

Coconino County Accommodation School District

Public Board Meeting Minutes

March 8, 2023

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, March 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; Robin Pete, Ponderosa High School Principal

VIRTUAL Attendees: There were no virtual attendees.

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 there was no public present.

III. CONSENT AGENDA

A. Written Reports

1. Dave Dirksen, District Superintendent

Dave Dirksen reported that he continued to have weekly meetings with Erin Tutay, Director of Business Services. He also has many bullet items on his report related to the hiring of the new Ponderosa High School Principal. These items include conducting interviews, conferring with the interview team, and extending the job offer. Dave attended the final zoom meeting with COGNIA regarding accreditation for JDC School. Dave also met with Erin Tutay, Robin Pete, and Traci Parker regarding the next Small Rural Schools Grant. He also completed the power point for the Spring Consultation with the Navajo Nation.

2. Robin Pete, Ponderosa High School Principal

Robin Pete reported that enrollment has been steady with 6 students that finished this quarter and will walk at graduation in May. She worked with North Country Healthcare to continue collaboration at Ponderosa High School with med-start and student insurance. FAFSA from NAU has been visiting the campus on Fridays to work with students. Professional Development with the staff continues through student case studies, book study and working on the school improvement plan. Robin also reported that students practiced for the ACT and continued with their justice lessons.

Cheryl thanked Robin and her team for pushing the students to be their personal best.

3. Traci Parker, Tse' Yaato' High School Principal

Dave Dirksen excused Traci Parker from attendance at the board meeting as she was needed for last minute support at her school. He reported that as of the writing of the report, Tse' Yaato had 39 students enrolled. This past month Traci prepared for state testing in March, attended meetings with leadership team members and met with staff to readjust the school calendar because of the February 15 snow day.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed pay roll and weekly accounts payable vouchers. She also submitted the annual Tax Credit Report to Arizona Department of Revenue. Erin worked with Heinfeld Meech twice in February in preparation for the USFR audit for FY22. Erin also gathered the necessary files and items needed for the USFR audit. The USFR audit is occurring March 8th and 9th.

Cheryl thanked Erin for her efforts and expressed confidence that between Erin's and Jeannie's work the audit would go well.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that currently Ponderosa High School has 12 students receiving services, CCASD Online Instruction has 2 students receiving services, Tse' Yaato' High School has 9 students receiving services and JDC has 1 student receiving services. John acknowledged the work that Vera Baron did in putting together the final presentation for COGNIA accreditation and stated that she is a real asset to the district. This past month, John also administered AZELLA tests at Tse' Yaato and Ponderosa High School.

Cheryl thanked John for all that he does.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that there are currently 35 students enrolled in the online program. Much of February was focused on COGNIA accreditation items. She sent out separate surveys to staff, parents, and students. Emily completed all training for ACT, ACT Aspire, and AZ Merit Science Administration. She completed and submitted the CCASD Online Instruction Handbook for board approval. Additionally, Emily completed and filed the application with the Department of Education for Alternative Status. Looking forward, she is going to create a survey about interest in summer school.

Cheryl thanked Emily and congratulated her on increasing enrollment and providing students with more opportunities to complete high school.

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

Cheryl Mango-Paget reported that HB2341 (jail education) bill passed the third read and hopefully will pass since both sides are in support of the bill. HB2341

would provide additional funding for jail education. Cheryl will let leadership team know when that comes about and how it will affect the district.

Cheryl congratulated the district on their use of the Instructional Time Model and utilizing remote learning to avoid having to take snow days.

Cheryl thanked the principal interview team for their hard work and choosing great candidates to interview with her. She appreciated the opportunity to meet with the final candidates and provide feedback to the interview team.

Cheryl mentioned that Tse' Yaato' High school is aware of the CCESA crisis team that is available to support them as needed.

Cheryl stated that she has talked with Mr. Dirksen about environmental funds that may be available that would provide a way to better support TERRA birds program and the accommodation district. She said that Mr. Dirksen would need to write a few paragraphs to support securing this funding and relate it to environmental education.

C. Approval of February 8, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the February 8, 2023, Board Meeting Minutes, and the consent agenda. She thanked the leadership team for their informative reports.

IV. **PRESENTATIONS**

There were no presentations made.

V. **DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the addition of a CCASD Online Instruction Handbook to be added as pages in the Coconino County Accommodation School District handbook.

Dave Dirksen explained that he had reviewed the CCASD Online Instruction Handbook and that it was comprehensive and well written.

Emily Morton offered it to staff to review and had not received any changes/edits. She wants this to be a guideline for students so that they know the policies and procedures from the beginning of participation in the online instruction program.

- B. Discuss the recommendation to approve the FY22 Disposal Forms for USFR

Erin Tutay explained that certain disposal forms need to be board approved. This was not done in the past, but moving forward she will present them to the board for approval and is doing that now.

- C. Discuss the recommendation to approve acceptance of Leah Claw's resignation from Ponderosa High School

Robin Pete explained that Leah has been a part time teacher off and on with Ponderosa High School. She is an excellent teacher, but the drive in from Bird Springs has been difficult. It will be better for her family to work closer to home.

Cheryl thanked Leah for her service.

- D. Discuss the recommendation to approve Jamie Belliam's application for substitute teacher at Ponderosa High School

Dave Dirksen recommended the approval of this item.

