

## Coconino County Accommodation School District

### Public Board Meeting Minutes

May 2, 2023

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, May 2, 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; Michelle Despain, Board Secretary; Erin Tutay, Director of Business Services; John Phelps, Director of ESS; Robin Pete, Ponderosa High School Principal

VIRTUAL Attendees: Nancy Walker, Tse' Yaato' High School; Traci Parker, Tse' Yaato' High School Principal; Anna Eskridge, Executive Assistant; Rebecca Miller, Tse' Yaato' High School

#### I. OPENING ITEMS

Cheryl Mango-Paget, Board President, called the meeting to order at 4:00 pm.

#### II. CALL TO THE PUBLIC

There were no public comments made.

#### III. CONSENT AGENDA

##### A. Written Reports

##### 1. Dave Dirksen, District Superintendent

Dave Dirksen reported that he continued to meet weekly, almost daily, with the Director of Business Services, Erin Tutay. He attended the PHS staff meeting and discussed district finances and budgeting. Dave also met with Jennifer Hernandez regarding virtual internships. He announced that the Chapter House meetings will be held on July 25 at TSY and July 26 at PHS. A save the date has been emailed to potential attendees. This past month, Dave also visited TSY and reviewed district finances and budgeting with the TSY staff. In addition, he established individual meeting times to better get to know the staff at TSY on May 23<sup>rd</sup>. Dave is working on finalizing the IGAs with FUSD for food services for the coming school year.

Cheryl thanked Dave for his report and the exciting news about the virtual internships and the potential for TSY to participate next year.

##### 2. Robin Pete, Ponderosa High School Principal

Robin Pete reported that she met this past month with the incumbent principal and staff reviewing the school mission and vision and planning for FY24. They also reviewed the school improvement plan goals and outlined professional development for the coming year based on the improvement plan. Robin expressed that she was excited to report that one student is participating in the summer internship through Futures for AZ. Robin also reported that this past month, students participated in a tree planting activity with the Forest Service in the burn area. She

noted that May 17<sup>th</sup> will be the final community celebration day where students will participate in an action-based community project. Graduation is planned for May 23<sup>rd</sup>.

Cheryl thanked Robin for involving the incumbent principal in decision-making and connecting him with the staff.

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

Traci Parker reported that she finalized the food service agreement with PUSD. TSY staff participated in first aid and CPR training. Traci participated in community grant reviews at CCC and learned much that will better inform her applications in the future. Traci coordinated with the board of regents' research project to facilitate student participation. Traci assisted graduating students with college applications and FAFSA. She and Rebecca McCormick have applied for a grant for positive behavior support. CCC visited the campus to introduce the summer bridge program that offers free tuition for graduating seniors. Traci spoke with Jennifer Hernandez about the virtual internships and hopes to offer those to students next year. She coordinated in-person internships. Additionally, Traci worked with Dr. Esther Cadman and the CCESA on parent engagement for the upcoming school year. Traci also noted that TSY is currently looking for a math teacher for the coming school year as the previous candidate declined the position.

Cheryl thanked Traci for all that she does. Cheryl expressed that the parent engagement plans with Dr. Esther Cadman from CCESA can look different for TSY than PHS. She encouraged Traci to find what will work best for her students' families.

Traci stated that a parent survey has been included with the enrollment forms to better inform her about when is best to meet with parents.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed payroll and accounts payable batches. She also processed FY23 purchase orders. Erin submitted the ESSER report to GME and the COVID 19 report to the Arizona Auditor General. Additionally, she completed the May budget revisions for ADE and submitted the NAPEBT Census to OCHS.

Cheryl expressed that Erin has been busy. She thanked Erin for preparing all the contracts and answering Cheryl's clarifying questions.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that the following number of students are currently receiving services:

- Ponderosa High School: 13 students
- AOI: 3 students
- Tse' Yaato' High School: 8 students
- JDC: 2 students
- County Jail: 1 student

This past month he enjoyed a site visit to TSY with Dave, Erin and Anna. John and the SPED team also submitted files to the district's ADE programmatic specialist.

6. Emily Morton, District AOI Coordinator  
Dave Dirksen excused Emily Morton from attendance at the board meeting.

John Phelps reported that Emily had her COGNIA presentation on April 27, 2023, and that she wanted to thank Cheryl for attending.

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

Cheryl Mango-Paget gave kudos to Emily Morton and Ken Link for their COGNIA presentation. She felt positive about the presentation and looks forward to hearing about COGNIA accreditation.

Cheryl also stated that she has received preliminary acceptance for \$30,000 from Secure Rural Schools to be allocated to the accommodation district's general fund and an additional \$30,000 will be provided for environmental education with Terra Birds. She is also talking with county management about restructuring funding for the district. Cheryl thanked Robin for inviting her to attend PHS graduation and stated that she looks forward to attending.

