

Coconino County Accommodation School District

Public Board Meeting Minutes

October 11, 2022

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, October 11, 2022, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff, AZ 86004.

IN-PERSON Attendees: Dave Dirksen, CCASD Superintendent; Robin Pete, Ponderosa High School Principal; Emily Morton, Coordinator of CCASD Online Instruction; John Phelps, Director of Exceptional Student Services; Michelle Despain, Board Secretary; Anna Eskridge, Executive Assistant; Erin Tutay, Director of Business Services; Jennifer Hernandez, The Center for the Future of Arizona

VIRTUAL Attendees: Traci Parker, Tse' Yaato' High School Principal; Cheryl Mango-Paget, Board President

I. OPENING ITEMS

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

II. CALL TO THE PUBLIC

There were no public comments made.

III. CONSENT AGENDA

A. Written Reports

1. Dave Dirksen, District Superintendent

Dave reported that he forwarded the approved Indian policies and procedures to the Dine department of Education. This month he had a meeting with Dr. Nez regarding the Impact Aid program and received a signed copy from Dr. Nez for the district's records. Dave continued to meet every Wednesday with Erin Tutay, Director of Business Services.

Dave informed the leadership team that he plans to attend the Tse' Yaato' celebration on October 19th.

2. Robin Pete, Ponderosa High School Principal

Robin reported that PHS now has 73 enrollees and that is the cap for in person enrollment. Enrollment numbers increased at every grade level. Robin informed the leadership team that PHS began afterschool piano lessons using 6 keyboards. Additionally, they have added yoga and disc golf as afterschool activities. Robin explained that the parent learning event on 9/29 was very successful. PHS will host another

parent learning event on 10/25 with the focus on substance abuse. Robin attended training on work based learning by the Arizona Department of Education/CTE. PHS is planning a manufacturing tour in Bellemont and will incorporate lessons into the adulting period.

Cheryl thanked Robin for all that she is doing to engage students and follow their interests and for the changes that she is making in the adulting course.

3. Traci Parker, Tse' Yaato' High School Principal
Traci reported that enrollment is down a at Tse' Yaato'. 7 students graduated at the end of the quarter and 3 students dropped. Traci initiated the 301-building plan. She also communicated with chapter houses and the press regarding the announcement of the School of Distinction Award and invited them to the luncheon on 10/19. Traci coordinated with Erin on changes from performance staffing to school payroll for teacher subs. She received the civics test results and advertised on social media for enrollment in 2nd quarter. Tse' Yaato' had four guest speakers this past month from Dixie Tech, Edward Jones, Stacy Lucero of the County, and Sgt. Greyeyes (US Army). Finally, the OSHA-10 certification occurred with 25 students attending and receiving certification.

Upcoming is 10/19 celebration for the Cognia School of Distinction Award.

Cheryl expressed appreciation to Traci for opening up post-secondary opportunities and letting students investigate what they like and don't like. Cheryl expressed that she was looking forward to the celebration on 10/19.

4. Erin Tutay, Director of Business Services
Erin reported that she processed payrolls for periods five and six. She continued with ongoing training for her role as business manager. Erin submitted the annual SDER report. She processed journal entries to close out funds 011, 012, and 013 and transferred the over to fund 010. Erin processed the AFR for FY 22 which is due on October 15th. If approved at this board meeting, she will submit the report today.

Cheryl commented that this is a busy time for the financial side of the district and encouraged Erin to try to take some breaks. Cheryl expressed appreciation for Erin's thoroughness in her work and for going the extra mile and learning all the steps.

Cheryl explained that Erin's efforts affect the programmatic learning of the district's students.

5. John Phelps, Director of Exceptional Student Services
John reported that the district currently has 29 SPED students enrolled, which is up from 13 last year. John participated in training by Luann Purcell, one of the authors of "Leading by Convening". He continued to work on the district website and expects the new website to be up and running by the end of October. John enjoyed a two-day visit to Tse' Yaato' and hopes to visit monthly for multiple days in the future.

Cheryl remarked that it was exciting to hear of John's two-day visit and that he plans to do it again. Cheryl explained that a physical visit to the schools helps bridge the gap between the sites.

