

Coconino County Accommodation School District

Public Board Meeting Minutes

July 10, 2024

The Governing Board of the Coconino County Accommodation School District held a meeting in person and virtually, July 10, 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, Chief Education Officer; Erin Tutay, Director of Business Services; John Phelps, Director of Exceptional Student Services; Les Hauer, Ponderosa High School Principal; Michelle Despain, Board Secretary.

VIRTUAL Attendees: Traci Parker, Tse'Yaato' High School Principal; Emily Morton, District AOI Coordinator

I. OPENING ITEMS

A. Call to Order

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

Cheryl noted that there is a typo on the Consent Agenda for Item C where it states approval of the May 1, 2024, board meeting minutes. Those minutes were approved at the June 5, 2024, board meeting. Today's board meeting will have the June 5, 2024, meeting minutes up for approval.

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, Chief Education Officer

Dave Dirksen reported that his report is brief due to his absence for vacation. He met regularly with Erin Tutay, director of business services. Dave arranged for a technician to address air conditioning issues in the CCESA complex. He also contacted Candis Yazzie with the Navajo Nation regarding presenting to all the district Chapter House Partners at the Western Navajo Agency Council Meeting to be held this fall in Kayenta. Dave also attended the Auditor General's office regarding the USFR Audit. He met with Les Hauer to discuss the open math teacher position.

Cheryl stated that she is looking forward to finalizing the math teacher position

2. Les Hauer, Ponderosa High School

Les Hauer reported that June was a quiet month. He was able to attend the HEAL conference and the AZK12 Center Leadership Conference. He also met with 10 families to conduct pre-enrollment interviews.

Cheryl remarked that she met some of the families as they came to meet with Les, and she is excited about enrollment for the coming school year.

3. Traci Parker, Tse' Yaato" High School

Traci Parker reported that she finalized test dates for fall and spring for ASVAB with MEPS. She finalized the food services contract with PUSD. With the calendar change in PUSD's upcoming school year, she was able to finalize an agreement with Little Caesars for \$5 pizzas for the Friday meal for the school. The pizza will be served along with milk and fruit to meet federal guidelines. She inventoried Chromebooks and prepared them for the new school year. Traci attended the HEAL conference with her staff and utilized grants to pay for expenses. She collaborated with Juvenile Probation for a quick audit of pest control billing. Coordinated with Knight Servies to repair an AC unit on the TSY building.

Dave clarified that the \$5 pizza agreement is because PUSD is not in session on Fridays and that this will be a regular, weekly agreement.

Cheryl thanked Traci for her report and expressed that she is glad to see that Tse'Yaato's partnership with PUSD is still going forward and that it is great that district students can be served under the federal program.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she worked on year end payrolls. She worked with registrars at both high schools on the new year blanket requisitions for the new year. Erin graduated from the AASBO School of Business training. She completed the proposed budget and had it approved at the June 13, 2024, board meeting. Erin submitted a grant application completed by John Phelps for the ESEA Consolidated grant in GME. She conducted the annual registrar bootcamp. Erin also met with the auditor general's office to discuss the different categories of the USFR questionnaire that the district received deficiencies on and how to correct those going forward.

Cheryl stated that she had the opportunity to sit in at the boot camp and it was wonderful. She thanked Erin for putting that together.

5. John Phelps, Director of Exceptional Student Services

John Phelps reported that there are no students that receive services enrolled in the district's summer program. He supported the Terra Bird Programming for the month of June. John also attended the HEAL conference. He completed the parent involvement survey. John confirmed with Erin Tutay that the district's SIS is set up correctly for Special Education Discipline. He relocated offices so that he is in the area with other district office employees.

Cheryl thanked John for his report and stated that the shift in locations will be helpful for him to shift his thinking to that of a district employee serving all locations.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that there were 20 students enrolled for summer school for June and 23 enrolled for July.

In June, all but 2 students were engaged and participating in the summer session, which is much higher than normal. Of the 15% that were not engaged, one had internet issues and the other had a serious family situation.

The online instruction did not meet the requirements to qualify for CCRI at this time. The minimum requirement is 10 students and the online instruction had 9 students due to a record number of seniors who were on track to graduate.

Erin stated that regarding the CCRI that she verified that not qualifying for the CCRI will not affect the letter grade of the online school.

Cheryl expressed enthusiasm about the high level of engagement from the summer school students. She proposed analyzing the differences between summer school and the regular school year to identify effective strategies. Cheryl suggested that the online school could adopt these successful procedures to maintain student engagement throughout the entire school year.

Emily stated that she plans to survey the students to learn why they were more motivated this summer.

Dave stated that Emily will continue to come in on Wednesdays to meet with students and conduct assessments. He plans to work with Emily on setting up the room to meet the online school needs.

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

Superintendent Cheryl Mango-Paget advised principals and the district Chief Officer to connect with Terry Maurer at CCESa to participate in the school safety grant.

She also stated that CCESA has submitted applications for several grants but has not heard anything yet. One of the grants focused on providing counseling services.

