

Coconino County Accommodation School District

Public Board Meeting Minutes

April 12, 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; 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: Emily Morton, Coordinator of CCASD Online Instruction; Nancy Walker, Tse' Yaato' High School Teacher; Traci Parker, Tse' Yaato' High School Principal, Rebecca Miller, Tse' Yaato' High School Teacher

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 and there was no public present.

III. CONSENT AGENDA

A. Written Reports

1. Dave Dirksen, District Superintendent

Dave Dirksen reported that he worked with Erin Tutay, Director of Business Services, on the budget and employee contracts for FY 2023 - 2024. He also worked with Anna Eskridge regarding preparation of documents for the upcoming Consultation with the Navajo Nation. Dave plans to meet with John Taylor and Robin Pete regarding the Terra BIRDS Partnership and budget for the 2023-2024 school year. He also plans to send out Save the Dates for the Chapter Houses and Dine Department of Education.

2. Robin Pete, Ponderosa High School Principal

Robin Pete reported that enrollment remains stable. 7 students graduated just before spring break and with new student enrollments, the school's enrollment numbers have not changed. She was able to attend a Chamber of Commerce meeting about work force opportunities and resources available to Ponderosa students. Robin met with the Coconino County Health Department coordinating services they can provide to students. She also explained that PHS is partnering with JDC regarding truancy. This has resulted in students returning to school with added support. This is a prevention service rather than punitive. 99% of Ponderosa students attended and participated in the ACT and Aspire testing. Robin also reported that the final parent night occurred in March and that it was well received by parents. For

Professional Development, Robin stated that the staff are planning to share their student case study reports with each other in May.

Cheryl Mango-Paget, Board President, thanked Robin for all that she does and for providing students with many opportunities to engage with the community.

3. Traci Parker, Tse' Yaato' High School Principal
Traci Parker reported that Tse' Yaato' hosted a Keeping your Clients Safe workshop. This workshop is now required by the Navajo Nation for employment eligibility. Traci explained that this was a great service to offer to students who will not need to take the workshop on their own and pay out of their pocket. Traci coordinated and worked on the PUSD food services for the coming school year. She also coordinated counselling support services for students and staff regarding a student death. Tse' Yaato' students also participated in the state testing in the past month. Traci explained that she is continuing to work with CCESA for future parent nights and mental health training. The school is also working on summer internships in Page for students and preparing for graduation in May.

Cheryl Mango-Paget, Board President, thanked Traci for her report. Cheryl stated that she was excited about Tse' Yaato's efforts to help students beyond the diploma with training workshops and summer internships.

4. Erin Tutay, Director of Business Services
Erin Tutay reported that she has processed payrolls, weekly batch for accounts payables and purchase orders. She uploaded ACA (1095's) to IRS before the deadline. Erin met with Dave Dirkson and Anna Eskridge to finalize the FY 24 calendars. Erin also submitted audit results to ADE and monthly grant reimbursements. Additionally, she met with Dave to review employee contracts for FY 24. Erin also began her training for the School Business Officials.

Cheryl Mango-Paget, Board President, commented that Erin has been very busy. She expressed appreciation for all of Erin's efforts on behalf of the district.

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: 4 students
 - Tse' Yaato' High School: 8 students
 - JDC: 2 students
 - County Jail: 1 student

John explained that he had the opportunity to work with the Terra Birds crew at Tse' Yaato' this past month. He was also able to meet with his ADE programmatic specialist and looks forward to working with her.

Cheryl Mango-Paget, Board President, thanked John for his report. She expressed interest in learning what John reports about the education programming in the county jail and learning what works and what will need to be addressed/changed.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that 31 students are currently enrolled in quarter 4 with 15 to 20 students interested in summer school. She stated that the On Track to Graduate form has been submitted thanks to the help of Robin Pete. Emily also reported that with John Phelps help, she was able to submit all evidence required for Cognia accreditation. Emily spent some time this month checking in with students who are failing and their families to provide support and better help them succeed. Emily also had the opportunity to attend a Math Conference at CCC that provided great insight into how she can better help her students learn.

