

Coconino County Accommodation School District

Public Board Meeting Minutes

May 1, 2024

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, May 1, 2024, 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 Exceptional Student Services; Anna Eskridge, Executive Assistant.

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

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

*Please note that public questions/comments are reserved to agenda items only and each speaker will receive up to 3 minutes.

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 CCASD.*

1. Dave Dirksen, District Superintendent

Dave Dirksen reported that he continued to work on the development of a new employee handbook. He also worked with the leadership team on school calendars for the upcoming academic year. Dave explained that he had the opportunity to fill in as Ponderosa High School principal on April 17th and enjoyed that. He also made the decision in consultation with Erin Tutay, director of business services, and the board president to continue Online Instruction for another year. He explained that the considerations for that decision are always budget and registration/student count.

Cheryl thanked Dave for all his work and expressed excitement over the new employee handbook.

2. Les Hauer, Ponderosa High School

Les Hauer reported that the school had an eventful April. 500 ponderosa pine trees were planted by students. The school also had good participation on their family night in April. The school continues to gain awareness and support of culinary program with community partners. He also had the opportunity to take 13 students to Chase Field in Phoenix for a construction fair to meet with companies in that field and then the students attended a baseball game. Les has also been interviewing for open teacher positions.

Cheryl thanked Mr. Hauer for his initiatives that go beyond the diploma and for working to get the culinary program going. She also expressed that she appreciates the student engagement that she observes in the school.

Dave expressed appreciation for the pictures that Les adds to his monthly board reports.

3. Erin Tutay, Director of Business Services

Erin Tutay reported that she met with Fang Martin to discuss hot topics in school finance. She also attended three workshops from Heinfeld and Meech in a row and worked on the revised budget.

Cheryl expressed appreciation for the partnership between the district and the Superintendent of Schools finance departments and that they are working together to share information.

4. John Phelps, Director of Exceptional Student Services

John Phelps reported that as of the date his report was written, the following number of students were receiving services at each site for Quarter 4: Ponderosa High School- 18 students, Tse'Yaato' High School- 4 students, Online Instruction- 1 student, Juvenile Detention Center-1 student. He applied for IDEA grants with Erin Tutay. John also attended the field trip to the Construction Fair in Phoenix. He expressed the powerful impact of field trips on district students. John also visited Tse'Yaato' High School on April 19th. Planning for May, he has one more IEP for the year and is prepping for onsite monitoring on May 16th.

5. Emily Morton, District AOI Coordinator

Emily Morton reported that current enrollment for online instruction is 22 students which includes one SPED student. She reported that there are about 10 students on the list for summer classes with more coming in. She also has a student list started for next year.

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

Superintendent Cheryl Mango-Paget reported that congress has not reauthorized Secure Rural Schools. This will impact the 2025 fiscal year. Cheryl encouraged

the leadership team to reach out to Eli Crane and other representatives to propel them to action to continue this funding. The accommodation district will receive one last allocation in the upcoming fiscal year of \$30,000.

The CCESA has submitted a grant to help increase counselors in schools and help pay for them. CCESA is partnering with ADE and NAU for Project Aware. CCESA is the LEA for the region. This grant will also provide opportunities/incentives such as tuition costs for providers to earn their master's and additional retooling opportunities.

Cheryl also gave another shout out to Noah Cordova for being named a Rookie Teacher Ambassador of Excellence.

She spoke about how the positive culture of the district is spreading in the community. This is seen in the applications that have been received for the math, social studies, and counseling positions.

Cheryl encouraged everyone to keep up the good work.

Dave asked about the grant that CCESA has applied for. He wanted to know if the grant would cover a full salary for a counselor on only half of a salary.

Cheryl explained that if funded, it would be 75% the first year and then would be reduced over a period of five years to help schools plan and budget.

C. Approval of April 3, 2024, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the April 3, 2024, Board Meeting Minutes.

IV. PRESENTATIONS

No presentations were made.

V. DISCUSSION ITEMS

A. Discuss the recommendation to change the board meeting times for August 2024 through January 2025 to 9:30 am. The change will be as follows:

- i. August 7, 2024, at 9:30 am
- ii. September 4, 2024, at 9:30 am
- iii. October 9, 2024, at 9:30 am
- iv. November 6, 2024, at 9:30 am
- v. December 4, 2024, at 9:30 am
- vi. January 8, 2025, at 9:30 am

Dave Dirksen explained that he recommended about a year ago to change the meeting time to later in the day to accommodate community members who had expressed that they couldn't attend board meetings in the morning. Over the last year, the board meetings have been held in the afternoons and community members are still not attending. Additionally, the afternoon time has been difficult for members of the leadership team with conflicts among schedules. With this information and after the yearlong trial of the time change, Dave

requests that the board meetings times be changed back to 9:30 am to better accommodate the leadership team schedule.

