

Coconino County Accommodation School District

Public Board Meeting Minutes

June 14, 2023

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, June 14, 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; Erin Tutay, Director of Business Services; John Phelps, Director of ESS; Robin Pete, Ponderosa High School Principal;

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

I. OPENING ITEMS

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

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 have weekly meetings with Erin Tutay, Director of Business Services. He worked with John Phelps to get the district's current Policy and Procedures on the website. Dave explained that he plans to revise the Policy and Procedures after receiving feedback from the Chapter House partners and parents. He also met with Emily Morton, Anna Eskridge and Erin Tutay to discuss the structure of procedures for the district's online school. The annual Leadership Team Retreat was held on May 30th at Ponderosa High School with about a dozen people in attendance. Dave is continuing to work on the FUSD IGA for meal services for Ponderosa High School.

2. Robin Pete, Ponderosa High School Principal

Robin Pete reported that current enrollment is at 56 students between the Transition school and the PHS building. She has had several intakes this month. This past month, Robin and John Phelps assisted students in applying for summer work. Robin attended the Chamber of Commerce Work Force meeting. She also attended the Leadership Team Retreat and continues to help onboard the new incoming principal. Graduation was successful with former Navajo President Nez attending. Robin outlined a skeleton PD calendar for the upcoming school year. She also extended a huge thank you to the CCESA and PHS staff for the culmination of successes this year and helping her to bring programs and services to parents and students as she goes into retirement.

Cheryl thanked Robin for all that she has done and the support that she has given to the CCESA and expressed that Robin will be missed.

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

Traci Parker reported that 13 students graduated in the spring and 10 of them received college admission. 9 graduates are currently employed and 3 graduating students intend to attend the CCC summer bridge program for graduating seniors. This past month, Traci participated in an Education Forward Arizona Page Community Meeting regarding internships to help provide local internship opportunities in the future. Traci also met with Dave Dirksen, regarding Plato next year. Graduation was held on May 24, 2023. Traci attended the HEAL conference and scheduled a PD based on a session she attended for her staff's first PD in August. Traci is waiting to hear if she was awarded a grant through Navajo United Way for positive behavior supports.

Cheryl expressed appreciation for all that Traci continues to do to take the vision and mission of the district beyond the diploma and wished Traci good luck on her grant application being accepted.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed payroll for pay periods 22 and 23 and processed accounts payable batches. Erin also worked with John Phelps to submit the IDEA Basic Grant in GME. She submitted the May FY23 Budget Revision to the state. Erin, along with her interview committee, interviewed candidates for the Ponderosa High School Registrar/District Secretary position. She met with the district's Heinfeld Meech consultant about year-end journal entries. Additionally, Erin prepared for and coordinated the Registrar Bootcamp for new Registrars.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that there are 2 students enrolled in CCASD Online Summer Program receiving Special Education Services. He attended the PHS and TYS graduation ceremonies, helped facilitate the Tse' Yaato' student visit to Ponderosa High School with Josh Adams, Kori Fitch and John Taylor. On June 5, 2023, he met with a state programmatic specialist. John is currently working on the ESS handbook.

Cheryl thanked John for all that he does and is looking forward to reading the ESS handbook and hearing about how students are doing post-graduation.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that there are 17 students enrolled in June Summer School Session. 11 online students graduated in spring 2023. On June 1, 2023, she collected and checked out computers for students and managed the inventory. She is planning a "Back to School" BBQ with students and Terra Birds on August 4, 2023. Emily also announced that CCASD Online Instruction is now a COGNIA accredited school.

Cheryl thanked Emily for all that she did and expressed a desire to attend the BBQ in August. Cheryl also congratulated Emily on her COGNIA status for the online school.

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

Cheryl Mango-Paget, Board President, thanked those from the district who attended the HEAL conference. She stated that planning is beginning for next year, June 11-12, and encouraged the leadership team to put it on their calendars now. Cheryl explained that this is the end of the 3 year grant cycle for the Baby Infancy project that started in 2019. This grant led to the writing of the Building Resilient Youth in Schools grant. Looking forward, Cheryl expressed a desire to add components from the Baby Infancy project into other programs and possibly add on a piece related to alcohol substance abuse. Cheryl announced that CCESA received a grant for secondary literacy PD. Cate Malone will be reaching out about that. Cheryl thanked Dave for the annual leadership retreat and all that came out of that. She thanked the leadership team for all that they do.

C. Approval of May 2, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the May 2, 2023, Board Meeting Minutes

IV. **PRESENTATIONS**

There were no presentations made.

V. **DISCUSSION ITEMS**

A. Discuss the recommendation to provide a \$4000 stipend to Ms. Emily Morton to operate the District's Online Instruction Program (CCASD-OI) during June and July of 2023.