Cheryl Mango-Paget, Board President, thanked Emily for all that she has done this past month. She expressed interest in hearing about the Cognia visits and the depth of those visits. Cheryl asked Emily to reach out to the CCESA's BYRS team to share what she learned at the CCC Math Conference.

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

Cheryl Mango-Paget reported that she turned in a request on behalf of the accommodation district through CCESA funds to secure \$30,000 to support a work force and environmental work program. She hopes to know in June if it was funded.

Cheryl also provided an update on Forest Fee deposits. She explained that they will be coming. A new financial officer for the county changed the process so that Forest Fees are deposited at the end of the county fiscal year rather than the beginning of the fiscal year.

Cheryl also encouraged the schools to take advantage of the County Service dogs/therapy dog program through JDC. The anticipated start date for this program is May/June 2023.

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

Cheryl Mango-Paget, Board President, approved the March 8, 2023, Board Meeting Minutes, and thanked everyone for all their efforts and their staffs' efforts to enable students to move forward and support themselves.

IV. **PRESENTATIONS**

There were no presentations made.

V. **DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the school year 2023-2024 employee contracts.

Erin Tutay explained that there are 22 employee contracts being presented for approval for the 2023-2024 school year. These employees are: Joshua Adams, TSY; Joshua Armstrong, PHS; Vera Baron, JDC; Susie Brooks, JDC Registrar & PHS Substitute; Richard Clark, PHS; Richie Clutter, TSY; Noah Cordova, PHS; Anna Eskridge, District; Kori Fitch, TSY; Lauren Geneviro, PHS; Leslie Hauer, PHS; Peter Holloway, PHS; Kenneth Linck, District; Rebecca McCormick, TSY; Heidi McGervey, PHS; Rebecca Miller, TSY; Emily Morton, CCASD Online Instruction; Traci Parker, TSY; John Phelps, District; Megan Walker, PHS; Nancy Walker, TSY.

Cheryl asked if everyone will be receiving a raise this year.

Dave explained that yes, the employees will be receiving a raise. He sent an email to all employees explaining that they would receive a step to replace funding that was ending and then a second step to be an increase in pay. He explained that Erin worked hard on these contracts and reviewed them and that she did an excellent job.

- B. Discuss the recommendation to accept the resignation of Ellena Gonzales from her position as a classroom teacher. This resignation would be effective at the end of her current contract.

Dave Dirksen explained that Ellena Gonzales submitted a letter of resignation so that she can retire at the end of this school year.

Traci Parker extended appreciation on behalf of Tse' Yaato' High School staff and thanked Ellena for spending her retirement years in helping the school. Traci said that she supports Ellena in her official retirement.

- C. Discuss the recommendation to approve the District form Disposal of Assets Authorization request for District Designee.

Erin Tutay explained that based on the FY22 audit, if the assets are not board approved prior to the audit, then Erin needs approval to approve the assets throughout the year. This is a recommended step from the audit firm.

- D. Discuss the recommendation to remove Jeanie Confer and David Roth as administrators for Wells Fargo and add Erin Tutay as an administrator to the account with John Phelps added as a new card user.

Erin Tutay explained the old business manager is still an administrator on the account and so changes need to be made to update the administrators.

- E. Discuss the recommendation to approve May's distribution of Classroom Site Funds for performance pay.

Erin Tutay explained the district has 2 payments for the class site funds- one in Dec and one in May. Board approval is required prior to putting these payments in the May payroll.

- F. Discuss the recommendation to approve the FY22 USFR Questionnaire

Erin Tutay explained that the audit went well. This report gives an overview of the audit. One of the areas to work on for next year is assets. She was able to get extra training and now is confident that she will be able to better manage those. Another room for improvement is the IT emergency plan that needs to be enacted and practiced.

