

Coconino County Accommodation School District
Public Board Meeting Minutes

July 14, 2022

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, July 14, 2022, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff, AZ 86004.

IN-PERSON Attendees: Cheryl Mango-Paget, Board President; Robin Pete, Ponderosa High School Principal; Emily Morton, District AOI Coordinator; John Phelps, Special Education Director; Dave Dirksen, CCASD Superintendent; Anna Eskridge, Executive Assistant; Mindy Mohler, Chief Deputy; Michelle Despain, Board Secretary; Erin Tutay, Director of Business Services

VIRTUAL Attendees: Traci Parker, Tse' Yaato' High School Principal

I. OPENING ITEMS

President Cheryl Mango-Paget called the meeting to order at 9:30 am.

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 Dave Barrison to talk about technology needs and the future of tech in the district. Erin Tutay and he met to discuss the ITM. Dave also met with Mindy Mohler to prepare the board meeting agenda. Attended chapter house meetings and open houses for the high schools. Attendance at the open houses was low, but it was not discouraging as this was the first time they held the open houses. He will reach out to attendees for feedback how it could be more successful in the future. He plans to do these again next July. Dave sent the IPPs to the chapter houses and asked for feedback and review of them. Traci Parker and Robin Pete will send letters home to all parents and provide the parents with an opportunity to provide input and suggestions for the IPPs and then he'll provide them to the board for approval prior to submitting to Washington DC. Dave also finalized the snow removal agreement and is working on finalizing food service agreements. He is hoping to have that for the August board meeting.

2. Robin Pete, Ponderosa High School Principal

Robin reported that the current enrollment is 42, with 15 additional students to be added pending completed intakes. The fall schedule for teachers has been completed. She is working on getting the new students scheduled. Professional development and school improvement plans will continue next year building on what was done last year. Robin planned the adulting class and is hoping to weave in post high school planning. She held an open house with no attendees but has let prospective students know that they are welcome to stop by anytime to learn more. Students return August 3rd.

3. Traci Parker, Tse' Yaato' High School Principal
Traci submitted for a Walmart Community Grant for the coming school year. She coordinated repair of AC units in the buildings. Traci also worked with Robin on student handbooks and coordinating them between the 2 schools for one district handbook. It has been submitted to the county attorney. She solicited door prizes for the open house. Traci will present at the next District 1 meeting to share more information. She is working on providing PD opportunities for her staff. Additionally, she finalized program curriculum for students who need support with drugs and alcohol. It is an evidence-based program called Team Matrix.

President Cheryl Mango-Paget thanked the principals for updating the handbook with the district's visions and goals.

4. Erin Tutay, Director of Business Services
Erin reported that she worked on end of year items and setting up things for new school year. She processed year end payrolls, setting up new payrolls, prepared deposits for end of year, attended trainings and met with insurance providers.
5. John Phelps, Special Education Director
John reported that for July, seven students were enrolled in summer school. He also focused on next steps for the coming school year. He is working on his supervisor certificate. John's department will focus on a strength-based approach for determining disabilities and supporting students. He received positive feedback from parents expressing their joy in their student being able to graduate high school when they did not think it was possible.

President Cheryl Mango-Paget appreciated the outreach from all campuses.

President Cheryl Mango-Paget asked that it be put on the record that Emily Morton will be added to board reports representing the online school.

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

1. COVID Updates

President Cheryl Mango-Paget explained that the numbers are going up again for COVID and so we need to keep that in mind and look for ways to keep our staff and students safe. She also reminded everyone that it is now required for schools to have 90 seconds for a moment of silence each day.

C. Approval of June 14, 2022, Board Meeting Minutes and July 1, 2022, Special Board Meeting Minutes

President Cheryl Mango-Paget moved to approve the minutes for the June 14, 2022, board meeting and the July 1, 2022, special board meeting.

IV. PRESENTATIONS

There were no presentations for this meeting.

V. DISCUSSION ITEMS

A. Discuss approval of handbooks for

- Tsé Yaató High School – Parent/Student Handbook
- Ponderosa High School – Parent/Student Handbook

Traci Parker, Tsé Yaató High School principal, explained that she and Robin Pete, Ponderosa High School Principal, worked together to bring the separate school handbooks into a unified district handbook. They added onto the page that indicated discussions with principal for discipline. They added "or intervention" to provide flexibility in supporting students with what they need rather than just reacting with punishment. They also took things away that were redundant. The county attorney looked it over and provided feedback for fine tuning. They changed terminology from "handicapped student" to "protected student". The signature page, building mission and vision and building bell schedule is different, but everything else is the same for both schools.

