

## Coconino County Accommodation Office Board Minutes

March 8, 2022

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, March 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, Erin Tutay, Ponderosa High School Executive Assistant, and Madeline Campbell, Coconino County Education Service Agency Programs Coordinator. Virtual Attendees: Traci Parker, Tsé Yaató High School Principal.

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. Written Reports:

1. Dave Dirksen, District Superintendent –Dave reported that he met with Dr. Nez, Senior Education Specialist, with the Dine Department of Education to set April 11, 2022 as the date for the Spring Impact Aid Consultation with the Navajo Nation. Dave stated that this is a follow-up meeting to update the officials of the nation regarding the progress over the past months. Dave announced that the ESSER I Grant was approved by ADE and the federal funds were utilized to purchase a district vehicle for staff use. The vehicle was purchased for roughly over one week and it has already been greatly utilized. Dave articulated that insurance coverage was obtained for the vehicle on the same day as purchase. Dave met with Ponderosa and Tse' Yaató High School staffs to review the district's financial situation. Dave also met with Jeanie Confer to review all the staff contracts for the 2022-2023 school year. Dave reviewed his current enrollment as a total of 108 students enrolled, 54 Native American students (50%), 50 Dine' (Navajo) students (46%). Dave said his ongoing planning is to continue with all search-related activities for the next business manager and to finalize plans for the Open House/Orientation events for the Chapter House Presidents and Officials. Dave noted that there was an error in the planning of the Open House, as it was booked on the same date and time as the July 2022 Coconino County Accommodation School District Board Meeting. Dave requested that the July 12, 2022 board meeting date be altered. Jeanie Confer stated that the adopted budget will need to be approved by the 15<sup>th</sup> of July and that the new board date for July will need to consider this budget approval. Cheryl and Dave recommended July 11<sup>th</sup> as a potential July board meeting date.

2. Robin Pete, Ponderosa High School Principal –Robin reviewed her total enrollment at PHS as 50 total enrolled students. Robin reported that there will be three graduates at the end of this quarter and approximately 26 or 27 graduates between AOI and PHS for the May graduation. Robin met with Casey Lightfoot from the Juvenile Detention Center and three local principals to discuss PHS's specialized programs and explain what PHS has to offer for future

partnerships. Robin stated that they have received three or four local student enrollment packets since that meeting. Robin articulated that she is continuing to work on the COGNIA accreditation and that she obtained the rubric scores and that the evidence is uploaded. Robin stated that those statistics will be made available for the entire team to evaluate to see if they are on track and in alignment with their evidence and make any necessary revisions. Robin informed everyone they are continuing to offer the social and emotional learning within the advisory period with a focus on healthy communication. The Coconino County Health Department will be visiting PHS in April to discuss substance use with the students. Ken Meyers from Coconino Community College recently visited to demonstrate solar panel installation for future career possibilities for the students. Robin relayed that recently PHS did have two virtual days due to snow and that the attendance was low for those days. Robin reported that John Phelps and two other teachers met with Terra BIRDS for cross-curricular lesson planning for units of study that are coming up. Robin said that teachers are continuing to apply professional learning of social justice standards for the fourth quarter and the term "action" will be emphasized. Robin continued with her report saying that PHS's social worker has seven regular students that she meets with weekly. Robin shared that the previous community day was very successful with the theme of justice where Ed Kaboti discussed his experience in the Justice system and the cultural implications tied with that. Robin reflected that they also had a lawyer attend to discuss legal information pertaining to students and their rights and that students also presented their projects followed by student recognition and student awards.

