

## Coconino County Accommodation School District

### Public Board Meeting Minutes

July 12, 2023

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, July 12, 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; Les Hauer, Ponderosa High School Principal; Anna Eskridge, Executive Assistant

VIRTUAL Attendees: Traci Parker, Tse' Yaato' High School Principal; Emily Morton, Coordinator of CCASD Online Instruction

#### I. OPENING ITEMS

Cheryl Mango-Paget, Board President, called the meeting to order at 9:15 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 his report is brief due to his vacation from June 12-July 4. Upon his return, he began meeting almost daily with John Phelps, Erin Tutay and Les Hauer regarding the upcoming school year and catching up on items.

##### 2. Les Hauer, Ponderosa High School

Les Hauer stated that his current priorities are getting to know the people of Ponderosa High School and the county employees. He has made connections with potential students and students working with Terra Birds. Les is learning the systems and procedures of PHS and working with Lacey, the new receptionist/registrar, to formalize procedures and move things from paper to digital. For example, he has moved the intake form to a google digital form. This will help him to track data and better meet the students' needs. Les has begun planning the August 4<sup>th</sup> staff faculty kickoff for the new school year. He is also working on developing a multi-tiered system of support for PHS called MTSS. This MTSS system will address behaviors. He plans to create one in the future to address academics. Les also stated that he is in the process of updating the security account to make him an admin on the account.

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

Traci Parker reported that she also had vacation time in June, so her report is brief as well. Traci attended the HEAL conference with some of her staff and enjoyed learning from the speakers. She also coordinated with Lindsay in the ESA office to present on July 31<sup>st</sup> to her

staff based on a presentation she gave at the HEAL conference. Traci has been meeting with interested students for intake meetings. She has coordinated quarterly pest control. She updated and created an evaluation form to use with students who do OJT to put in their juvenile and adult probation folders. Looking to the future, Traci is planning a Navajo Nation open house. Traci is working with CCESA to get professional development about using qr codes and online surveys to help facilitate better 2-way communication with families.

Cheryl thanked Traci for all that she does and suggested that Traci follow up with United Way to hear about the grant she applied for.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed payroll for the normal pay periods as well as year-end periods. She processed purchase orders for FY23 and FY24. Erin updated FY24 in visions/school ERP Pro. She attended 2 trainings in Phoenix. Erin also hosted the 3<sup>rd</sup> annual registrar bootcamp for the new PHS and Tse Yaato registrars.

Cheryl thanked Erin for all that she does and commented that thanks to Erin's hard work the district is ready to close out FY23 and move on to FY24.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that he has met twice a week with the online student to receive exceptional student services. He has provided the ESS handbook to the lawyers and is waiting to hear their feedback. John has sent letters to families about the destruction of SPED records that are expired.

Cheryl thanked John for his report and wished him luck as he applies for grants for a fitness program at PHS.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that 16 students are enrolled in the July session of summer school. 6 new students are interested in the fall online school in addition to those rolling over from last year. Emily reported that in June, 9 students in summer school passed their classes, 7 were dropped due to not finishing on time and 6 more were added for July. Emily has been working with Dave to plan the BBQ Back to School event for online students. She plans to do intakes that morning and have an orientation for new students. Emily explained that this year, they plan to cap online at 30 students.

Cheryl expressed that the cap is a good idea and that she appreciates the data Emily collects as it is helpful in future planning.

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

Cheryl Mango-Paget, Board President, reported that CCESA is submitting a grant proposal to continue the BRYs work and it will have an added piece about substance abuse focused on alcohol abuse. She also explained that some partial funding may be available for counselors after 2024.

Cheryl reported that CCESA and other district partners are looking to build a comprehensive counseling program versus one that puts out fires and is IEP driven.

She also explained that district leadership will receive an email today about the Trauma lens care program that will be launching. With this program, a contact at the school will be designated and the police are able to share via an app to the school contact person about incidents that occurred in a student's life. The school contact can ensure that resources are in place to help support that student because of this program.

Cheryl encouraged Ponderosa and Tse' Yaato' principals to develop a strong relationship/team over the next year.

Cheryl announced that she plans to meet with Les Hauer, PHS principal, to learn about updated building scheduling procedures.

She also expressed that in future board meetings she would like updates on the district's strategic plan.

