

## Coconino County Accommodation School District

### Public Board Meeting Minutes

August 9, 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; Erin Tutay, Director of Business Services; John Phelps, Director of ESS; Les Hauer, Ponderosa High School Principal; Anna Eskridge, Executive Assistant; Emily Morton, Coordinator of CCASD Online Instruction; Dave Dirksen, CCASD Superintendent

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

#### I. OPENING ITEMS

Cheryl Mango-Paget, Board President, called the meeting to order at 2:45 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 has been on vacation and his report will be brief. This past month, he held weekly meetings with Erin Tutay and John Phelps. He's met frequently with Les Hauer and conferenced with Traci Parker regarding her master schedule for the new year. Dave attended both Open Houses for Navajo Nation Chapter House officials. He has completed the Strategic Plan and attended a Pre-Board Meeting with Cheryl Mango Paget.

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

Les Hauer reported that data update for total enrollment has increased since his report was written. PHS is now at a total enrollment of 88 students, with 75 in the building and 13 at T-school. Les explained that PHS will have capacity of 80 in-person students on site. Les plans to have monthly collaboration meetings with Traci Parker. He is developing observation, coaching, eval plan for staff. Will get feedback from teachers and check in with teachers on regular basis using TEI. Les reported that PHS is partnering with NACA; he will meet with them every 2<sup>nd</sup> Tuesday of every month. Lauren Genevro will also be included in those meetings. The kickoff event for staff was held on 8/4. Additionally, Les reviewed alumni support and will have a major doc for "one stop shop" for calendar, resources, events.

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

Traci Parker reported that she completed beginning teacher PD for FY 24 requisitions. She stated that no one attended the Navajo Nation open house. She sent out "Welcome Back"/parent letters for new and returning students. Met with foods services new director. Traci worked with Flag IT for Richie Clutter and got failed server issue resolved. She made numerous repairs to prepare for the new school year. Traci announced that Tse' Yaato' received \$2000.00 from the Navajo Nation grant. Traci also explained that numbers for college attendance are trending upward. Students are happy with classes and teachers.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed payroll for periods 1 and 2, processed AP batches weekly and new po's, completed Q2 quarterly tax reports and FY23 compensation reports, adopted budget and uploaded to ADE. Erin also attended ASRS webinar and NAPEBT board meeting. She also met with Executech, Brian Kelleher, about upcoming technology.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that 17 students are receiving services at PHS, 2 students from the Online Instruction program and 10 from Tse'Yaato, for Q1. He is organizing list of students to identify who will need services. He completed all Azella trainings and planning to meet with Becky Miller and Ken Linck to organize services. John will be attending IDEA conference and taking care of required paperwork.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that she finished 2<sup>nd</sup> Summer School session. 7 students passed with a C or better and 8 did not start at all or finish the class. Emily coordinated with JT for Back-to-school BBQ; she was able to meet and talk to many parents. Emily received computers back from many students.

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

Cheryl Mango-Paget, Board President, reported that she was able to talk to Les about the lullaby project and students who qualify and can work with a musician to write a lullaby song for their own child. She is getting ready to come around and see what the accommodation district may need.

C. Approval of July 12, 2023, Public Hearing Minutes

Cheryl Mango-Paget, Board President, approved the July 12, 2023, Public Hearing Minutes

D. Approval of July 12, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the July 12, 2023, Board Meeting Minutes

**IV. PRESENTATIONS**

There were no presentations made.

**V. DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the FY24 Parent/Student Handbook for Tse' Yaato' High School

Traci Parker stated that the handbook did not change except for the cover sheet to draw attention for parents. Information inside the handbook is exactly the same from previously. There is no need to go see an attorney since it is the same.

- B. Discuss the recommendation to approve the Ponderosa Parent/Student Handbook for the 2023-2024 school year

Les Hauer explained that Dave Dirksen said nothing was different from previously; the handbook will stay the same. Cheryl Mango Paget suggested adding AI policies into the handbook next year.

- C. Discuss the recommendation to approve Albert Tso as a substitute teacher for Tse' Yaato' High School.

Traci Parker stated that all 3 retirees indicated on limited basis, they would be available to come and sub if needed.

- D. Discuss the recommendation to approve Marie Tso as a front desk/registrar substitute for Tse' Yaato' High School.

