

# Coconino County Accommodation School District

## Public Board Meeting Minutes

June 5, 2024

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, June 5, 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; Les Hauer, Ponderosa High School Principal.

VIRTUAL Attendees: none

### I. OPENING ITEMS

#### A. Call to Order

Superintendent Cheryl Mango-Paget called the meeting to order at 9:30 am.

### 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 CCRASD.*

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

Dave Dirksen reported that he and Erin Tutay successfully completed the federal monitoring of Impact Aid and received a glowing exit review. The district will be used as a model for other districts throughout the country.

Dave also attended the Ponderosa and Tse'Yaato' High graduation ceremonies. He conducted the annual leadership team retreat. Connected with Chapter House partners to provide them a draft of the Indian Policies and Procedures and an opportunity for the Chapter Houses to provide feedback.

Cheryl thanked Dave for his report and expressed appreciation for the leadership retreat which she was able to attend a portion of.

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

Les Hauer reported that May 7-9 the entire school participated in presentations on Traveling the Universe through immersive experience of astronomy, poetry, and music that culminated in a field trip to Lowell Observatory.

Les explained that as they have gone on field trips, they have developed a new learning objective for Ponderosa High students. Students will receive instruction about how to interact with the public and how to conduct themselves when in public.

PHS US history students visited a community partner, The Bluffs assisted Living, to meet a Vietnam War veteran.

A voter registration drive was held on May 21, 2024.

22 students graduated on May 22, 2024, and the following day students participated in a bowling field trip to celebrate the end of the school year.

Cheryl expressed her appreciation for the opportunities the senior community has to connect and share experiences with students. She also thanked Les for his successful first year as the principal of Ponderosa High School.

3. Traci Parker, Tse' Yaato' High School

Dave reported that Traci Parker is on vacation and unable to attend. He shared some highlights of her report.

Traci attended the year end collaboration meeting with the Edmentum representative. She took spring graduates on a tour of Coconino Community College. Traci created the FY 24-25 master schedules and submitted ADE reports including the final on track to graduate, credits earned, and CCRI.

Cheryl expressed appreciation to Traci for her hard work and shifting to push more beyond the diploma and career readiness.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she completed the May revised budget. She processed payroll and accounts payable batches. She attended the AASBO School Business Officials Cohort III class. She met with Fang Martin, Chief Deputy to discuss hot topics. Erin also completed her final course for AASBO. She is working on the proposed budget for FY 25 and end of year payrolls.

Cheryl congratulated Erin on completing her AASBO course work and thanked Erin for all that she does.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that there are currently no students receiving special education services that are registered online, but some students who are participating with Terra Birds are receiving services and John is supporting them. He attended the Ponderosa High School and Tse'Yaato' High

School graduations. John reported that he had a successful meeting with the programmatic support specialist from ADE.

Cheryl expressed a desire to hear more about the Terra Birds summer programming in the July meeting.

John stated that Terra Birds is a great program that builds skills and connections for students who wouldn't be able to find a job otherwise. He stated that Terra Birds is an important part of the district.

Cheryl thanked John for his work with the district and expressed that it was great to hear about his positive meeting with the programmatic support specialist.

6. Emily Morton, District AOI Coordinator

Dave explained that Emily Morton is on vacation, and he reported that she currently has 13 students enrolled in summer school with 8 students pending enrollment with a total of 21 students. The cap for summer school online is 25 students. Dave reported that Online Instruction had six students graduate in May 2024.

Cheryl expressed appreciation to Emily for her work.

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

Superintendent Cheryl Mango-Paget reported that she recently attended the Arizona Correctional Educators conference in Maricopa. She explained that it was an amazing conference with phenomenal speakers focused on restorative pathways and mental health. This conference may be something for the staff at Pondersoa, Tse' Yaato' and Juvenile Detention to attend.

Cheryl reported that she met with representatives from Cognia at the Arizona Association of County School Superintendents meeting to discuss accreditation deficits and future expectations. She will share her notes from the meeting with the leadership team to assist the district in advancing to the next level of accreditation.