Robin Pete shared that the changes to the discipline policy are research based. She explained that the schools are switching from a punitive system to a preventative system. Restorative practices are the shift shown in the handbook. She is working to provide staff with PD to help them.

B. Discuss amended administrative salary schedule for the FY22-23 school year

Dave Dirksen reported on this and mentioned that included in the board packet is the salary schedule. He met with the district business director to review it and would like to eliminate lane 4. The proposed salary schedule is the same except lane 4 is eliminated.

Dave wants to change the title from "Special Education Director" to "Director of Exceptional Student Services" and it will have the same salary schedule but show an increase due to new responsibilities.

- C. Discuss change in position title for John Phelps from Special Education Director to Director of Exceptional Student Services

Dave Dirksen explained that the reason for this change is that the position has changed over time. John Phelps now handles all ELL learners, oversees development and implementation of 504 plans and plans to add programming for gifted and talented students. The title change more accurately reflects what John is doing in his job.

President Cheryl Mango-Paget agreed and appreciated John Phelps for taking all of this on and helping support students with their needs.

- D. Discuss approval of job description for the position of Director of Exceptional Student Services

Dave Dirksen explained if the salary schedule and job title change is approved by board, then the next step is to change the job description. In the board packet a one-page description was provided. Dave recommends we approve the job description for the Director of ESS.

- E. Discuss placement of John Phelps on the FY23 administrative salary schedule to be placed at step 3 lane 3

Dave Dirksen said that if all the other items receive approval, then he proposes a pay increase. John Phelps is currently on Step 3, but an increase in compensation reflects the new duties that he will be doing.

- F. Discuss Albert Tso's part time employment for FY23 spring semester

Traci Parker reported that Albert Tso retired last spring and Traci has been unable to find a replacement for him despite her efforts. She attended a recruiting fair on the NAU campus and learned that there were only 9 math ed majors at NAU total. Because math teachers are in short supply, she reached out to Albert Tso. Albert is willing to come back part time in the spring. He will work a little over half time that semester which will make it .3 for the entire year. She is glad to have a math teacher available for students.

President Cheryl Mango-Paget thanked Traci for her efforts.

G. Discuss change of status for Kori Fitch moving from a .6 to a .75 FTE

Traci Parker reported that Kori Fitch has agreed to take on an additional class and it will focus on ECAP. She is preparing two options- enter to ECAP and ECAP seminar. Both will include SEL standards. This class will fill in needs they have seen among students. Kori is an AVID trained teacher too. She will share these skills with students.

Robin Pete asked how they plan to ensure that most students will have access to the class with scheduling?

Traci Parker responded that the period when this class is offered will not have many competing core classes offered.

Dave Dirksen added that ECAP helps students focus on post-secondary schooling and will help with the districts goal to help students with this endeavor.

Traci commented that they will offer 2 separate standalone classes without pre-requisites (intro and seminar class), thus allowing students options to take one or both.

H. Discuss IGA with CCC for dual enrollment for English 101 with Dr. Walker

Robin Pete reported that this is the second year the school will be offering the opportunity for receive college credit. Last year, 1 student received credit and 4 others participated, but attendance got in the way. It has all been approved to continue this coming school year.

President Cheryl Mango-Paget responded that post-secondary is so important. She thanked Robin and Traci for providing opportunities for accommodation district students.

I. Discuss teacher request for supplemental book purchase: *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* – Robin Wall Kimmerer

Robin Pete reported that included in the board packet was a summary of ELA standards and social justice standards that are addressed through reading and studying this book. The book supports the district's culturally responsive and environmentally place based concepts with an indigenous lens.

- J. Discuss Instructional Time Model (ITM) for the FY22-23 school year – 2 prior public hearings were held, June 14th at 9:15 a.m. and July 14th at 9:15 a.m.

Dave Dirksen gave a brief synopsis of the ITM. He explained that the state of Arizona allows districts to file an ITM which permits them to go online should they need a break from in person learning because of COVID. He plans to file with ADE when the form becomes available. Included in the board packet are all the items that will need to be submitted including district, school information and the planned resources for virtual learning.