Traci Parker stated that all 3 retirees indicated on limited basis, they would be available to come and sub if needed.

- E. Discuss the recommendation to approve Ellena Gonzales as a substitute teacher for Tse' Yaato' High School.

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- F. Discuss the recommendation to approve the district's Indian Policies and Procedures for the 2023-2024 school year (to be utilized for the FY25 Impact Aid Application).

Dave Dirksen explained that each year he must update and revise policies for Impact Aid application. Board approval is needed to complete policy revisions before sending them out to Navajo Nation Chapter Officials/Houses.

- G. Discuss the recommendation to approve the terms and conditions of the County Attorney's representation of the school district.

Dave Dirksen explained that letter from county attorney outlining the needs must be signed by the board president on the original letter.

- H. Discuss the recommendation to approve out of state field trips to Utah for Tse' Yaato' High School (i.e. Glenn Canyon Recreational Area, Grand Staircase Escalante, Pipe Springs, Kanab, St. George, Cedar City, Blanding).

Traci Parker explained that their location is only a few miles away from the state line and would like to take field trips with students. She wanted to put it before the board for approval this year; hasn't been proposed since before covid.

- I. Discuss the recommendation to approve Aimee Walton for indirect and direct speech related services, including screening, review of existing data, direct treatment, evaluation, development of IEP/MET, billing, and family and teacher conferences.

John Phelps explained that after reviewing 3 other candidates, he came to the decision to recommend Aimee Walton. She is up to date with new practices and policies and would be great for our students.

- J. Discuss the recommendation to approve the Meal Service Catering Agreement between Flagstaff Unified School District and CCASD for the 2023-2024 school year. This will provide meal services to students at Ponderosa High School.

Dave Dirksen stated that the difference in pricing is up .25 per meal; other than that, the agreement is identical to a year ago. Staff will still go to pick up meals, the same as last year. We will need to get a signature from Les Hauer on the catering agreement.

- K. Discuss the recommendation to approve the following district vendors for FY24:
- i. Edmentum as the online courseware for CCASD
  - ii. Century Security to provide security system
  - iii. Executech to provide IT services
  - iv. Infinite Visions (Tyler Technology) to provide financial services
  - v. JC Floor Care to provide janitorial and grounds services for Tse' Yaato' High School
  - vi. Magnum, Wall, Stoops, and Warden to provide legal services
  - vii. Performance Staffing to provide substitutes for custodial and reception positions
  - viii. Synergy (Edupoint) Student Information System to provide accurate documentation for submitting student data to the state
  - ix. Terra Birds Nonprofit to provide environmental consultation
  - x. RTR Paving & Resurfacing LLC to provide snow removal services for Ponderosa High School
  - xi. Flagstaff Unified School District to provide food services for Ponderosa High School

Erin Tutay explained that these are companies we have used for 5 years. Some of these are the only companies in the area. Based off their services, we would like to continue with same the same businesses/companies.

- L. Discuss the recommendation to approve the proposed five-year Strategic Plan for the school district. While this Strategic Plan is for years 2023-2028, it will be revisited annually, and revisions will be made as deemed appropriate.

Dave Dirksen stated that highlights from Strategic Plan are centered around 4 main areas. Each is a focused area grounded with goals/objectives/strategies. Time frames are very short and quick, i.e., End Date on page 7, the bottom 3 bullets represent this. Items in Plan are to develop a new pay salary schedule, facility repairs, roof inspections, and investigate going from metal keys to card swipe system, at least through main entry doors. Some timelines are completely different by stating an "Ongoing" date, not end date to keep them continuously worked on. Some may interpret the start and end date would be August and May, while school is in session, but it means it would continue throughout the entire year. Industry week for October did not enter specific start/end dates since this week is always a different week in October. The format for the Strategic Plan handbook is different than before; wanted it to be user friendly. Dave Dirksen stated he WILL browse through this every Sunday evening. He will work with his leadership team to enforce these strategies. Every time something is completed or achieved, it will get checked off. If it doesn't get completed, notes can be documented as well. Any actions can be indicated by tracking through the handbook.

Cheryl Mango Paget said she appreciated Dave Dirksen's hard work on this. She has more comments and questions and would like to go into more detail with him. She expressed putting it on September board meeting agenda.