Dave stated that the Cognia advancement would probably be the 26-27 school year.

Cheryl stated that she just wanted to highlight and share what she learned to help better prepare the district for when it moves forward.

She also announced that CCESA is in the process of writing a grant that would focus on family engagement and keeping BYRS components to allow programmatic pieces to continue.

C. Approval of May 1, 2024, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the May 1, 2024, Board Meeting Minutes.

**IV. PRESENTATIONS**

No presentations were made.

**V. DISCUSSION ITEMS**

- A. Discuss the recommendation to approve the School Year FY25 Warrant Resolution.

Erin Tutay explained that approval of the School Year F25 Warrant Resolution is a statutory obligation that is completed every school year to ensure that warrants can be issued for the upcoming school year.

Cheryl if a Conflict-of-Interest Statement also needed to be signed.

Erin explained that the Conflict-of-Interest Statements will be brought before the board in the July board meeting.

- B. Discuss the recommendation to approve School Year 2024-2025 Chief Education Officer Contract for Dave Dirksen.

Superintendent Mango-Paget explained that Dave has been with the district for 3 years and it is time to renew his contract. He has been offered a contract for the coming school year. The title has been changed to Chief Education Officer to reflect his duties and dispel confusion of roles. His duties will remain the same, but the title will change

Dave said that the title change is a good change. He stated that there has been confusion over who the superintendent of the county and district is and changing the title will help make the roles clear.

Cheryl explained that the contract is for one year due to the upcoming election. If a new county superintendent is elected, they may choose to manage the district themselves. Additionally, after reviewing the budget with Erin, they determined a one-year contract aligns better with the district's current financial capacity.

Cheryl also noted that the position allows for resource sharing across the district and reduces the workload on principals, enabling them to focus on being educational leaders.

- C. Discuss the recommendation to hire Donna Lyons as a .5 FTE counselor for Ponderosa High School.

Les Hauer explained that he worked with Ms. Lyons for more than a decade at Coconino High School and he believes that she will be a benefit to the school. She is .5 employee, and the school will supplement with CCESA employees as needed.

Dave explained that this is a one-year pilot as a .5 and that the district can amend and up the position to a .75 or 1.0 as needed after this year.

Cheryl expressed excitement about Donna Lyons working with the district. She has heard about Donna in the education community and the comments have been glowing. Cheryl stated that as an alternative school it is important to provide mental health support and services to help the student population.

Les stated that he supervised school counselors for 5 years and learned a lot about that job. Counselors don't always know an equal amount about the social-emotional side and the academic side. It is difficult for one person to be an expert at both. Social workers can be an asset at the school to help bridge the gap.

Les stated that he feels confident that this plan will be successful because of the quality county staff available to help supplement.

Dave stated that when he was a superintendent for FUSD, he relied on Donna for many things at that Coconino High campus. She is extremely student centered and her therapy dog will be an asset as well.

- D. Discuss the recommendation to hire Benjamin McDonald as a social studies teacher for Ponderosa High School.

Les Hauer explained that Mr. McDonald is someone he has known for over a decade. He is an effective instructor and has an exceptional commitment to his students. Les believes that his skill set will be an asset to Ponderosa High School students.

Cheryl expressed excitement that Ponderosa has found such a qualified social studies teacher.

- E. Discuss the recommendation to approve September 11, 2024, as the designated Impact Aid Survey date for the 2024-2025 school year.

Dave Dirksen explained that at the leadership retreat, the team worked together to select the date for the Impact Aid Survey. This means that the attendance count on September 11, 2024, for the Navajo students will be counted toward the impact aid application.

Dave explained that this date was chosen so that it was further away from the Labor Day holiday. Additionally, the date was timed so that the enrollment will be completed for the first 9-weeks and not so far into the quarter that students have been dropped due to the 10-day absenteeism policy.