Robin Pete explained that Jamie has background in history and has served as a student teacher at Ponderosa High School in the past. She would be stepping in to cover Leah Claw's one period class as a substitute teacher.

- E. Discuss the recommendation to approve the change of employment status for Kori Fitch (Tse' Yaato' teacher) from .75 to 1.0 effective with the start of the 2023-2024 school year.

Dave Dirksen explained that he is recommending Kori Fitch move to full time because they are not replacing the PLATO lab coordinator, Richie Clutter for the 2023-2024 school year. Each teacher will instead take on a period of running the lab and by moving Kori to 1.0 she will be able to also help cover the lab for a period. This will be cost saving for the district as they will be increasing Kori by .25 rather than hiring a new full-time employee.

Cheryl appreciated the cost saving measure and expressed excitement at having certified teachers in the lab with students.

- F. Discuss the recommendation to approve employment of David Roth to serve as a general substitute (Principal, Classroom, and Office) at Ponderosa High School effective immediately upon Board Approval

Robin explained that Dave Roth reached out with an interest to substitute at any level Ponderosa High School needed. This will be a great opportunity for the school to have an on call substitute.

Dave Dirksen stated that Mr. Roth is the only administrative substitute the district would have.

- G. Discuss the recommendation to approve the amended Tse' Yaato' calendar for the 2022-2023 school year.

Dave Dirksen explained that due to the snow day on February 15th, Tse' Yaato' was closed. Thus, the calendar will need a make up day. Tse' Yaato' staff worked with principal Traci Parker to change the calendar so that May 8th will become an instructional day.

- H. Discuss the recommendation to approve the employment of Lesley Hauer as the principal of Ponderosa High School for the 2023-2024 school year.

Dave Dirksen explained the interview team looked at 7 applicants and interviewed 5. There were many quality candidates. Lesley Hauer is currently the assistant principal of curriculum at Coconino High School and seemed a good match for Ponderosa High School.

Cheryl stated that she enjoyed meeting with and interviewing the top 3 candidates. She expressed hope that her feedback to the interview committee was helpful as they made their final decision. Cheryl stated that she believes Lesley Hauer will be a great fit and continue moving Ponderosa High School forward in the direction that Robin has it going.

- I. Discuss changing Governing Board meeting times from 9:00 am to 4:00 pm beginning April 2023 through January 2024.

Dave Dirksen explained that staff members have expressed an interest in wanting to attend the board meetings, but 9 am conflicts with their availability. By moving the time to 4:00 pm they will be able to attend. He also expressed that we could possibly move it to 4 pm with the exception of June and July remaining at 9 am.

Emily Morton expressed that it would be difficult for her schedule, but she can make it work.

John Phelps and Robin Pete said that they approve of the time change.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved the addition of a CCASD Online Instruction Handbook to be added as pages in the Coconino County Accommodation School District handbook.

Cheryl thanked Emily for her hard work in creating a handbook that is informative and easy to read.

- B. Cheryl Mango-Paget, Board President, approved the FY22 Disposal Forms for USFR
- C. Cheryl Mango-Paget, Board President, approved to accept Leah Claws resignation from Ponderosa High School
- D. Cheryl Mango-Paget, Board President, approved Jamie Belliam's application for substitute teacher at Ponderosa High School
- E. Cheryl Mango-Paget, Board President, approved the change of employment status for Kori Fitch (Tse' Yaato' teacher) from .75 to 1.0 effective with the start of the 2023-2024 school year
- F. Cheryl Mango-Paget, Board President, approved the employment of David Roth to serve as a general substitute (Principal, Classroom, and Office) at Ponderosa High School effective immediately upon Board Approval
- G. Cheryl Mango-Paget, Board President, approved the amended Tse' Yaato' calendar for the 2022-2023 school year
- H. Cheryl Mango-Paget, Board President, approved the employment of Lesley Hauer as the principal of Ponderosa High School for the 2023-2024 school year
- I. Cheryl Mango-Paget, Board President, approved to change Governing Board meeting times from 9:00 am to 4:00 pm beginning April 2023 for April 2023,

May 2023, August 2023, September 2023, October 2023, November 2023, December 2023 and January 2024. Cheryl noted that the June 2023 and July 2023 meetings will remain at 9 am appointed time.

- J. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
- a) Payroll Voucher #15: \$74,088.17
 - b) Expense Voucher #2329: \$5,213.48
 - c) Expense Voucher #2330: \$50,869.00

VII. FUTURE AGENDA ITEMS

Dave Dirksen stated that 2023-2024 school year staff contracts will be presented in the April board meeting.

VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS

Dave Dirksen acknowledged the work that John Phelps put into the COGNIA accreditation for JDC in collaboration with Vera Baron.

Dave also acknowledged Emily Morton for her work with the online school and handbook.

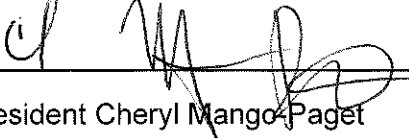
Dave expressed appreciation to Anna Eskridge for her work with attendance and ADE paperwork and working with him on a variety of projects.

IX. ADJOURNMENT

Cheryl Mango-Paget, Board President, adjourned the meeting at 9:45 am

Next Meeting date: Regular Board Meeting will be held on April 12, 2023, at 4:00 pm

Dated this 12 day of April, 2023

By:  _____
President Cheryl Mango-Paget