## **VI. ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved the FY24 Parent/Student Handbook for Tse' Yaato' High School
- B. Cheryl Mango-Paget, Board President, approved the Ponderosa Parent/Student Handbook for the 2023-2024 school year.
- C. Cheryl Mango-Paget, Board President, approved Albert Tso as a substitute teacher for Tse' Yaato' High School.
- D. Cheryl Mango-Paget, Board President, approved Marie Tso as a front desk/registrar substitute for Tse' Yaato' High School.
- E. Cheryl Mango-Paget, Board President, approved Ellena Gonzales as a substitute teacher for Tse' Yaato' High School.
- F. Cheryl Mango-Paget, Board President, approved the district's Indian Policies and Procedures for the 2023-2024 school year (to be utilized for the FY25 Impact Aid Application).
- G. Cheryl Mango-Paget, Board President, approved the terms and conditions of the County Attorney's representation of the school district.
- H. Cheryl Mango-Paget, Board President, approved out of state field trips to Utah for Tse' Yaato' High School (i.e. Glenn Canyon Recreational Area, Grand Staircase Escalante, Pipe Springs, Kanab, St. George, Cedar City, Blanding).
- I. Cheryl Mango-Paget, Board President, approved Aimee Walton for indirect and direct speech related services, including screening, review of existing data, direct treatment, evaluation, development of IEP/MET, billing, and family and teacher conferences.
- J. Cheryl Mango-Paget, Board President, approved the Meal Service Catering Agreement between Flagstaff Unified School District and CCASD for the 2023-2024 school year. This will provide meal services to students at Ponderosa High School
- K. Cheryl Mango-Paget, Board President, approved the following district vendors for FY24:
  - i. Edmentum as the online courseware for CCASD
  - ii. Century Security to provide security system
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- iv. Infinite Visions (Tyler Technology) to provide financial services
  - v. JC Floor Care to provide janitorial and grounds services for Tse' Yaato' High School
  - vi. Magnum, Wall, Stoops, and Warden to provide legal services
  - vii. Performance Staffing to provide substitutes for custodial and reception positions
  - viii. Synergy (Edupoint) Student Information System to provide accurate documentation for submitting student data to the state
  - ix. Terra Birds Nonprofit to provide environmental consultation
  - x. RTR Paving & Resurfacing LLC to provide snow removal services for Ponderosa High School
  - xi. Flagstaff Unified School District to provide food services for Ponderosa High School
- L. Cheryl Mango-Paget, Board President, did not approve the proposed five-year Strategic Plan for the school district. She would like to table this action. She would like to have more time to speak to Dave Dirksen regarding the plan handbook.
- M. Cheryl Mango-Paget, Board President, approved the following Payroll and Accounts Payable Vouchers for CCASD:
- a) FY 23: AP Voucher #2449: \$19,326.13
  - b) FY 23: AP Voucher #2450: \$4,164.65
  - c) FY 23: AP Voucher #2451: \$4,843.10
  - d) FY 23: AP Voucher #2452: \$178.17
  - e) FY 24: AP Voucher #2400: \$40,649.39
  - f) FY 24: AP Voucher #2401: \$64,270.93
  - g) FY 24: AP Voucher #2402: \$6,758.78
  - h) FY 23: Payroll Voucher #26: \$62,055.22
  - i) FY 23: Payroll Voucher #27: \$44,320.06
  - j) FY 23: Payroll Voucher #28: \$30,166.66
  - k) FY 24: Payroll Voucher #1: \$23,736.64

**VII. FUTURE AGENDA ITEMS**

There were no future agenda items given.

**VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS**

Dave Dirksen reminded Erin Tutay and Cheryl Mango Paget to make sure to get Cheryl's signature on the original county attorney letter as needed. Les Hauer stated he has signed the catering agreement with FUSD for meal services.

**IX. ADJOURNMENT**

Cheryl Mango-Paget, Board President, adjourned the meeting at 3:41 pm.

**Next Meeting date: Regular Board Meeting will be held on September 13, 2023, at 2:45 pm.**

Dated this 13 day of September, 2023.

By: \_\_\_\_\_

President Cheryl Mango-Paget