3. Traci Parker, Tse' Yaato' High School Principal –Traci reported that four students will graduate this quarter and two have completed their requirements already and the other two are finishing their requirements today. Traci said that two TAPP students completed their PreETS: Self Advocacy course with Elite Services (under VocRehab). Traci said they had a service-learning day where students and staff tied 35 quilts for C.U.D.L.E.S. The students also made goodies bags for the elderly to drop off at the assisted living communities in Page. Traci stated that the students had a great experience making the goodie bags and dropping them off. Traci recently attended two teacher recruiting fairs, one at Dixie University and one at Northern Arizona University. Traci also recently attended the SAM webinar with the TRUST. Traci relayed the point Dave Dirksen made that he met with the staff to share district information. Traci remarked that Lauren with Coconino County Health department presented on distracted driving to the students. Traci is continuing to work on COGNIA accreditation and setting specific documents aside to be reviewed. Traci reviewed her ongoing plans as TYHS has an ASVAB test date coming up, ACT test date and COGNIA accreditation review approaching. Traci postulated that they were supposed to have the cellular line on the fire panel addressed last week, but personnel safety was very busy last week, and they were unable to complete that. Traci noted that an opportunity has come up for TYHS to partner with the library on a grant regarding teen life skills that is pending approval.

4. Jeanie Confer, Business Manager – Jeanie opened the meeting to any questions the leadership team may have on the fund balance. Jeanie reflected that they are on track for where she was hoping to be. Cheryl asked if there will be a transfer amendment in May for when they switch funds from maintenance and operations to the unrestricted capital fund. Jeanie answered and said she has done this historically on May 15<sup>th</sup> and that she will continue with that date for this year. Jeanie reported she is currently working on the budget revision now. Dave asked Jeanie about the report line regarding the \$50,000 ESSER funds

that was approved by ADE. Dave asked if that will not reflect as a negative when they reimburse the district. Jeanie answered saying that is correct. Jeanie stated that they completed the application and since the ESSIER I funds had to be used for something that was previously purchased, she took Lauren and Dave's salary and partial benefits from the first half of this fiscal year out of forest fees and enterprise funds and wrote journal entries for them into ESSER I. Jeanie recounted that the completion report is done and that the county approved the completion report. Jeanie reflected that she is waiting for the state to approve the completion report and she is unsure of when this will happen; and it is not due until September 2022. Dave thanked Jeanie for that information. Jeanie exclaimed that she has been completing the calendar year end and that she has the contracts and ESSER II stipends completed. Jeanie mentioned that she is attempting to make a written report for the future business manager on what is occurring and her daily tasks.

5. John Phelps, Special Education Director – John reported his participation at PHS has eight students, AOI has five students, TYHS has two students, JDC has two students and zero students at the County Jail. John reviewed that the numbers for SPED are continuing to go up for the fourth quarter and that he is looking forward to providing services for those students. John relayed that he recently met with the ADE monitor and was marked in compliance for IEP's. He reflected that he is going to submit more files in an effort to stay in compliance before closing out the corrective action plan. John reviewed his next steps and said that with the new school car, he is hoping to visit TYHS more frequently to assist those students. John stated that he is continuing with the SPED monthly meetings and providing SPED transition services developed by the team. Cheryl thanked John for working to be in compliance.

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

1. Cheryl mentioned that there have been some changes from the CDC on COVID precautions and regulations. Cheryl mentioned that there will be a county school leadership teams meeting to define the metrics for appropriate updates. She relayed that Coconino County has gone from having very high COVID numbers to low numbers throughout the past few months.

2. Cheryl reported on the enrollment for the CCASD and that numbers are currently very low. Cheryl asked the team what they can all do together to increase student enrollment. She mentioned that in one of her meetings with a supervisor on the county board, they expressed concerns regarding the enrollment numbers. Dave interjected that the CCASD does have low enrollment and that the district has been impacted by COVID immensely. Dave conveyed that he sent an email to both principals and others on the leadership team that everyone must be very intentional in publicity and the recruiting plan. Robin interjected that the district needs to network with surrounding schools and students who are credit deficient, need a smaller school setting, or more attention in specific programs. Dave encouraged the team, saying he would like the team to reach out to other schools to introduce the CCASD, who they are, what they do and who they serve. Dave relayed that they need to look up the students who did not return after COVID and see why they did not return. Dave informed the team that another action item for advertising the schools is to let the families know that they will be reimbursed for transportation. Dave recommended publicizing CCASD on social media, local newspapers, radio interviews, with other district superintendents, send letters to all Chapter Houses explaining all the benefits and to offer them pamphlets. Dave said that he will be working with

the leadership team to procure ideas on how to have more student engagement and how to advertise CCASD and their mission. Dave reinforced that enrollment numbers have been trending in the wrong direction and that they all need to work closely together to alter the trend. Cheryl thanked everyone for their forward thinking and focus on intentional recruitment efforts. Cheryl also noted that working with the Chapter Houses will be pivotal to the recruitment process. Cheryl mentioned that the CCASD has saved numerous kids and that these schools need to continue in their work in an effort to assist the students to the best of their abilities.

