

## Coconino County Accommodation Office Board Minutes

April 12, 2022

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, April 12, 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, 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 stated that he had a meeting with Jenny Young who is CCASD's new contact at ADE for district-related initiatives with the Department of Education. On March 21 Dave had a meeting with Erin Tutaty to begin preparation of the Impact Aid Documents for the District's April 11 *Impact Aid Consultation* with the Navajo Nation's Department of Education. Dave met again with Erin on March 23 to review and finalize the Consultation PowerPoint for the April 11<sup>th</sup> Consultation with Dr. Nez and the Dine' Department of Education. Dave reported that he conducted interviews with three finalists for the position of Director of Business Services for CCASD and had three finalists. Dave also had a meeting with the board president and others to discuss the possibility of providing office space on Steves Blvd (Ponderosa Campus) for the CAVIAT superintendent and his staff. Dave shared that unfortunately there is no available space, but they did offer the conference room for their board meetings which occur once a month. Dave stated that he attended a special CCASD board meeting to review and approve Erin Tutay to be the next Director of Business Services. Dave remarked that he received permission to post Erin's current position, the Executive Assistant as a vacancy online. Dave shared that on April 11 the district participated in the Spring 2022 Impact Aid consultation with Dr. Nez and the Department of Education of the Navajo Nation. Dave shared that they have received a signed affirmation of consultation form from the Navajo Nation and Dr. Nez sent an email stating he appreciated the presentation. Dave reviewed the enrollment numbers with a total of 126 students, which 66 are Native American and 62 are Dine' students. Dave said his ongoing tasks are to continue with all search-related activities for the next District Executive Assistant and to finalize the plans for the Open House Orientation events for Chapter House Presidents/Officials. Dave also stated that he is working on save the date fliers with Erin Tutay and Traci Parker for the Open House.

2. Robin Pete, Ponderosa High School Principal –Robin reported that Ponderosa High School's student enrollment is up and that there are currently 60 students. Robin is anticipating 25-30 students graduating in May and this includes Arizona Online Instruction (AOI). Robin stated they are continuing with trauma informed professional development with Melissa Rhodes and that teachers are very appreciative of this instruction. Robin is getting organized for the COGNIA interview next Monday and Tuesday. Robin reviewed that the Monday interview will be the leadership team and teachers after school and that the Tuesday interview is a stakeholder group with parent and student interviews. Robin shared that they are struggling with ECAP submission and that ADE has moved to EMAC, which is a portal under ADE Connect. Robin said they are working on having access to that online portal. Robin shared that ECAP is an education plan that includes a calendar for schedules, planning for students and preparing for their post-secondary education. Robin conveyed that the school improvement plan for the past year is closing with ADE Connect and Grants Management. Robin announced that they have met the goals that have been established in alignment with their mission and vision. Robin reported that they are creating rubrics to evaluate effectiveness of curriculum goals and creating a professional development calendar designed with input from teachers for 22-23 SY working with Dr. Castagna. Robin relayed that for the adulting class a presentation was given from the County Health Department for alcohol, opioid, and tobacco awareness. Robin stated that BASE lessons focus has been motivation, impulsive decision making, primary/secondary decision making, as well as preparing resumes and cover letters. Robin shared that PHS just finished their ACT in Science and Aspire. Robin relayed that the new Social Justice theme for quarter four is Action and that community day is May 11<sup>th</sup> to showcase things students and community members have been involved in. Robin concluded her report by stating that they are working with students on what they want to do when they graduate and how they can best support the students.

3. Traci Parker, Tse' Yaato' High School Principal –Traci said the enrollment is up at TYHS since last month and they are totaling 34 students. Last month TYHS had four students graduate and fourteen student enrollments. Traci stated that they had the cellular line added to the fire panel to correct communication errors. Traci reported that she has had two meetings with Cynthia Tschanz, who is the lead evaluator for the COGNIA review. Traci had a meeting with Matt Lassio regarding working to investigate the possibility of an identified program and process for student referrals for a future partnership. Traci stated that Jake's Law would pay for this, so the school would not incur a financial burden to refer students for mental health and substance abuse counseling. Traci relayed that this could lead into a 301 project, which Traci emphasized she will discuss at a later time. Traci recently contacted the Navajo Nation Mental Health Services director Delton Francis to begin developing partnerships. TYHS had Terra BIRDS on campus March 12 and 13 and the students love the gardening project. Traci shared that the staff completed their various documents for standards one, two and three, preparing for the COGNIA accreditation. Traci stated that they have analyzed school survey results and set goals from the results. Traci conveyed that Lauren with Coconino County Health Department presented on the dangers of opioids to the students, which was well received. Traci reported that 100% of the juniors ACT tested as well as AZ science tested. Traci announced that 100% of the freshman ACT-aspire tested. Traci shared that 25% of the students scored above the post-secondary benchmark. Traci reviewed that April 27 and 28 are the COGNIA review dates. She said that quarter four students are working on their FAFSA then touring CCC. Traci stated

they are continuing to coordinate with the Juvenile Detention for outdoor area improvements.

4. Jeanie Confer, Business Manager – Dave reported for Jeanie as she is out due to a small emergency at her home. Dave stated that her report reflects that she is going through her yearly routine tasks such as setting up the budget for next year and preparing for open enrollment for the employees. Dave said that in her attachment of the fund balance report, fund line item 326 which is ESSER, indicates a negative \$50,000. Dave shared that since the report was written, they have received the \$50,000 and it is no longer a negative.

