

Coconino County Accommodation School District

Public Board Meeting Minutes

February 8, 2023

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, February 8, 2023, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff, AZ 86004.

Attendees: Cheryl Mango-Paget, Board President, Dave Dirksen, CCASD Superintendent; Emily Morton, Coordinator of CCASD Online Instruction; Michelle Despain, Board Secretary; Anna Eskridge, Executive Assistant; Erin Tutay, Director of Business Services; John Phelps, Director of ESS; Nancy Walker,

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

I. OPENING ITEMS

Cheryl Mango-Paget, Board President, called the meeting to order at 9:00 am.

II. CALL TO THE PUBLIC

There were no public comments made and no public present.

III. CONSENT AGENDA

A. Written Reports

1. Dave Dirksen, District Superintendent

Dave Dirksen reported that school was cancelled due to the snowstorm on the first day back from the winter break. He reported that over the past month he continued to attend weekly meetings with the Director of Business Services, Erin Tutay, as well as have daily check ins with her. Dave connected with Suzette Haskie-Oberly who will be taking over for Dr. Nez at the Dine' Department of Education. He conducted a final review of the FY 2024 Impact Aid Application and submitted it to Washington, D.C. He also coordinated meetings with cabinet members to set the dates for the Chapter House "Open Houses". The dates set are July 25, 2023, and July 26, 2023.

Cheryl thanked the team for completing the Impact Aid Chapter Letters. She highlighted the relationship between the Superintendent and the Business Manager and expressed appreciation for their efforts to help the district meet deadlines.

2. Robin Pete, Ponderosa High School Principal

Dave Dirksen reported that Robin Pete was absent because she had a previously scheduled work time with SEL students to attend. Dave reported for Robin that enrollment is holding steady for Ponderosa High School. He also shared that Robin

is planning a post high school planning course for students as part of their adulting classes.

3. Traci Parker, Tse' Yaato' High School Principal
Traci Parker reported that enrollment is also holding steady at Tse' Yaato High School with about 45 students. Traci explained that she and Superintendent Dirksen have met several times to work on efforts for math teacher recruitment. She attended a 2-day Principal's Institute Conference with John Phelps on Special Education. Traci reported that the January Exact Path Reading Diagnostic showed a significant increase from August's testing. In August, Special Education students were in the bottom brackets, but in January they were spread across all the brackets. She explained that these results show the students are growing and excelling. She and her staff have planned a spring learning service day on Valentine's Day with CUDDLES.

Cheryl thanked Traci for her efforts to replace the retiring staff and having people in place for next year. She also congratulated Traci on exposing the students to different career opportunities. Cheryl thanked Traci and her team for their hard work.

4. Erin Tutay, Director of Business Services
Erin Tutay reported that she has processed payroll for periods 14 and 15. She processed and mailed out all W2's and 1099s for the district. Erin also submitted the GME General Statement of Assurances and the GME Self-Assessment. She also processed Quarter 4 Quarterly reports to State, Unemployment, Federal, Use Tax, and The Alliance.

Cheryl congratulated Erin and Dave on submitting the Impact Aid Application early. She expressed that it was great to see the assurances for the district are already complete. Cheryl also wished Erin a good budget season.

5. John Phelps, Director of Exceptional Student Services
John Phelps reported that the enrollment for special education students is as follows:
 - Ponderosa High School: 11 students
 - CCRASD Online: 3 students
 - Tse' Yaato': 10 students
 - JDC: 2 students

John reported that he enjoyed a visit to Tse' Yaato' High School on February 2, 2023, and plans a two day visit later this month to conduct AZELLA Reassessments.

Cheryl congratulated John on his leadership training. She thanked John and Traci for their efforts to increase achievement among the special education students.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that there are currently 26 students enrolled with additional students pending enrollment. She offered open zoom for parents and a separate zoom for students to ask questions and socialize with each other. Emily also reported that online students have been invited to attend the CCC on campus college application and FAFSA assist on Fridays between 9-11 am at Ponderosa High School. Emily has requested an additional laptop cart for AOI and is working with Dave Dirksen regarding this. She continues to finalize the student handbook and hopes to have that completed this month.

Cheryl expressed her gratitude to Emily for encouraging students to attend the Friday CCC on Campus Days. She expressed appreciation to Emily for her efforts with parent engagement as well, noting the difficulty this can be with a virtual classroom.

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

Cheryl Mango-Paget reported that she is trying to work with the County to get the districts deposit. She is continuing to work with Dave on funding allocations with Secure Rural Schools and how that can be distributed to the district. Cheryl is currently working on budget reports and submitting them to the County.

C. Approval of January 5, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the January 5, 2023, Board Meeting Minutes, and the consent agenda. She thanked the leadership team for their time and reports.

IV. PRESENTATIONS

There were no presentations made.

V. DISCUSSION ITEMS

A. Discuss the recommendation to approve the amended Ponderosa High School calendar for the 2022-2023 school year.

Dave Dirksen explained that the proposed amended calendar is in the board packet. He explained that the first day of the new semester, school was cancelled due to the storm and Ponderosa High School could not go remote because new students did not have laptops yet.

