

## Coconino County Accommodation School District

### Public Board Meeting Minutes

November 8, 2023

The Governing Board of the Coconino County Accommodation School District held a public hearing in person and virtually, November 8, 2023, at the office of the Coconino County Superintendent of Schools which resides at 2384 N Steves Blvd., Flagstaff, AZ 86004.

Attendees: Dave Dirksen, CCASD Superintendent; Erin Tutay, Director of Business Services; Michelle Despain, Board Secretary; Anna Eskridge, Executive Assistant

VIRTUAL Attendees: Cheryl Mango-Paget, Board President; Emily Morton, Coordinator of CCASD Online Instruction; Traci Parker, Tse' Yaato' High School Principal; John Phelps, Director of ESS; Megan Walker, Ponderosa High School Teacher

#### I. OPENING ITEMS

##### A. Call to Order

Superintendent Cheryl Mango-Paget called the meeting to order at 2:45 pm.

#### II. CALL TO THE PUBLIC

No public comments were made.

#### III. CONSENT AGENDA

##### A. Written Reports

*\*Please note that our monthly board reports serve the purpose of updating both the board of education and the public on the recent and forthcoming activities, events, and initiatives across the five entities that constitute the CCRASD.*

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

Dave Dirksen reported that he met regularly with Erin Tutay, Director of Business Services. He met with Les Hauer and John Taylor regarding the proposed rodent project at Ponderosa High School and they are continuing to research that opportunity. Dave visited Tse' Yaato' High School and met with principal Traci Parker. He also met with Board President, Cheryl Mango-Paget regarding the employment of two Plato Lab Managers.

Cheryl thanked Dave for his work this past month.

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

Dave Dirksen reported that Les Hauer is unable to attend today and that he would provide highlights of Les's board report. Dave explained that Les worked with the Arizona Trail Association on a trail project with students. Four PHS students visited the Goodwill Career Center where they built resumes and completed job searches.

Chery stated that it was good to hear that PHS is taking advantage of UNWNA new and expanding program. She has put a plug in for this

Cheryl thanked John for his report. She commented that there is new legislation regarding special education students and their contact needs. She asked that this be written into the school safety plan at the district's sites. Cheryl asked John to check in with District Superintendent Dave Dirksen and coordinate to meet that requirement.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that there are currently 29 students enrolled in the online school. Recently, students enjoyed working with JT of Terra Birds, learning about the care of plants and celebrating the success of their garden with pizzas made in the clay oven with dough donated by Fat Olives. Emily collaborated with John Phelps regarding her capstone project regarding improvements on the implementation of helping students with reading screen difficulties through assistive technology.

Cheryl thanked Emily for her board report and expressed excitement over the assistive technology possibilities that Emily is learning about.

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

Cheryl Mango-Paget congratulated the 3 school sites on their letter grades that were recently released- Tse' Yaato' High School earned an A grade, AOI received an A grade, and Ponderosa High School received a B grade.

Cheryl reported that Paul Garns, the district attorney is no longer with the county and a new attorney has not been announced yet. Prior to leaving, Paul had mentioned that the district will need to do a contract with Wisdom Good works rather than an MU.

Cheryl reported that ADE has been hacked and encouraged district leadership to look at the domain for emails and make sure that it says "azed.gov" at the end of email address and report all others as phishing.

Cheryl gave a big shout out to the district for having a Teacher of the Year nominee and Rookie Teacher of the Year nominee this year- Heidi McGervey and Noah Cordova. She was able to visit the nominees and see the excitement from their students.

C. Approval of October 11, 2023, Board Hearing Minutes

Cheryl Mango-Paget, Board President, approved the October 11, 2023, Hearing Meeting Minutes.

D. Approval of October 11, 2023, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the October 11, 2023, Board Meeting Minutes.

**IV. PRESENTATIONS**

There were no presentations given.

**V. DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the proposed *Instructional Time Model* (ITM) for the 2023-2024 school year. This ITM was presented and discussed at two prior *Public Hearings*. Those *Public Hearings* were conducted on Wednesday, October 11, 2023, at 2:30 pm and on Wednesday, November 8, 2023, at 2:30 pm.

Dave Dirksen explained that because the district did not receive feedback during the public hearings, his recommendation is to move forward with the approval of this item.

Traci stated that she fully supports this idea and option, especially with students travelling long distances to school and the difficulties they have with transportation. This will be an asset to Tse' Yaato' High School.

Cheryl expressed that this is a great opportunity to explore project-based learning and internships etc. in the coming year.

- B. Discuss the recommendation to approve the FY24 Prop 123 Monies for Administration, Custodial, and Registrars

Erin Tutay explained that Prop 123 is deposited into M&O and can be used for anything. This has previously been paid to admin staff. It will end at the end of 2025, FY25. Her recommendation is to pay a total of \$1,080 to admin staff including: Richard Clark, Richie Clutter, Dave Dirksen, Anna Eskridge, Les Hauer, Lacey Jaramillo, Traci Parker, John Phelps, and Erin Tutay.

Cheryl asked, when this funding ends, what is the district plan moving forward?

Erin stated that she is unsure. She explained that in the past, this has not been given to admin and maybe the parameters have changed. She is not sure if this is something the district can do going forward.

Dave stated that he believes that this isn't something the district will be able to do in the future because they would have to use district funds rather than state funds.

He expressed that these Prop 123 monies are a nice recognition of staff for their efforts over the last few years. He said that they will have to wait and see where it goes in the future.

Cheryl encouraged Erin and Dave to be forward thinking about the possibilities for the future.