C. Approval of April 12, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the April 12, 2023, Board Meeting Minutes. She thanked the leadership team for their board reports.

IV. **PRESENTATIONS**

There were no presentations made.

V. **DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the Meal Service IGA between Page Unified School District and CCASD for the 2023-2024 school year. This will provide meal services to students at Tse' Yaato' High School.

Dave Dirksen stated that it is his recommendation that the IGA between PUSD and CCASD be approved. On page 3, letter E, number 4, it states that there will be no cost of meal services at TSY. He explained that 100% of students at TSY qualify as free or reduced lunch. Because of that PUSD will count those students in their count and will not charge TSY for the meals.

Traci Parker expressed that she is excited that the district made the decision not to charge TSY this year.

Cheryl stated that she is excited to see this agreement and the forward thinking from TSY and PUSD not to worry about boundaries, but to collaborate to take care of kids.

Traci stated that there is some record keeping involved that will take some time, but it is worth the effort for the students.

B. Discuss the recommendation to approve the FY 2023 May Budget Revision

Erin Tutay stated that she worked with Henfield and Meech Consulting on the budget. This budget is revised to align the budget to the state approved budget factors.

Erin explained that Arizona school districts are funded on "current year funding" for the general fund. This means that the district must estimate its enrollment the summer prior to adopt the budget. The enrollment is then revised for the budget revision presented for approval at the end of the year based on the actual enrollment.

Changes in the revised budget include:

- Decrease in Maintenance and Operation Funds by \$1,093,878 due to reflecting the true budget capacity. The calculated available budget from ADE is not synonymous with the actual budget capacity that the District has due to differences in cash and state equalization assistance. Because the Accommodation District does not have a property tax levy, a portion of the budget capacity cannot be spent.
- Increase in Unrestricted Capital Funds by \$10,585. This increase represents the actual Unexpended Budget Balance in Fund 610 as well as an increase in interest revenue compared to the estimated amount in the adopted budget.
- Increase in Classroom Site Funds by \$845 due to an increase in interest revenue compared to the estimated amount in the adopted budget.
- Decrease in Federal Funds by \$393,000 due to adjusting the actual allocations. The largest portion of this decrease was due to adjusting Other Federal Projects down since the district does not receive these monies.
- Decrease in State Funds by \$11,000 due to adjusting for actual allocations.
- Increase in Local Projects by \$514,000 based on actual expenses and available budget capacity. This increase is primarily due to incorporating Fund 515 rental revenue.

Cheryl asked if building maintenance is planned in the budget for the upcoming year.

Erin replied that is on the districts radar and they hope to address it in the next couple of years with funds allocated for renovations and maintenance.

Dave explained that the district is currently making minor changes such as changing lighting and such, but the big HVAC systems and larger maintenance would be accounted for in upcoming budgets.

Dave also expressed that he is comfortable and confident with the processes the district is using and the work that Erin is doing on the budget.

**VI. ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved the Meal Service IGA between Page Unified School District and CCASD for the 2023-2024 school year. This will provide meal services to students at Tse' Yaato' High School.

- B. Cheryl Mango-Paget, Board President, approved the FY 2023 May Budget Revision
- C. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
  - a) Payroll Voucher #20: \$73,232.58
  - b) Expense Voucher #2337: \$32,260.69
  - c) Expense Voucher #2338: \$21,034.14

**VII. FUTURE AGENDA ITEMS**

Dave stated that the catering agreement with FUSD and PHS will be on a future board agenda.

Dave also stated that the August board agenda will have items regarding the Indian Policies and Procedures and the Impact Aid Application.

Robin shared that she hopes to have a receptionist candidate for hire as an action item coming up.

**VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS**

Dave reported that he sent out the timelines for the upcoming board meeting and it is different than normal. He encouraged the leadership team to look closely at the deadline dates.

Dave also asked principals to ensure that chapter house affiliations are listed on the enrollment forms.

Traci responded that Erin added the chapter house affiliations to the first page last year.

Dave reported that enrollment is down in the district, but 27 students of those enrolled have IEPs. This represents about 22% of the district's students. These students are coming to the district with these IEPs. This distinction is important to note when discussing enrollment and the district's student population with others.

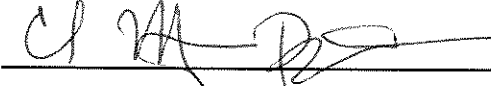
Dave thanked Michelle for her work on assembling the board packets.

**IX. ADJOURNMENT**

Cheryl Mango-Paget, Board President, adjourned the meeting at 4:46 pm.

**Next Meeting date: Regular Board Meeting will be held on June 14, 2023, at 9:00 am**

Dated this 14<sup>th</sup> day of June, 2023

By: 

President Cheryl Mango-Paget