they had a great session with Melissa Rhodes regarding trauma informed teaching and that Melissa will be back the last Wednesday of February as the teachers greatly appreciated the training. Robin stated that goal setting and healthy communication projects are going well in the Adulting class. Robin reported that the students are focusing on and exploring their careers with AZCIS Academics and other websites. Robin announced that they are bringing in career opportunities to expose students to solar panel installation and building infrastructure with solar panels through CCC, who will walk kids through the opportunity of what that looks like. Robin said that an upcoming newsletter to parents will be sent out soon, that CAVIAT is going to present to the students, and that the Office of Navajo Nation will be presenting a video to the students as well. Robin also mentioned that CCC is coming to PHS three separate times in the spring for students to ask questions, starting next week. Teachers are in the midst of applying social justice standards, focused on diversity and integrating that into the lesson design. Robin added that those practices follow one of the school improvement plan goals. Robin reported that the Storytelling was very successful with Dr. Cuevas and Dr. Walker. She remarked that they put a session together last week that was centered around stories about family recipes. Dr. Walker brought the project to Robin and after implementing it, stories were told, food was cooked, and it was one of the most attended school days in a while.

3. Traci Parker, Tse' Yaato' High School Principal –Traci reported that current enrollment is up to a total of twenty-nine students at TYHS. Traci stated that their number of adults enrolled at TYHS is currently around 31% when it would normally be between 50% - 60% and they are speculating that is due to COVID and the change in demographics in the area. Traci announced that their January reading diagnostics was completed with two students not taking the test and a total of 93% of students completing it. Traci exclaimed that seventeen of the students were return testers from August and that 60% of those showed significant improvements. Traci stated that when they look at their Lexile levels, they do have higher levels in the basic and below basic, and that is a reflection of the new students coming in and that is typical for when they arrive at TYHS. Traci reflected that they had two students move to advanced and that is due to those significant gains made by those return students. Traci reported that the national percentage increase was well below and slightly below and that those percentages are a reflection of the new students who entered the school. Traci

reflected that there are deficiencies, but the well above is from 5%-15% and those were made by the gains of the returning students. Traci said that ten students completed their first aid certification and that this is important as it is a requirement for many employment opportunities in the community. Additionally, fifteen students participated in OSHA 10 certification, and this certification will hopefully translate to employment opportunities. Traci said that the National Park Service presented to the student body at TYHS, and that it was an amazing opportunity for the students to develop resumes and turn those directly into the local Parks Service HR department and not a national database. Traci postulated that if the students choose to take advantage of the opportunity it would be a great benefit to them. Traci said they have two graduates for quarter three and that those students were scheduled to work on FAFSA and to tour CCC to potentially apply this week, but due to one student completing Plato courses a week in advance, they are having a difficult time having her return. Traci said the second student is under disciplinary action and that is why they are not completing those tasks. Traci stated that OSHA 10 certification may not come again in April as there has to be a minimum number of participants in order to bring that back to campus. Traci reflected that one of their ongoing issues is that they are still waiting for the cellular line for their fire panel as it is on back order.

4. Jeanie Confer, Business Manager – Jeanie reported that she included the fund balance report, and that everything is still on track for where she was hoping to be. Jeanie reflected that January is a busy month with payroll reports that need to be completed. Jeanie stated that most of the Payroll reports are completed, except for a few that she is encountering technical difficulties with and that she is waiting for IT to fix the issues so she can finish. Jeanie said she has the ADE transportation report ready to go, but she is having an issue as there is a new platform for the transportation report that is currently not working as nothing is being saved that she inputs. Jeanie reported that she is collecting all required documentation for an annual audit that will be conducted February 22 and 23, 2022.

5. John Phelps, Special Education Director – John reported the breakdown of participation, stating that at PHS there are eight students receiving special education services, AOI has five students, TYHS has two students, there are zero students receiving special education services at JDC, however there are three students currently enrolled there and no students at the County Jail. John said that it has almost been a year and a half since there has been enrollment there. Recently John submitted a corrective action plan, and he has to submit it one more time to have it complete. John also met with their Programs Support specialist, which is their monitor to discuss the submitted files from Rebecca and Ken. He noted they have been making major improvements. John said he still must submit two more files and then that will be complete. John reported that he received their 2021 post-school outcomes certificate of completion and John will be receiving the new 2022 post-school outcomes in May. John announced that his next steps are to close out the corrective action plan; he has until the end of April. John announced that they are continuing with SPED monthly meeting check-ins with the SPED teams to continue to provide training on the corrective action plan and transition services developed by the team. Cheryl thanked John for his report and work. Cheryl thanked the team for making the shift with Ken Linck and Plato and that she had heard of the great successes that have occurred. Cheryl commended the team for meeting the students' needs and for making adjustments for the students.