- C. Approval of June 14, 2023, Board Meeting Minutes  
Cheryl Mango-Paget, Board President, approved the June 14, 2023, Board Meeting Minutes

#### IV. **PRESENTATIONS**

There were no presentations made.

#### V. **DISCUSSION ITEMS**

- A. Discuss the recommendation to approve a change in Board meeting times from 4:00 pm to 2:45 pm. This change would be in effect for the following months: August 2023, September 2023, October 2023, November 2023, December 2023, and January 2024. Board meeting dates will remain the same (as previously scheduled).

Dave Dirksen stated that this change will allow staff members to attend the board meetings if they desire but accommodate an earlier release in case of inclement weather for safer travelling in winter weather.

Her further explained that the meetings were previously held at 9am and moved to 4pm to accommodate the public and school staff attendance.

- B. Discuss the recommendation to approve Robin Pete as a substitute teacher and substitute principal.

Dave Dirksen explained that Robin Pete was the previous principal of PHS and is enjoying retirement but would like to stay connected with staff and students. He believes that she would be an asset as a substitute at PHS.

- C. Discuss the recommendation to approve the FY24 Adopted Budget.

Erin Tutay explained that the adopted budget has not changed from the proposed budget presented in June.

Cheryl asked if anyone had any other questions about the budget.

Dave asked that Erin state the total budget for the record.

Erin reported that the total budget for FY24 is \$3,924,938.

**VI. ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved the change in Board meeting times from 4:00 pm to 2:45 pm. This change would be in effect for the following months: August 2023, September 2023, October 2023, November 2023, December 2023, and January 2024. Board meeting dates will remain the same (as previously scheduled).
- B. Cheryl Mango-Paget, Board President, approved Robin Pete as a substitute teacher and substitute principal for the CCCASD.
- C. Cheryl Mango-Paget, Board President, approved the FY24 Adopted Budget of \$3,924,938.
- D. Cheryl Mango-Paget, Board President, approved Payroll and Accounts Payable Vouchers for CCASD
- a) AP Voucher #2445: \$25,123.48
  - b) AP Voucher #2446: \$25,340.30
  - c) AP Voucher #2447: \$4,766.84
  - d) AP Voucher #2448: \$2,384.83
  - e) Payroll Voucher #24: \$81,088.54
  - f) Payroll Voucher #25: \$73,451.53

**VII. FUTURE AGENDA ITEMS**

Dave said that he anticipates on the August board meeting agenda an action of vendor approvals, the FUSD catering contract for meal services at PHS, parent student handbook approvals for both high schools, and revised Indian and Procedures for the 23-24 school year for approval. He also anticipates the district wide strategic plan to be on the agenda for approval in August or September.

**VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS**

Dave announced that the district's online school will be making a few changes starting this fall to ensure students have the greatest success possible. Starting this fall, online students will have the opportunity to come to the Ponderosa High School every Wednesday using the classroom outside of Dave's office. These Wednesdays can be intake days for new students. All assessment and testing

activities will occur in person on Wednesday. SPED services will be received on Wednesday from Ken Lank, the PHS special education teacher. Emily will take on the sole responsibility of checking in and out computers to keep a tighter rein on inventory. This will be a plan that will create the greatest opportunity for success of online students. The cap of 30 students will help as well. Dave expressed that these are very intentional changes that have been made for student success.

Cheryl thanked Emily and Dave for their foresight. She encourage them to think about barriers students may face in attending Wednesdays. Cheryl asked, how it would work for a student that is 80 miles away.

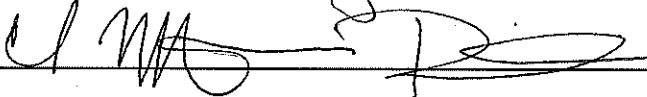
Emily explained that they have addressed that issue. Students in Tuba City or Page will zoom in Wednesdays rather than attend in person or they can come in once or twice during the semester and complete multiple assessments on that dat.

**IX. ADJOURNMENT**

Cheryl Mango-Paget, Board President, adjourned the meeting at 9:52 am.

**Next Meeting date: Regular Board Meeting will be held on August 9, 2023, at 2:45 pm.**

Dated this 9 day of August, 2023

By: 

President Cheryl Mango-Paget