Cheryl explained that Lee Irby is leading the RESET grant (BYRS 2) which will focus on the Wellness Wheel book and an integrated approach to mastery-based learning along with cultural relevance and trauma informed practices.

During the week of July 4, 2024, Cheryl connected with the Innovation Incubator 2 from Wells Fargo. They have partnered to focus on sustainability initiatives, which could include a new HVAC system, new roof, planting trees on school grounds, and project-based learning for students. Wells Fargo has waived the application and invited the accommodation district/CCESA to participate.

Cheryl proposed sending an accommodation district representative to the in-person meeting in Colorado this August, with two other district representatives attending virtually.

The ESA professional development catalog is available. If a class is not offered, the district can book other professional development to meet the district's individual needs.

C. Approval of June 5, 2024, Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the June 5, 2024, Board Meeting Minutes. She reiterated the correction announced prior to the meeting, noting that the original agenda contained a typo stating May 1, 2024, Board Meeting Minutes. These were approved on June 5, 2024.

D. Approval of June 13, 2024, Special Board Meeting Minutes

Cheryl Mango-Paget, Board President, approved the June 13, 2024, Special Board Meeting Minutes.

IV. PRESENTATIONS

No presentations were made.

V. DISCUSSION ITEMS

A. Discuss the recommendation to approve the FY25 Adopted Budget

Erin Tutay explained that this is a mirror image of the FY25 Proposed Adopted Budget. Nothing has changed. She reviewed portions of the budget in comparison to FY24.

On page 1 of the budget the M&O budget is shown. The FY25 column shows \$3,356,417. This is a difference of \$18,000 dollars. This increase is due to a

budget balance carry forward from FY24 due to predicting less expenses in M&O in FY24 than previously estimated.

On page 3, the Classroom Site Funds are shown as \$447,090. There is an increase of \$30,534 due to an increase in budget balance carry forward from FY24 due to predicting less expenses in Classroom Site Funds in FY24 than previously estimated.

On page 4, the Capital Fund is shown as \$159,556. This increase of \$13,900 is due to budget balance carry forward from FY24 due to predicting less expenses in Capital funds from FY 24 than previously estimated.

On page 6, the Federal Funds show an increase of \$724,000 due to adjusting the available cash balance within Impact Aid. This fund accounts for \$795,000 of the increase. The increase is partially offset by a decrease of \$71,000 of other federal projects. This amount decreased due to the expiration of ESSR dollars.

Under Instructional Improvement the district had a \$0 change in state fund amounts. The other fund expenditure, Number 11 (Career & Technical Education Projects) shows budgeting for \$10,000 due to smaller grants being rolled up into this fund.

Cheryl stated that at the public hearing, Erin answered Cheryl's questions about the capitol budget and so she feels comfortable moving forward.

Cheryl asked if there were any other questions.

There were no other questions asked.

Cheryl thanked Erin for her very thorough report.

- B. Discuss the recommendation to approve vendors to provide essential services to students:
- i. Aimee Walton, Speech and Language Services
 - ii. Dave Fronske, Vision and Hearing Services
 - iii. CCESA, Counseling and Psychology Services

John Phelps explained that he recommends the district hire these individuals/organizations to continue to support students and allow them to receive services. These individuals/organizations have provided services for the district for a long time, and he recommends that the district continue utilizing them for student service needs. John plans to meet with CCESA to discuss what services the district will need from them this coming school year.

- C. Discuss the recommendation to approve a \$4,000.00 stipend for Erin Tutay who will be covering the responsibilities of the District's Executive Assistant while Anna Eskridge is out on extended leave.

Dave Dirksen explained that he met with Erin Tutay several times to discuss how the district will handle all the responsibilities of the executive assistant office while Anna Eskridge is out on extended leave. They discussed using performance staffing, but decided against that as performance staffing cannot guarantee that

the same person will be in that position as a substitute. Also, it would take a lot of training.

Dave explained that Erin had this position previously and has the experience. She offered to work on Fridays (her day off) and weekends and nights to cover Anna's position. The \$4,000 stipend is less than would be charged by performance staffing and would compensate Erin for her time. Dave was concerned that Erin would overtax herself, but she has reassured him that she can do it. Erin provides Dave with a daily update of the work that she is doing for Anna's position so there is a record of her time use if there is an audit on the stipend.

Cheryl stated that she and Dave discussed this issue as well. Cheryl expressed her concern was also Erin's well-being and the separation of duties. Cheryl expressed appreciation for the log to show that there is a difference in duties and that checks and balances are in place.

Erin explained that she is using a Time and Effort log to track the work that she is doing in Anna's position.

Cheryl encouraged Erin to be vigilant in her record keeping of what she does when and ensuring that there are checks and balances so that the district deficiencies from the Attorney General's Audit are resolved.

Dave added that 32 school districts across the state are on the auditor general's list for deficiencies. The Coconino County Accommodation District is more a procedural issue that the district is fixing or has already fixed.

Dave also stated that there is a complete separation of Erin's job responsibilities. She is working as business manager during the day and then as the executive assistant in the evenings and weekends. The distinction is clear.