5. John Phelps, Special Education Director – John reviewed his student participation: PHS has 12, AOI has 7 and TYHS has 4 students who are receiving SPED services. John stated there is currently 1 student at the JDC receiving SPED services and no students at the jail. John reported that one of his recent accomplishments was the submission of his last file for the corrective action plan. Both SPED teachers have received an iPad through the American Rescue Plan Grant. John said that both Mr. Link and Becky are all set up and supporting their students with their new iPads. John said that he is working on completing SPED reporting to ADE (parent involvement survey, discipline data, post-school outcomes, teacher attrition survey) which is typically due in May. John announced that he is hoping to close out their correction action plan by the end of April. John reported that he is continuing with SPED monthly meetings and providing Assistive Technology training to the SPED team. The SPED team is planning on closing out all paperwork and files before the May graduation.

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

1. Cheryl stated that the county had a great report from the county epidemiologist, Matt Maurer regarding COVID-19 and that the numbers are currently low. They are tracking what is happening on the East Coast with the COVID-19 B2 variant. Cheryl said that variant is not currently in Coconino County, but that it is being monitored.

A. Cheryl announced the Coconino County Education Service Agency received a grant for \$4.8 for working with mental health students with social and emotional learning and that CCASD is written into the grant. Cheryl shared that it could support CCASD for their licensed social worker. Cheryl reported that she is preparing the annual budget report to present to the Board of Supervisors (BOS). Cheryl stated that the BOS would like some key highlights from the district and she welcomed the team to share any with her that they think would benefit the report. Dave said that the COGNIA results should be in by the presentation and that would be important information to add. Dave reviewed that the successful consultation on April 11 with the Navajo Nation for the Impact Aid application should be included in the presentation. Dave stated that using federal money to purchase a school vehicle to drive between CCASD's two schools to provide equitable services is a highlight, as well as the successful search they conducted for their Business Manager, and that general enrollment and graduation numbers are trending upward. Dave also included that a highlight is that there has not been a COVID-19 outbreak within the last year due to their mitigation strategies. Dave added a final highlight from the district is the focus on post-secondary preparedness, such as college, training or entering the workforce.

C. Approval of March 8 and April 5, 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. Discuss and review Coconino County Regional ASD USFR Questionnaire. Erin reported that the audit from Heinfeld Meech was good and that the report reflected that they are getting better each year. For financial reporting Heinfeld Meech had a few items such as student attendance that were marked. Erin said they were marked for the withdrawals and ensuring they are done within compliance of a five-day window. Erin stated that last June she conducted a registrar boot camp where she reviewed the withdrawal process with everyone to ensure that it is completed in compliance. Erin stated that with AOI, there was a missing document that had not been implemented and that it must be included in every enrollment packet. Erin announced that this year every enrollment packet had that paperwork in there to ensure it was signed. The next item CCASD was marked for in the audit was the FTE redetermination form. Erin created a form for this and then Heinfeld Meech approved it. Erin reviewed the last finding, which was that the district did not perform a test of the disaster recovery plan, but overall, they did say that CCASD is improving every year.
- B. Discuss the recommendation to accept Jeanie Confer's request to nullify her July/August 2022 part-time work agreement. She is requesting that her employment with the district end on the final date of her current contract (June 30, 2022). Dave stated that Jeanie has been rethinking work beyond her current contract, which was for Jeanie to work a few hours in July and August, but that she does not want to work July and August anymore. Dave said this is an action item later to nullify her work agreement with the board's approval. Dave stated that he does not see this as an issue for Erin Tutay's training and onboarding into her new role as the Business Manager.
- C. Discuss moving the CCASD July 12<sup>th</sup> board meeting to July 11, 2022. Dave requested to move the date a day sooner to avoid a conflict with an Open House in Page at TYHS for Chapter House partners.

VI. **ACTION ITEMS**

- A. Cheryl approved of moving the CCASD board meeting from July 12 to July 11, 2022.
- B. Cheryl approved of Jeanie Confer's request to nullify her July/August 2022 part-time work agreement per Jeanie Confer's request.
- C. Approval of Payroll and Accounts Payable Vouchers for CCRASD

**FY2022:**

2235	\$37,724.61
2236	\$33,044.30
20	\$69,500.43
2237	\$3,515.64
2238	\$1,067.38

2239 \$10,563.37  
19 \$69,475.56

**FUTURE AGENDA ITEMS**

- A. Dave stated that for the May agenda he would like to discuss the mask mandate and that this will be a discussion and action item.

**ANNOUNCEMENTS**

- A. Dave said that he intended to mention this in his board report, but that he wanted to acknowledge the leadership that Traci Parker and Robin Pete have provided throughout the school year relative to the COGNIA accreditation initiatives. He stated their work has been very detailed and that he appreciates how diligently they have been working with their staffs to put these documents together for the accreditation.

**ADJOURNMENT**

Cheryl adjourned the meeting at 10:03 A.M.

Dated this 10 day of May, 2022

By: Cheryl Mango-Paget

President Cheryl Mango-Paget

**THE NEXT SCHEDULED BOARD MEETING IS May 10, 2022 at 9:30 a.m.**