C. Approval of January 11, 2022, Board Meeting Minutes: Cheryl approved

minutes as presented.

- D. Cheryl Mango-Paget thanked everyone for their board reports and approved the consent agenda and reports.

IV. **PRESENTATIONS**

There were no presentations given at this meeting.

V. **DISCUSSION ITEMS**

- A. Discuss current COVID-19 numbers within Coconino County Schools and State of Arizona: Cheryl thanked everyone for their efforts in working with the students with very little to no disruption in the students learning as the COVID-19 numbers have spiked in January.
- B. Discuss the recommendation for a stipend to operate the district's Arizona Online Instruction program (AOI) during the summer of 2022: Dave said that as the COVID-19 numbers increase, the AOI program has healthy numbers as it provides a reliable option for parents, families, and students to have an option where they feel safer, but they can still pursue their education through the AOI. Dave stated that the ESSER II money needs to be used for COVID related issues and that the ESSIER III monies were placed in ESSER II grant. Dave added that he and Jeanie rewrote the ESSER II grant for COVID related expense, learning loss, credit deficiencies, and so forth. Dave said he wants to extend the AOI program into the summer months of June and July to address those COVID related issues and that it can be funded through the ESSER II grant. Dave mentioned that this discussion item is also an action item later in the meeting. Cheryl said that she is excited to see summer opportunities for the students.
- C. Discuss the recommendation to accept Jeanie Confer's request to retire from the school district effective June 30, 2022: Dave reflected that he has ambivalent feelings about this agenda item and that since he is still very new to this district that he has relied on Jeanie's experience and knowledge heavily. Dave also remarked that he is very excited for Jeanie's new chapter of her life. Dave said that Jeanie has presented a letter for approval to retire effect June 30, 2022. Dave congratulated Jeanie on behalf of the entire district. Cheryl said that Jeanie will be greatly missed and thanked her for her hard work through accounts that operate a bit differently than normal school districts. Jeanie said she will miss everyone as well.
- D. Discuss the District Superintendent's request to post the Business Manager position: Dave said that if Jeanie's retirement continues to move forward that he has an action item for approval from the board to post that position with Jeanie's help. Dave said he has already crafted the posting and that he would intend to post it to the AASBO's job page, as well as on CCASD's website, and plans to spread the news via word of mouth.
- E. Discuss the Open House/Orientation events for Dine Chapter House Presidents and Officials: Dave said this discussion item is not an action item, but that he wanted to discuss this with the intent to host these open house events and orientations most likely in July. Dave said that if the calendars are approved, he would like to see when they can schedule these open houses. Dave made recommendations on what these Open House/Orientations would look like. Dave recommended having these on separate dates per school, roughly around 10:30 a.m., have a welcome speech by district superintendent, turn it over to principals to welcome everyone and to discuss

their various programs at their schools, ask John Phelps to discuss special education series, and Lauren to discuss the social worker roll that has moved to the district this year and anything else that seems appropriate such as student created projects. Dave stated that then they would conduct brief tours of facilities, and then have lunch available for all attendees. Dave shared the idea that the rest of the day they can encourage everyone to go to shop and sightseeing in Page and Flagstaff. Dave mentioned that he does not want to just send out source checks in the fall, but that he wants the Chapter Houses to meet everyone face to face and build relationships in as many ways they can. Dave would like for the signing of source checks to become normative. Dave would like the Chapter Houses to know what CCASD is doing, and who they are. Dave recommended they invite Dr. Nez and whoever else they see necessary to see the two schools. Dave invited input from leadership team on what this could and should look like this summer. Dave reflected that he believes the two principals need to discuss this and see how this might work. Dave recommended that the Dine Department of Education should be involved as well. Dave emphasized that the planning needs to start for these events, specifically in selecting dates. Traci said that she thinks this is an excellent idea and that putting dates on the calendar would be a great way to start. Cheryl stated that it is imperative to build relationships, so they are not always just asking for something, so they can provide support and have a strong understanding of who CCASD is. Dave added that he would like to announce at the open house that it is his intent to release a quarterly newsletter with the input of the leadership team, to include highlights and the core of what CCASD has completed. Traci discussed the funding for the open house, and that within the Rural School Grant, parent incentives were included within the grant. Traci stated they may be able to use the Rural Schools Grant for these events. Dave said that he will discuss this with Jeanie and Jeanie mentioned how she will discuss this with the auditors to see where they can acquire the funds for this event.