Dave explained that last school year they used 3-4 days through the ITM. He does not anticipate a large increase of usage but wanted to have it in place in case the district needs it. Every online day will count as an in person day and will not require the district to adjust the school schedule.

- K. Discuss 3-year agreement for E-Rate Services with Yavapai County ESA

Dave Dirksen included the entire agreement in the board packet. He explained that this is the same agreement the district signed 3 years ago. Approval will mean that the district can continue its relationship with Yavapai County. The district attorney has signed page 11 in approval on June 29th. If approved additional signatures will be required by board president, etc.

- L. Discuss Resolution authorizing Dave Dirksen, District Superintendent, as "Agent" for all E-Rate business with Yavapai County ESA

Dave Dirksen explained that he included in the board packet information on this topic. It can be found on page 13 and 14 explaining the need to identify an individual to sign as an agent who has authority to sign for the district. He recommended that he be approved as a signatory.

- M. Discuss FY23 Budget for board adoption

Erin Tutay explained that the previous business manager wrote the proposed budget and had it approved. The only thing that changed as of this meeting was the budget was updated with year-end totals where needed.

- N. Discuss resolution to execute warrants between board meetings for FY23

Erin Tutay reported that the board president needs to sign off and approve vouchers for the coming school year.

VI. ACTION ITEMS

- A. President Cheryl Mango-Paget approved the high school handbooks:
 - Tsé Yaató High School Parent/Student Handbook
 - Ponderosa High School Parent/Student Handbook
- B. President Cheryl Mango-Paget approved the amended administrative salary schedule for the FY22-23 school year
- C. President Cheryl Mango-Paget approved the change in position title for John Phelps from Special Education Director to Director of Exceptional Student Services
- D. President Cheryl Mango-Paget approved the position of Director of Exceptional Student Services
- E. President Cheryl Mango-Paget approved the placement on the FY23 administrative salary schedule at step 3 lane 3 for John Phelps
- F. President Cheryl Mango-Paget approved of Albert Tso to work part time for the FY23 spring semester
- G. President Cheryl Mango-Paget approved the status change for Kori Fitch moving from a .6 to a .75 FTE
- H. President Cheryl Mango-Paget approved the IGA with CCC for dual enrollment for English 101 with Dr. Walker
- I. President Cheryl Mango-Paget approved the teacher request for supplemental book purchase: *Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants* – Robin Wall Kimmerer
- J. President Cheryl Mango-Paget approved the Instructional Time Model (ITM) for the FY22-23 school year which was prior presented at two public hearing meetings on June 14, 2022, and July 14, 2022, at 9:15 a.m.
- K. President Cheryl Mango-Paget approved the 3-year agreement for E-Rate services with Yavapai County ESA
- L. President Cheryl Mango-Paget approved the Resolution authorizing Dave Dirksen, District Superintendent, as "Agent" for all E-Rate business with Yavapai County ESA
- M. President Cheryl Mango-Paget approved the FY23 Adopted Budget

N. President Cheryl Mango-Paget approved the resolution to execute warrants between board meetings for FY23

O. President Cheryl Mango-Paget approved the Payroll and Accounts Payable Vouchers for CCASD

- Voucher #27 for \$51,765.41
- Voucher #28 for \$39,843.39
- Voucher #29 for \$28,775.73
- Voucher #2252 for \$18,455.64
- Voucher #2248 for \$4,571.74
- Voucher #2249 for \$7,293.85
- Voucher #26 for \$65,578.62
- Voucher #2251 for \$1,490.65
- Voucher #2250 for \$5,366

VII. FUTURE AGENDA ITEMS

A. Discussion/Action: Catering contract for hot lunches with FUSD and PUSD – possibly on August agenda pending the contract being received by then

No other items were suggested for future agendas.

VIII. ANNOUNCEMENTS

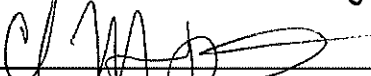
A. Congratulations on Cognia Accreditation for both Tsé Yaató and Ponderosa High School

President Cheryl Mango-Paget congratulated the high schools on their accreditation.

IX. ADJOURNMENT

President Cheryl Mango-Paget adjourned the meeting at 10:30 am.

Dated this 9 day of August, 2022

By: 

President Cheryl Mango-Paget

THE NEXT SCHEDULED BOARD MEETING IS:

Regular Board Meeting Tuesday, August 9, 2022, at 9:30 a.m.