- C. Discuss the recommendation to approve the FY24 Classroom Site 301 Monies for Certified Employees December and May Disbursement

Erin Tutay explained that she worked with Dave and that this year they reduced the weighted student count so that it is less than it was last year. She recommends providing a total of \$2500 to each teacher with them receiving

\$1250 in December and \$1250 in May. This will help preserve some funds within the classroom site budget and M&O.

Dave explained that part time employees will receive less based on their pro-rated employment level.

Traci stated that this information was shared with her staff, and they were appreciative of this plan and the foresight of putting aside funds to put towards raises for next year.

D. Discuss the recommendation to approve the FY23 School-Level Annual Financial Report

Erin Tutay explained that the FY 23 School-Level Annual Financial Report was submitted to ADE in October and the district passed with flying colors.

Erin explained that the AFR is just a breakdown of revenues and expenses by school site. The school listing tab contains the individual site information. The student count reserve tab highlights the 2023 CSF (Classroom Site Funds) per 2022 Group A weighted student count which is \$708. This is given to the district by the state and then multiplied by the student count to determine classroom site funds for 2023. The Data Entry Tab is expenditures per site. Total teacher salaries listed show the total teacher salary per site. This is the total teacher salary with 80% of teacher salary expenses coming from state and local sources. Line 139 shows that 99% of SPED funding is received from formula funding and IDEA and Special Education designated revenue.

Cheryl asked if there were any comments.

Dave asked Erin if the board president's signature is required for this report.

Erin responded that no signature is needed, this is just informational for the board.

Cheryl asked if this report is required by legislation or a requirement from ADE.

Erin stated that this report is for ADE and may be going away as all the information contained in it can also be found in the AFR.

E. Discuss the recommendation to approve the resignation of Richie Clutter as front desk/secretary/registrar for Tse' Yaato' High School effective January 26, 2024

Dave said that Richie Cutter previously worked as Tse' Yaato' High's Plato manager and moved over to the registrar position. She is resigning because she is moving out of state.

Traci Parker explained that this is Richie's 7<sup>th</sup> year at Tse' Yaato' and she has been an integral part of the school, and she is grateful for the time that Richie has spent there. Richie will be moving across the country for family reasons and Traci wished her the best in the future.

Dave explained that once this item is approved as an action item, the district will immediately begin looking for a replacement.

Cheryl stated that she was glad for Richie and wished Tse' Yaato' luck in replacing her.

- F. Discuss the recommendation to approve the cooperative research and development agreement between Wisdom Good Works, Inc and Ponderosa High School to engage PHS students in scientific fieldwork on the PHS campus to explore best practices for non-toxic rodent control methods including the use of an herb that rodents eat which causes reproductive sterilization.

Cheryl stated that the attorney for the district has left his position, but prior to leaving he had stated that an MOU is not a legally binding document, and it would need to be a contract. She also stated there would need to be input at that point in time from the attorney if the school continues to pursue this agenda item.

Dave Dirksen explained that because of the turnover with attorneys, they will need to have further review and Mr. Hauer will have to work with the new attorney to create a contract if this is something Ponderosa High School decides to pursue.

## **VI. ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved the proposed *Instructional Time Model (ITM)* for the 2023-2024 school year. This ITM was presented and discussed at two prior *Public Hearings*. Those *Public Hearings* were conducted on Wednesday, October 11, 2023, at 2:30 pm and on Wednesday, November 8, 2023, at 2:30 pm.
- B. Cheryl Mango-Paget, Board President, approved the FY24 Prop 123 Monies for Administration, Custodial, and Registrars
- C. Cheryl Mango-Paget, Board President, approved the FY24 Classroom Site 301 Monies for Certified Employees December and May Disbursement
- D. Cheryl Mango-Paget, Board President, approved the FY23 School-Level Annual Financial Report
- E. Cheryl Mango-Paget, Board President, approved the resignation of Richie Clutter as front desk/secretary/registrar for Tse' Yaato' High School effective January 26, 2024
- F. Cheryl Mango-Paget, Board President, approved Payroll and Accounts Payable Vouchers for CCASD
  - a) FY 24: AP Voucher #2413: \$9,524.47
  - b) FY 24: AP Voucher #2414: \$11,368.33
  - c) FY 24: AP Voucher #2415: \$17,370.50
  - d) FY 24: AP Voucher #2416: \$3,207.66
  - e) FY 24: AP Voucher #2417: \$4,527.01
  - f) FY 24: Payroll Voucher #7: \$68,935.87
  - g) FY 24: Payroll Voucher #8: \$70,838.88

## **VII. FUTURE AGENDA ITEMS**

Dave stated that in the December or January regular board meeting, the district needs to set the dates and times for the board meetings beginning with February 2024 through January 2025.

Cheryl suggested that the new meeting dates and times be a discussion item in December 2023 and an action item in January 2024.

Erin stated that there may be a revision for the December budget on the December agenda.

**VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS**

Cheryl gave another offer of congratulations to the 2 nominees for Teacher of the Year and Rookie Teacher of the Year.

Dave announced that he, Anna, and Erin had a very successful consultation with the Diné department of education. He said that there was good feedback and that it was a great consultation.

Cheryl said that she was looking forward to hearing about it in more detail.


Cheryl announced that she had the opportunity to attend the Page Balloon Regatta and enjoyed getting to know the Page community better. She said that the community was welcoming and it was a great place to be.

**IX. ADJOURNMENT**

Superintendent Cheryl Mango-Paget adjourned the meeting at 3:42 pm.

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

Dated this 13 day of December, 2023

By: 

President Cheryl Mango-Paget