- B. Discuss the recommendation to approve the CCASD Special Education Handbook which includes district policies and procedures.

John Phelps explained that he emailed the leadership team a copy of the CCASD Special Education Handbook. It is over 100 pages long, so it is not included in the board packet. He explained that one of his favorite parts of the handbook is the explanation of program and that Ponderosa and Tse'Yaato' are inclusive schools. John explained that he used the ADE checklist to create the handbook and include policy and procedures for each situation. The handbook also includes templates and supports for special education and general education teachers to use and access.

John stated that he is meeting with his programmatic specialist on May 16th, and she may have some edits for the handbook, but needs to view board approved procedures. Because of this, a revised handbook may come up on a future agenda.

Dave added that this handbook has been reviewed by the attorney.

Cheryl thanked John for the advanced notice that there may be additional edits/revisions based on feedback from the programmatic specialist. She thanked John for his hard work and the heavy lift that this handbook was for him.

- C. Discuss the recommendation to approve the Tse'Yaato' High School FY25 Calendar.

Dave explained that the Tse'Yaato' calendar has been drafted as a five day a week calendar and is closely aligned with Page Unified district calendar apart from Page being a four day a week calendar. Breaks and Holidays are aligned. This calendar was done collaboratively with staff and includes two snow make up days. All employees will receive 26 paychecks. The calendar meets all holidays and ADE requirements.

Cheryl stated that she appreciates the collaboration among staff and hopes that this calendar will meet the needs of all students.

- D. Discuss the recommendation to approve the School Year 2024-2025 JDC/Jail Calendar and 12-month Employee Calendars.

Erin Tutay explained that she aligned the Tse'Yaato' 12-month employee calendar with Page Unified so that the breaks/days off match and are not conflicting. She also aligned the Ponderosa High 12-month employee calendar with Flagstaff Unified to ensure that breaks/days off match. Erin explained that it is beneficial for the employees to coordinate the calendars to align with local districts.

Erin also explained that the JDC calendar aligns with Flagstaff Unified.

Dave stated that he wanted to note the Jail/JDC calendar has 225 days.

E. Discuss the recommendation to approve School Year 2024-2025 Employee Contracts.

- i. Joshua Adams-Tse' Yaato'
- ii. Joshua Armstrong-Ponderosa
- iii. Vera Baron-Juvenile Detention Center
- iv. Tina Beckwith-Tse' Yaato'
- v. Susie Brooks-Juvenile Detention Center Registrar/Ponderosa Substitute Teacher
- vi. Richard Clark-Ponderosa
- vii. Anna Eskridge-District
- viii. Kori Fitch-Tse' Yaato'
- ix. Leslie Hauér-Ponderosa
- x. Lacey Jaramillo
- xi. Kenneth Linck-District
- xii. Rebecca McCormick-Tse' Yaato'
- xiii. Heidi McGervey-Ponderosa (Transition)
- xiv. Rebecca Miller-Tse' Yaato'
- xv. Emily Morton-CCASD Online Instruction
- xvi. Traci Parker-Tse' Yaato'
- xvii. John Phelps-District
- xviii. Erin Tutay-District
- xix. Megan Walker-Ponderosa

Erin Tutay explained that she is presenting the above employee contracts for discussion and approval today.

Cheryl explained that the team has spent a lot of time examining the budget and looking at current payroll and that she is confident about the raises that will occur for next year.

Cheryl also stated that Erin and the team did a great job ensuring that district staff were well compensated.

F. Discuss the recommendation to approve the School Year FY24 May Revised Budget.

Erin Tutay explained that the May revised budget for FY24 finalizes everything for the state regarding the FY24 budget.

Erin shared some highlights of the report. She explained that many items are auto populated from the adopted budget and then adjusted as needed. The cover sheet shows the budget limit is \$4,631,499. This is not the CCASD budget. The district can never spend up to the capacity because it is an accommodation district which operates differently from a traditional district.

On the bottom of page 1, for budget FY24, total amount for total expenditures, line 14 and lines 24 through 29 shows \$3,337,937. This has increased from the prior year's budget of \$2,000,893. This was changed to reflect the true budget capacity. Erin explained that calculated available budget from ADE is not synonymous with the actual budget capacity that the district has due to

differences in cash and state equalization assistance. Because the district is an accommodation district, it does not have a property tax levy so a portion of the capacity budget cannot be spent.

Page 3 shows classroom site funds have increased because the total student weighted count has increased from \$758 and next year will be \$792.

Page 4 shows the capital funds increased because state aid increased.

During the encumbrance period, some money will be moved and adjusted to M&O so that the district does not have dead cash and is able to use these funds.