Cheryl thanked Erin for getting stronger systems in place.

- G. Discuss the recommendation to accept the resignation of Mary McCarron from her position as Registrar at Ponderosa High School. This resignation will be effective at the end of her current contract, June 30, 2023.

Dave Dirksen explained that Mary McCarron has been with the district since the building was open. He recommends approving her resignation for retirement.

Robin Pete stated that Mary has been a great support and historical presence/knowledge for the school staff.

Cheryl asked if Mary would do onboarding with the new hire prior to leaving.

Robin answered that yes, Mary would onboard the new hire. Additionally, Mary has been asked to create a book with information for the new person to use as a resource.

- H. Discuss the recommendation to approve the following district calendars for the 2023-2024 school year:
- i. CCASD 11 Month Employee Calendar
 - ii. CCASD 12 Month Employee Calendar
 - iii. JDC/Jail Calendar
 - iv. Ponderosa Student/Staff Calendar
 - v. Tse' Yaato' Student/Staff Calendar

Dave Dirksen explained that Traci Parker helped by doing the leg work on the calendars to ensure that the correct number of days are accurate. There are 5 different calendars. CCASD online follows the PHS calendar and has summer school.

Cheryl asked for discussion on the following calendars:

- i. CCASD 11 Month Employee Calendar
- ii. CCASD 12 Month Employee Calendar
- iii. JDC/Jail Calendar
- iv. Ponderosa Student/Staff Calendar
- v. Tse' Yaato' Student/Staff Calendar

Dave explained that the 11-month calendar is new this year because of one employee who is coming on as an 11-month employee.

He stated that all other calendars are like the previous year's calendar.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved the school year 2023-2024 employee contracts.
- B. Cheryl Mango-Paget, Board President, approved the resignation of Ellena Gonzales from her position as a classroom teacher. This resignation would be effective at the end of her current contract.
- C. Cheryl Mango-Paget, Board President, approved the District form Disposal of Assets Authorization request for District Designee.
- D. Cheryl Mango-Paget, Board President, approved the removal of Jeanie Confer and David Roth as administrators for Wells Fargo and adding Erin Tutay as an administrator to the account with John Phelps added as a new card user.
- E. Cheryl Mango-Paget, Board President, approved the May distribution of Classroom Site Funds for performance pay.
- F. Cheryl Mango-Paget, Board President, approved the FY22 USFR Questionnaire
- G. Cheryl Mango-Paget, Board President, approved the resignation of Mary McCarron from her position as Registrar at Ponderosa High School. This resignation will be effective at the end of her current contract, June 30, 2023.
- H. Cheryl Mango-Paget, Board President, approved the following district calendars for the 2023-2024 school year:
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 - iii. JDC/Jail Calendar
 - iv. Ponderosa Student/Staff Calendar
 - v. Tse' Yaato' Student/Staff Calendar
- I. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
 - a) Payroll Voucher #16: \$73,989.58
 - b) Payroll Voucher #17: \$73,799.00
 - c) Payroll Voucher #18: \$74,595.11
 - d) Payroll Voucher #19: \$73,699.55
 - e) Expense Voucher #2331: \$6,289.09
 - f) Expense Voucher #2332: \$5,962.31
 - g) Expense Voucher #2333: \$11,682.68
 - h) Expense Voucher #2334: \$38,554.26
 - i) Expense Voucher #2335: \$3,607.82
 - j) Expense Voucher #2336: \$24,562.73

VII. FUTURE AGENDA ITEMS

No future agenda items were given.

VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS


No announcements were made.

IX. ADJOURNMENT

Cheryl Mango-Paget, Board President, adjourned the meeting at 4:49 pm.

Next Meeting date: Regular Board Meeting will be held on Tuesday, May 2, 2023, at 4:00 pm

Dated this 2nd day of May, 2023

By: 
 President Cheryl Mango-Paget