3. Cheryl mentioned that the ESSER grants are submitted and approved and that they are moving forward.

C. Approval of February 8, 2022, Board Meeting Minutes: Cheryl approved minutes as presented.

D. Cheryl thanked everyone for their board reports and approved them.

#### IV. **PRESENTATIONS**

There were no presentations given at this meeting.

#### V. **DISCUSSION ITEMS**

A. Jeanie requested discussion item B be discussed before action item A.

Cheryl approved to the adjustment in the agenda. Discussion item B – Discuss FY23 Salary Schedules. Jeanie mentioned that she has had meetings with Dave and that they did not change anything from FY22 and that all the steps are the same as they were for FY22.

B. Discuss Item A – FY23 Employee Contracts and ESSER II Stipends. Jeanie reported that since there has been no change, and since ESSER III, which was \$35,000 was inputted into ESSER II since it was under \$50,000, that a portion of the money was used as a stipend for FY23 to keep everyone in place and not have to dip into the maintenance and operation fund for an additional year. Jeanie relayed that the stipend with benefits is roughly \$25,000. Some fund balances have 1 million, such as impact aid, others have \$350,000-\$500,000 and the CCASD has a \$3.5 million in fund balance total. Jeanie thought taking that into consideration, that it would be in the best interest of the district to give everyone a step. Jeanie conveyed that all employees have gotten a step and that information is included in the contracts. She said all employees who received a stipend for FY22 will get that same stipend (which is derived from ESSIER II) and those who started employment in FY22 will not get a stipend because they did not get one the previous year. Jeanie mentioned that Vera Barron has a stipend as well. Dave recounted that with all the work and efforts of the staff and with the COGNIA accreditation that they felt the steps were appropriate and Dave recounted that he is unsure of what the next year holds for the district. Cheryl thanked Jeanie for all her work.

C. Discuss Albert Tso's retirement. Traci encountered technical difficulties and was absent from the meeting for a few minutes. She rejoined at 10:11a.m. Traci recounted that Albert Tso submitted his retirement letter. Cheryl said he will be greatly missed.

**VI. ACTION ITEMS**

- A. Approval of FY23 Employee contracts and ESSER II stipends.
- B. Cheryl approved of Albert Tso's retirement.
- C. Approval of Payroll and Accounts Payable Vouchers for CCASD

**FY2022:**

2233	\$12,451.57
2234	\$3,240.64
2231	\$27,964.40
2232	\$9,291.28
17	\$69,612.55
18	\$69,491.17

**FUTURE AGENDA ITEMS**

- A. Dave mentioned that a future agenda item will be to amend the July CCASD Governing Board meeting date. Cheryl said July 11<sup>th</sup> will work in the early morning. Cheryl confirmed this will be a discussion and action item for the April 12<sup>th</sup> board meeting and that she will place it on the agenda.
- B. Jeanie stated that she will keep everyone posted on when the budget will be approved. She announced that it will depend on when they get the budget forms out.

**ANNOUNCEMENTS**

- A. Dave acknowledged and thanked everyone for submitting their discussion and action items as well as reports in a timely fashion.
- B. Robin mentioned that PHS graduation will be May 19<sup>th</sup> at 5:30p.m. She said that they will most likely be using the mini auditorium at Coconino High School.
- C. Traci announced that TYHS's gradation date is May 20<sup>th</sup> at 11:00a.m.

**ADJOURNMENT**

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

Dated this 12 day of April, 2022

By: Cheryl Mango-Paget

President Cheryl Mango-Paget

**THE NEXT SCHEDULED BOARD MEETING IS April 12 2022 at 9:30 a.m.**