Page 6 shows the impact aid and other federal funds. Some parts have increased, but some has decreased because the district is no longer receiving ESSR funding. This decrease was to adjust for actual allocations. The largest portion of this increase was due to adjusting other federal projects. Specifically, Fund 349, Forest Fees, accounts for 98% of the increase in this category.

Erin commented that district is being conservative with the budget, but at the same time showing that the funds are being spent so that the district does not lose funding due to lack of spending.

Cheryl commended Erin for her excellent work on the budget. She also expressed optimism that the State Facility Board will approve funding for accommodation districts established before 2012. Additionally, Cheryl emphasized the importance of the district maintaining capacity to handle any potential disasters effectively.

- G. Discuss the recommendation to approve the FY25 Calendar for Ponderosa High School.

Les Hauer explained that the faculty worked together on the calendar, verifying it met all requirements. three snow days are included in the Ponderosa High School calendar, and it is closely aligned with Flagstaff Unified School District.

Cheryl thanked Traci and Les for working as a team on the calendars and looking at local districts and aligning calendars.

VI. CONSENT AGENDA

- A. Written Report- Traci Parker, Tse' Yaato' High School Principal

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Traci reported that she administered ACT test to juniors and the ASPIRE test to freshmen with 100% of freshman testing. She explained that when scores come back, the Arizona proficiencies are set to college entrance scores. This is a high benchmark for proficiency in Arizona. Traci stated that Tse'Yaato' received a grant from Walmart which the school used to purchased trees and vines for their garden and to update and repair the water system. Tse'Yaato' has had a busy month with many activities and speakers.

Cheryl thanked Traci for all that she does and congratulated her on the grants that Tse'Yaato' is receiving.

VII. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved to change the board meeting times for August 2024 through January 2025 to 9:30 am. The change will be as follows:
 - i. August 7, 2024, at 9:30 am
 - ii. September 4, 2024, at 9:30 am
 - iii. October 9, 2024, at 9:30 am
 - iv. November 6, 2024, at 9:30 am
 - v. December 4, 2024, at 9:30 am
 - vi. January 8, 2025, at 9:30 am
- B. Cheryl Mango-Paget, Board President, approved the CCASD Special Education Handbook which includes district policies and procedures.
- C. Cheryl Mango-Paget, Board President, approved the Tse'Yaato' High School FY25 Calendar.
- D. Cheryl Mango-Paget, Board President, approved the School Year 2024-2025 JDC/Jail Calendar and 12-month Employee Calendars.
- E. Cheryl Mango-Paget, Board President, approved the School Year 2024-2025 Employee Contracts.
 - i. Joshua Adams-Tse' Yaato'
 - ii. Joshua Armstrong-Ponderosa
 - iii. Vera Baron-Juvenile Detention Center
 - iv. Tina Beckwith-Tse' Yaato'
 - v. Susie Brooks-Juvenile Detention Center Registrar/Ponderosa Substitute Teacher
 - vi. Richard Clark-Ponderosa
 - vii. Anna Eskridge-District
 - viii. Kori Fitch-Tse' Yaato'
 - ix. Leslie Hauer-Ponderosa
 - x. Lacey Jaramillo- Ponderosa
 - xi. Kenneth Linck-District
 - xii. Rebecca McCormick-Tse' Yaato'
 - xiii. Heidi McGervey-Ponderosa (Transition)
 - xiv. Rebecca Miller-Tse' Yaato'
 - xv. Emily Morton-CCASD Online Instruction
 - xvi. Traci Parker-Tse' Yaato'
 - xvii. John Phelps-District
 - xviii. Erin Tutay-District
 - xix. Megan Walker-Ponderosa
- F. Cheryl Mango-Paget, Board President, approved the School Year FY24 May Revised Budget.
- G. Cheryl Mango-Paget, Board President, approved the FY25 Calendar for Ponderosa High School.
- H. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
 - a) FY 24: AP Voucher #2438: \$3,871.66
 - b) FY 24: AP Voucher #2439: \$4,741.49
 - c) FY 24: AP Voucher #2440: \$38,106.10

- d) FY 24: AP Voucher #2441: \$14,146.17
- e) FY 24: Payroll Voucher #19: \$69,005.27
- f) FY 24: Payroll Voucher #20: \$73,305.03

VIII. FUTURE AGENDA ITEMS

Les plans to submit discussion and action items for three new hires.

Erin will have the FY 25 proposed budget on the agenda for next month.

IX. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS

Dave announced that Ponderosa High School and Tse'Yaato' High School principals have invited the county Board of Supervisors and Coconino County Superintendent of Schools to attend the graduations for both schools.

X. ADJOURNMENT

Superintendent Cheryl Mango-Paget adjourned the meeting at 3:32 pm.

Next Meeting date: Regular Board Meeting will be held on June 6, 2024, at 9:30 am.

Dated this 4 day of June, 2024.

By: 

President Cheryl Mango-Paget