- F. Discuss the Auditor General 90-day USFR Audit

Erin Tutay reported that she will meet with the USFR Audit representative on June 11, 2024, to discuss the district's 90-day review plan. The audit team will not visit the campus but will require documentation proving that the audit deficiencies have been addressed.

Erin explained that out of 18 categories, the district received 12 nos. 85% of items have been completed/corrected.

Additionally, Erin will be meeting on June 17<sup>th</sup> with Heinfeld Meech to discuss what they missed.

Erin feels confident that the district will do well on the FY24 audit. This was her first year without training and based on the feedback and the process, she has implemented procedures and processes that will ensure the district is successful next year.

Dave stated that he is confident in Erin's ability to address these issues and that he will work with her over the 90 days to get feedback from the Arizona Auditors Office to help the district improve and learn so that the district is better prepared for the FY24 audit.

Cheryl explained that ASBO has some tutorials that may be helpful.

Cheryl thanked Erin for her transparency and looking at what systems need to be in place so that there are checks and balances to ensure that things are not being missed.

Erin stated that she has addressed many areas in registrar's bootcamp so that systems are the same across the district. She is also creating a binder identifying roles and who does what.

Dave asked to go back to discussion item B and provided edits on the Chief Education Officer job description in the board packet. The district title needs to be changed to reflect the title change to Chief Education Officer.

Cheryl stated that she would look for the most updated paperwork and asked Michelle Despain, board secretary, to ensure that the Chief Education Officer job description is the correct version.

## **VI. ACTION ITEMS**

- A. Cheryl Mango-Paget, Board President, approved the School Year FY25 Warrant Resolution.
- B. Cheryl Mango-Paget, Board President, approved the School Year 2024-2025 Chief Education Officer Contract for Dave Dirksen.
- C. Cheryl Mango-Paget, Board President, approved to hire Donna Lyons as a .5 FTE counselor for Ponderosa High School.
- D. Cheryl Mango-Paget, Board President, approved to hire Benjamin McDonald as a social studies teacher for Ponderosa High School.
- E. Cheryl Mango-Paget, Board President, approved September 11, 2024, as the designated Impact Aid Survey date for the 2024-2025 school year.
- F. Cheryl Mango-Paget, Board President, approved Payroll and Accounts Payable Vouchers for CCASD
  - a) FY 24: AP Voucher #21: \$68,989.55
  - b) FY 24: AP Voucher #22: \$67,889.20
  - c) FY 24: AP Voucher #23: \$91,567.22
  - d) FY 24: Payroll Voucher #2442: \$ 3,884.85
  - e) FY 24: Payroll Voucher #2443: \$22,283.90
  - f) FY 24: Payroll Voucher #2444: \$ 34,546.67
  - g) FY 24: Payroll Voucher #2445: \$ 10,366.70

## **VII. FUTURE AGENDA ITEMS**

Dave Dirksen stated that the revised Indian Policies and Procedures (a part of Impact Aid) will be on the August agenda.

Dave stated that he may require a special board meeting about the Ponderosa High School Math teacher position. The district is pursuing ways to fill the math teacher position but may need to pivot which will require board approval. This item may be a July agenda item or a special board meeting agenda item.

Dave explained that Pondersoa High School may use a substitute teacher to fill the position while their candidate is waiting for certification to come in.

Erin stated that the adopted budget will be on the July agenda along with the sole source letters, conflict of interest form, and FY25 asset disposal forms.

John stated that expects to have independent contractors' contracts for the July agenda.

**VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS**

Dave Dirksen stated that Tuesday, June 11, 2024, will be his last day in the district prior to going on vacation. He will be back in the office on July 1, 2024.

**IX. ADJOURNMENT**


Superintendent Cheryl Mango-Paget adjourned the meeting at 10:20 am

**Next Meeting date:**

**A Special Board Meeting will be held on June 13, 2024, at 12:30 pm.**

**Regular Board Meeting will be held on July 10, 2024, at 9:30 am.**

Dated this 10 day of July, 2024.

By: 

President Cheryl Mango-Paget