Under this proposal April 21st will become an instruction day to make up for the January 2nd cancelled date.

- B. Discuss the recommendation to approve employment of Debra Roundtree to serve as a general substitute (classroom and office) at Tse' Yaato' High School effective immediately upon Board approval.

Dave Dirksen explained that he has worked with Traci on this item. Debra Roundtree has been interviewed and is an acceptable candidate for the position. She has a general substitute certificate. She would be used as a substitute for teachers and office staff.

- C. Discuss the recommendation to accept Albert Tso's resignation from his position as Tse' Yaato's math teacher effective June 30, 2023.

Dave Dirksen explained that Mr. Tso has been a long-term employee of the district and a good math teacher. He is ready to retire now after many years of work.

Traci expressed her appreciation for Mr. Tso. He retired last year and when Tse' Yaato' was unable to find a replacement, he stepped in and worked part time this spring to assist the school while they looked for a replacement.

- D. Discuss the recommendation to approve sending a "Letter of Intent to Hire" to Teresa Perez contingent upon the completion of her degree and receipt of appropriate certification from the Arizona Department of Education. If hired, Ms. Perez will serve as a math/Plato teacher at Tse' Yaato' High School beginning with the start of the 2023-2024 school year.

Dave Dirksen explained that with the retirement of Mr. Tso, Teresa Perez is a good candidate to fill the open math teacher position. She is student teaching in southern Arizona, and he would like to offer her a "Letter of Intent to Hire" contingent on her obtaining her degree and certification. He explained that he hopes the letter of intent will secure Teresa Perez as a teacher for next year before she receives additional offers.

- E. Discuss the recommendation to accept Marie Tso's request to retire from CCRASD effective June 30, 2023.

Dave Dirksen explained that Marie has been a great asset for the last 2 years as the Tse' Yaato' registrar and receptionist. After a long career in the Page community, she is intending to retire this June.

Traci expressed her appreciation for Marie. Traci explained that Marie was eligible to retire mid-year but chose to retire at the end of the school year to provide consistency for the students and staff.

- F. Discuss transfer approval for Richie Clutter to move from her current position as Plato Lab Coordinator at Tse' Yaato' High School to the

Registrar position at Tse' Yaato' High School. Transfer to be effective in July of 2023.

Dave Dirksen explained that with Marie Tso's retirement, they would like to replace her with Richie Clutter who has a strong background in technology and has served as the schools Plato Lab Coordinator.

Traci expressed her appreciation to Ms. Clutter for her willingness to move over to this new position for the district.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved the amended Ponderosa High School calendar for the 2022-2023 school year.
- B. Cheryl Mango-Paget, Board President, approved the recommendation to approve employment of Debra Roundtree to serve as a general substitute (classroom and office) at Tse' Yaato' High School effective immediately upon Board approval.
- C. Cheryl Mango-Paget, Board President, expressed sadness as she approved the acceptance of Albert Tso's resignation from his position as Tse' Yaato's math teacher effective June 30, 2023.
- D. Cheryl Mango-Paget, Board President, expressed excitement as she approved sending a "Letter of Intent to Hire" to Teresa Perez contingent upon the completion of her degree and receipt of appropriate certification from the Arizona Department of Education. If hired, Ms. Perez will serve as a math/Plato teacher at Tse' Yaato' High School beginning with the start of the 2023-2024 school year.
- E. Cheryl Mango-Paget, Board President, approved the recommendation to accept Marie Tso's request to retire from CCRASD effective June 30, 2023.
- F. Cheryl Mango-Paget, Board President, approved the transfer for Richie Clutter to move from her current position as Plato Lab Coordinator at Tse' Yaato' High School to the Registrar position at Tse' Yaato' High School. Transfer to be effective in July of 2023.
- G. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
 - a) Payroll Voucher #13 \$63,935.60
 - b) Payroll Voucher #14 \$73,353.02
 - c) Expense Voucher #2326 \$8,828.38
 - d) Expense Voucher #2327 \$12,417.13
 - e) Expense Voucher #2328 \$19,533.27

VII. FUTURE AGENDA ITEMS

Dave Dirksen stated that there will be an action item in the future to move Cory Fitch from .75 to 1.0 time for the upcoming school year.

VIII. ANNOUNCEMENTS

Dave stated that because of the work of the team, the Impact Aid Application was able to be submitted early. Both years, thanks to Traci and Anna's efforts in attending the Chapter House meetings, 100% of students were filed in the application (52 eligible students this year and 42 eligible students in the year previously).

Cheryl announced that Helping Empower All Learners Summer Conference will be held in Flagstaff this summer at no cost to attendees. There will be speakers on restorative practices, student healing and learning. BYRS members are encouraged to attend.

Dave thanked the leadership team for getting their reports and getting them into him on time or early for the board packets. He also thanked Michelle Despain for her efforts to get the packets created and distributed and for her thorough minutes of board meetings.

IX. ADJOURNMENT

Cheryl Mango-Paget, Board President, adjourned the meeting at 9:40 am

Next Meeting date: Regular Board Meeting will be held on March 8, 2023, at 9:00 am

Dated this 8 day of March, 2023

By: Cheryl Mango-Paget

President Cheryl Mango-Paget