6. Emily Morton, District AOI Coordinator
Emily reported that the online school is growing. 40 students are currently enrolled with more that are working on finalizing documents. This month she added 11 students who were new or transferring from PHS. Emily sent a second survey to students to check engagement and communication preferences. She met with WAGS facilitators and is working on offering a virtual WAGS support group for students. Emily continues to work on the Cognia accreditation process for the online school. She also completed the 45-day screening reports for all new AOI students that were not already SPED identified.

Cheryl thanked Emily for getting the program poised to tie in with what Jennifer Hernandez will present from the Center for the Future of Arizona after the board meeting. Cheryl remarked that she was impressed with Emily's out of the box thinking regarding the WAGS online support group.

B. Governing Board/County Superintendent of Schools Summary of Current Issues

Cheryl reported that the teacher/staff housing grant will be available in November. There had been some discussion from leadership team about applying. Cheryl encouraged those who are interested to apply and reminded the leadership team that the district must have its own housing and look for matching grant funds.

Traci asked if would be possible for PUSD and Tse' Yaato' to collaborate on a joint grant application.

Cheryl said that the application is open and that might be possible.

Cheryl also stated that she met with Jennifer Hernandez and Dr. Ball from The Center for the Future of Arizona. She is excited about the new mission of the district and how that can coordinate with the Center for the Future of Arizona's efforts in building wellness programs. They offer curriculum that could be used in the adulting classes and internships and apprenticeships available both virtually and in person. By partnering with them, the district can better meet its strategic plan and student engagement goals.

Cheryl thanked the leadership team for their reports and approved the reports.

- C. Cheryl Mango-Paget, Board President, approved the September 13, 2022, Board Meeting Minutes.

IV. **PRESENTATIONS**

No presentations were given.

V. **DISCUSSION ITEMS**

- A. Discuss the Annual Financial Report to be reviewed for FY 2022
Erin Tutay explained that this report is detailed and covers every expenditure that the district uses for FY22. Page 1 covers the M&O and capital outlying. Page 2 breaks down fund 001 which is M&O, including payroll and accounts payable. Page 3 is about the breakdown of classroom site funds. All these expenditures were closed out and transferred to 010. Page 4 is a break down of the unexpected capital 610 fund expenditures. Page 5 contains all the federal monies that the district receives including impact aid, e-rate, idea, and others. Page 6 covers all the other accounts that are not major players in the AFR but are important including gifts and donations, civic instruction and improvements. Pg. 7 reviews classroom instruction and supply purchase orders and also includes the average teacher salary report. Page 8 contains the district budget and its actual for SPED expenses, not including capitol. Page 9 reviews all the funds and everything that is expended for funds 001 to 799 including salaries, benefits, purchased services, supplies, property dues, fees, utilities, technology, etc. Page 10 is a summary of everything with the budgets and actual expenditures listed.

Cheryl asked if there were any questions for Erin.

Cheryl expressed appreciation to Erin for her work. Cheryl asked Erin if she thought the transportation budget would increase next year and if the transportation budget was one of the district's bigger revenue generators.

Erin answered that she expected the transportation budget to increase. She explained that the district spent about \$21,000 in August which is much higher than what was spent in August 2021. Erin believes that trend will continue.

Cheryl expressed that the district buildings need some improvements and asked if there was room in the budget to accommodate those needs and if the district would be able to use capital funds for those needs.

Erin answered that she and Dave plan to meet and devise a budget and plan for addressing district building improvements.

Cheryl stated that Secure Rural Schools could potentially be used for building improvements. Cheryl said that moving forward, she would meet with Dave and Mindy Mohler to talk about other options.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved the Annual Financial Report for FY 2022
- B. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
 - a. Voucher #2307 \$4,389.79
 - b. Voucher #2308 \$24,385.62
 - c. Voucher #2309 \$1,440.11
 - d. Voucher #2310 \$34,895.04
 - e. Voucher #2311 \$7,638.54
 - f. Voucher #2312 \$511.29
 - g. Voucher #5 \$72,395.19
 - h. Voucher #6 \$71,595.77

VII. FUTURE AGENDA ITEMS

None Noted

VIII. ANNOUNCEMENTS

No Announcements were made.


IX. ADJOURNMENT

Cheryl adjourned the meeting at 10:11 am

Next Meeting date:

Regular Board Meeting Tuesday, November 8, 2022, at 9:30 a.m.

Dated this 9 day of November, 2022

By: 

President Cheryl Mango-Paget