- i. \$2000 for June (fiscal year 2023 funding)
- ii. \$2000 for July (fiscal year 2024 funding)

Dave Dirksen stated that this should have been on the May agenda and he apologized for missing that. He explained that the \$2,000 for June would be from fiscal year 2023 funding and that the \$2,000 for July would be from fiscal year 2024 funding. Emily has already begun summer school so this is a little after the fact, but it is important to recognize and compensate Emily for her work.

B. Discuss the recommendation to approve the FY24 Warrant Resolution

Erin Tutay stated that the County Superintendent's office requires this warrant resolution to process the Accommodation District's vouchers and warrants for the coming school year.

C. Discuss the recommendation to approve the FY24 Disposal of Assets Authorization Request for District Designee

Erin Tutay stated that the FY24 Disposal of Assets Authorization Request for District Designee would be for the coming school year allowing her to dispose of or transfer any capital assets as needed.

D. Discuss the recommendation to approve the FY24 June Proposed Budget

Erin Tutay stated that some accounts were increased. 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 adopting the budget.

Page 1 of 8 shows the budget for FY24 is increased by \$41,419 due to the reflection of the true budget capacity.

Page 4 is the district's Unrestricted Capital Outlay Fund. It was increased as well due to an increase in new year capital expenses as well as an increase in interest revenue compared to estimated amounts in the revised budget. The increase amount is \$27,192.

Page 3 shows the Classroom Site funds. It is increased to \$57,420.

Page 6 shows the federal funds and they are increased by \$25,000 due to adjusting for anticipated FY24 allocations since the district's impact aid funds went up in FY23 and the district has more student applications for the FY24 year. Also on Page 6, the State Projects FTE and Expenditures increased by \$175,000. This is primarily due to incorporating fund 515 for rental. All rental funds will be going into 515 civics instead of using the IGA account which is 955 as was previously done.

Erin noted that the district is being conservative with the budget and using FY23 ADM for the FY24 estimate.

She explained that this is the proposed budget, and the adopted budget will have the final numbers and then any revisions will be made throughout the year.

Cheryl asked about page 1 of 8 that shows a percentage of increase of 2,100%. Erin explained that this is a fund balance (Object Code for Expenditures for 3000 Operational Instructional Services) that is never used. It was increased according to budget guidelines just in case the district chooses to use it.

Cheryl asked about Page 3 where it shows a decrease of 64% in support services for students. She asked for more explanation on the decrease in instructional staff funds. Erin explained that the district spent a certain amount in FY23 and did not spend all of the funds allocated. So, for FY24, the district has estimated lower.

Cheryl asked about Page 4, where it shows a 45% increase in funds for student support services, but then a decrease in instructional staff. Erin explained that because of the funds that were spent with JDC and Ponderosa the district wanted to ensure that there was an increase just in case. A certain amount is being left in unrestricted capital but most funds are moving to M&O.

Cheryl thanked Erin for her efforts and Superintendent Dirksen for his efforts on the budget and for the daily meetings Dave and Erin had to compile the FY24 budget.

- E. Discuss the recommendation to approve September 6, 2023, as the designated Impact Aid Survey date

Dave Dirksen stated that at the retreat on May 30, 2023, the leadership team identified a date that requires board approval for the Impact Aid Survey. This date that will be the official count date for the Native American students that is then used on the Source Check Forms. This date is far enough into the school year that the district will have the students they hope to have for the school year and be able to obtain an accurate student count.

- F. Discuss the recommendation to approve the change in position title for building leadership at Ponderosa and Tse' Yaato' High Schools from "Principal" to "Principal/Teacher"

Dave Dirksen stated that this will reflect what these positions will be doing in future years. Both principals will be teaching a class at the high schools, and this reflects what they will be doing. He stated that the action item needs to have "23-24 school year" added to it. He plans to revisit this title change next year.

- G. Discuss the recommendation to approve the employment of Lacey Jaramillo to serve as the Ponderosa High School Secretary, Registrar and District Secretary with a start date of 7/1/2023 for the 2023-2024 school year. Recommend placement on the Classified Salary Schedule to be Class III, Step 14 (\$23.40 per hour).

Dave Dirksen stated that this position works with JDC, online school and PHS. So, they are servicing the district as they work with these different departments in the district.

Erin explained that they conducted interviews with the candidates. Lacey is a breath of fresh air and was a unanimous choice by the committee. Lacey was able to attend the registrar boot camp and get an in-depth training for three days.

She will officially be starting on 7/3/2023 as that is a Monday.

Traci asked why Lacey is being brought in at a Step 14, but in the past it had been established that this position would be brought in at Step 6 and wondered why the change.

Dave explained that this change was made under the district superintendent's discretion based on the individual situation.

Traci expressed that it helps when there is the possibility of exceptions when hiring people.