- F. Discuss proposed district calendars and daily schedules for the 2022-2023 school year: Dave informed the group that there are six different sheets, including four calendars for everyone to review as follows:
- a. CCASD 180 Day Student Calendar for Tsé Yaató and PHS
 - b. JDC 225 Day Calendar -
 - c. CCASD Teacher Calendar
 - d. CCASD 12-Month Employee Calendar
 - e. Ponderosa High School Daily Schedule
 - f. Tse' Yaato' High School Daily Schedule

Dave said these calendars would not exist without the work of Traci and thanked her for her work in putting the set of calendars together. Dave thanked the leadership for their input and tweaks on the calendars as well. Dave pointed out that the PHS and TYHS daily schedule calendars are a bit different as the schools have varying schedules due to the services offered to the students. Cheryl thanked everyone for their hard work on the calendars and the importance they are to the parents and families.

- G. 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 mentioned how this draft was discussed previously in the January board meeting and that the discussion was very detailed. Cheryl

mentioned that the leadership team's input was implemented from the last meeting. Cheryl asked if anyone had any other comments regarding the procedures as this discussion item is an action item later in the meeting. Dave thanked all members of the leadership team for meeting the deadlines for action items, as well as the submission of their written reports. Dave said he thought the process worked very smoothly and that he will send out a reminder email with the dates for future board meetings. Dave also thanked Madeline for her efforts in getting the board reports and procedures put together. Jeanie asked about who should post the agenda to the website as she encountered technical difficulties this past week and wanted to know if she could be removed from that responsibility. The new procedure guide will reflect "this is a responsibility of the District Special Education Director and/or the Executive Assistant." Cheryl said this can be subject to change as the Business Manager position shifts.

VI. ACTION ITEMS

- A. Cheryl approved the stipend to operate the district's Arizona Online Instruction program (AOI) during the summer of 2022. Cheryl said she is excited for this and is hoping to see this beyond the ESSER grant if there is money.
- B. Cheryl approved Jeanie Confer's request to retire from the school district effective June 30, 2022.
- C. Cheryl approved the District Superintendent's request to post the Business Manager position.
- D. Cheryl approved the proposed district calendars and daily schedules for the 2022-2023 school year
 - a. CCASD 180 Day Student Calendar
 - b. JDC 225 Day Calendar
 - c. CCASD Teacher Calendar
 - d. CCASD 12-Month Employee Calendar
 - e. Ponderosa High School Daily Schedule
 - f. Tse' Yaato' High School Daily Schedule
- E. Cheryl approved the 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 with the changes that it is the responsibility of the District Special Education Director or Executive Assistant to post the agenda on the website.
- F. Approval of Payroll and Accounts Payable Vouchers for CCRASD
FY2022:

2228	\$4,975.29
2229	\$6,446.63
2230	\$1,662.49
15	\$67,974.98
16	\$69,354.18

FUTURE AGENDA ITEMS

- A. Traci said that Albert Tso has provided his resignation letter for the end of this school year. Traci confirmed that this will be a discussion and action item in the next meeting.
- B. Dave said he has a discussion item only, which will be the update on chapter houses and open house/orientation between now and March. Dave said Robin, Traci and he can solidify dates and invitations.
- C. Jeanie said she would be bringing in the salary schedules for FY23 and employee contracts to be a discussion and action item to approve in the same meeting.

A. ANNOUNCEMENTS

ADJOURNMENT

Cheryl adjourned the meeting at 10:21 a.m.

Dated this 1 day of March, 2022

By: 

President Cheryl Mango-Paget

THE NEXT SCHEDULED BOARD MEETING IS March 8, 2022 at 9:30 a.m.