Erin explained that John will step in as the second auditor to review AP vouchers and payroll batches. Dave will review and sign off on Journal Entries. Tina Beckworth at Tse'Yaato' High School stepped in and audited student files as well.

So, there are checks and balances in place.

Cheryl stated that the district may want to think of a conflict-of-interest form that Erin signs to have in place for auditing purposes. She also encouraged Erin to speak up if these added responsibilities become too much.

Erin stated that she loves Anna's job, and it is like riding a bike. She can do both for this time frame.

- D. Discuss the recommendation to approve the FY25 Food Services contract with Page USD for Tse'Yaato' High School.

Traci Parker explained that Tse' Yaato' will continue the contract with PUSD Food Services in the same manner as last year. Tse' Yaato' students will be included in the PUSD federal meal program and so Tse' Yaato' will not need to pay for those meals. PUSD is on a 4-day work week this coming school year and so, on Friday Tse' Yaato' will provide Little Caesars pizza along with fruit/veggies and milk.

- E. Discuss the recommendation to approve the FY25 Student Handbook for Tse'Yaato' High School.

Traci Parker explained that there are not any changes to the Tse' Yaato' High School handbook except for the school year dates and the school bell schedule has changed on Fridays by flipping the 4th period and lunch to accommodate students' schedules.

Dave stated that because the bulk of the handbook is the same as the previous year, an attorney was not asked to review because only minor changes were made. Originally, this handbook was reviewed by an attorney. If major changes are ever made in the future, then an attorney will review again.

Traci stated that last year several changes were made to the handbook based on attorney feedback.

- F. Discuss the District's Indian Policies and Procedures

Dave Dirksen explained that as the Policies and Procedures clearly state, he sends out the existing Indian Policies and Procedures to the Chapter House partners and leadership to see if they have changes/feedback. They have until August 15, 2024, to get back to him.

After August 15, 2024, he will revise and bring Indian Policies and Procedures forward to the Board in September for approval.

Dave explained that his agenda item will be on the agenda each time and will be the last discussion item each time to ensure that there is a set time in each board meeting providing Chapter Houses with a regular opportunity to speak regarding the Indian Policies and Procedures.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved the FY25 Adopted Budget.
- B. Cheryl Mango-Paget, Board President, approved the vendors to provide essential services to students:
 - i. Aimee Walton, Speech and Language Services
 - ii. Dave Fronske, Vision and Hearing Services
 - iii. CCESA, Counseling and Psychology Services
- C. Cheryl Mango-Paget, Board President, approved a \$4,000.00 stipend for Erin Tutay who will be covering the responsibilities of the District's Executive Assistant while Anna Eskridge is out on extended leave.
- D. Cheryl Mango-Paget, Board President, approved the FY25 Food Services contract with Page USD for Tse'Yaato' High School.
- E. Cheryl Mango-Paget, Board President, approved the FY25 Student Handbook for Tse'Yaato' High School.
- F. Cheryl Mango-Paget, Board President, approved the Payroll and Accounts Payable Vouchers for CCASD
 - a) FY 24: AP Voucher #2446: \$4,746.05
 - b) FY 24: AP Voucher #2447: \$.05
 - c) FY 24: AP Voucher #2448: \$1,717.94
 - d) FY 24: AP Voucher #2449: \$37,518.81
 - e) FY 24: AP Voucher #2450: \$14,154.57
 - f) FY 24: AP Voucher #2451: \$3,282.67

- g) FY 24: AP Voucher #2452: \$8,799.08
- h) FY 24: Payroll Voucher #24: \$61,695.32
- i) FY 24: Payroll Voucher #25: \$66,393.16

VII. FUTURE AGENDA ITEMS

Dave Dirksen stated that at the September meeting there will be a discussion/action item to approve Indian Policies and Procedures for approval for the 2024 school year.

Dave will also have a request for a special board meeting with agenda items including:

- approval for a math teacher for Ponderosa High School
- approval of the Ponderosa High School parent/student handbook
- approval of the Ponderosa High School -FUSD food services agreement
- approval for a new class that Les Hauer will be teaching at Ponderosa High School
- approval for an agenda item relative to changing the time for the August school board meeting to move it into the evening and have it be a virtual meeting.

Cheryl explained that the time for the August 5, 2024, board meeting will need to be changed because she will be at a mandatory grant meeting on the same date in Colorado. She hopes for the time to be changed to 5:15 pm or later to accommodate the unknown schedule of the grant meeting. Because the grant meeting is mandatory, the board meeting time will need to change to accommodate.

Erin stated that the FY25 Disposal of Assets, Conflict of Interest and the Sole Source Letters will be on the August 2024 meeting agenda.

VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS

Erin stated that she wanted to recognize Lacey Jaramillo and Tina Beckworth for the work they put into the blanket POs and the work they did to supported her.

IX. ADJOURNMENT

Superintendent Cheryl Mango-Paget adjourned the meeting at 10:32 am.

Next Meeting date: Regular Board Meeting will be held on August 7, 2024, with a meeting time announced at the special board meeting in July 2024.

Dated this 5 day of August, 2024.

By: Cheryl Mango-Paget
President Cheryl Mango-Paget