Dave stated that this was the right thing to do in this case.

Cheryl concurred with Dave's decision.

- H. Discuss the recommendation to approve the salary adjustment for Anna Eskridge. This adjustment would move Anna from Class V-Step 5 to Class V-Step 8 on the Classified Salary Schedule (\$43,311 to \$46,442) effective 7/1/2023. Anna has been assigned the following additional duties:
 - i. All responsibility for Impact Aid Source Check Forms
 - ii. Summer Open Houses for our Chapter House Partners
 - iii. Back-up for Erin Tutay
 - iv. Training of and back-up for Ponderosa's new Secretary/Registrar

Dave Dirksen stated that when Anna was hired, he probably did not place her where she should be based on her experience in education. He explained that Anna met with Dave and expressed a desire to have final responsibility for the Impact Aid Source Check forms to ensure they are completed and turned in. There will still be individual responsibilities within that: Dave will take care of all the Indian Policies and Procedure Amendments every year and rewriting those as well as communication with the Navajo Nation. Erin will complete the filing of the application by the deadline in January of every year. Anna will ensure that all the Source Check Forms are signed and ready to go for the application.

Anna will also take on responsibility for the Open Houses and will provide back-up for Erin. She will also provide training for the incoming PHS secretary/registrar. Anna is capable of all of this and capable of taking it on.

Traci asked if Anna would be the person for Richie to contact with any questions.

Erin stated that yes, Anna would be the contact person, but that Richie could also reach out to her.

VI. **ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved to provide a \$4000 stipend to Ms. Emily Morton to operate the District's Online Instruction Program (CCASD-OI) during June and July of 2023.
 - i. \$2000 for June (fiscal year 2023 funding)
 - ii. \$2000 for July (fiscal year 2024 funding)
- B. Cheryl Mango-Paget, Board President, approved the FY24 Warrant Resolution
- C. Cheryl Mango-Paget, Board President, approved the FY24 Disposal of Assets Authorization Request for District Designee
- D. Cheryl Mango-Paget, Board President, approved the FY24 June Proposed Budget
- E. Cheryl Mango-Paget, Board President, approved September 6, 2023, as the designated Impact Aid Survey date
- F. Cheryl Mango-Paget, Board President, approved the change in position title for building leadership at Ponderosa and Tse' Yaato' High Schools from "Principal" to "Principal/Teacher" for academic year 23 through 24.
- G. Cheryl Mango-Paget, Board President, approved the employment of Lacey Jaramillo to serve as the Ponderosa High School Secretary, Registrar and District Secretary with a start date of 7/1/2023 for the 2023-2024 school year. Approval of the recommendation of placement on the Classified Salary Schedule to be Class III, Step 14 (\$23.40 per hour).
- H. Cheryl Mango-Paget, Board President, approved the salary adjustment for Anna Eskridge. This adjustment would move Anna from Class V-Step 5 to Class V-Step 8 on the Classified Salary Schedule (\$43,311 to \$46,442) effective 7/1/2023. Anna has been assigned the following additional duties:

- v. All responsibility for Impact Aid Source Check Forms
- vi. Summer Open Houses for our Chapter House Partners
- vii. Back-up for Erin Tutay
- viii. Training of and back-up for Ponderosa's new Secretary/Registrar
- I. Cheryl Mango-Paget, Board President, approved Payroll and Accounts Payable Vouchers for CCASD
 - a) AP Voucher #2339: \$1,244.05
 - b) AP Voucher #2340: \$30,380.01
 - c) AP Voucher #2441: \$16,630.30
 - d) AP Voucher #2442: \$3,850.08
 - e) AP Voucher #2443: \$3,673.90
 - f) AP Voucher #2444: \$10,921.71
 - g) Payroll Voucher #21: \$72,777.90
 - h) Payroll Voucher #22: \$72,913.83
 - i) Payroll Voucher #23: \$107,221.83

Cheryl thanked Erin for being consistent in the numbering of vouchers and providing continuity.

VII. FUTURE AGENDA ITEMS

Dave stated that upcoming agenda items include: the ESS Handbook, approval of the Indian Policies and Procedures, an IGA with FUSD for meal services at Ponderosa, and the district strategic plan.

Erin stated that in July the adopted budget will be on the agenda.

VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS

Dave announced that he will be on vacation this week through the end of June and will not be able to respond to emails, but he will be able to respond to phone calls and text messages.

Cheryl told Robin that she will be missed and expressed a hope that Robin will stop by from time to time.

IX. ADJOURNMENT

Cheryl Mango-Paget, Board President, adjourned the meeting at 9:55 am.

Next Meeting date: Regular Board Meeting will be held on July 12, 2023, at 9:00 am

Dated this 12 day of July, 2023

By: 

President Cheryl Mango-Paget

