

Coconino County Accommodation School District

Public Board Meeting Minutes

April 3, 2024

The Governing Board of the Coconino County Accommodation School District held a Public Board Meeting in person and virtually, April 3, 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; Michelle Despain, Board Secretary; Les Hauer, Ponderosa High School

VIRTUAL Attendees: Traci Parker, Tse'Yaato' High School Principal; Emily Morton, Coordinator of CCASD Online Instruction; Anna Eskridge, Executive Assistant;

I. OPENING ITEMS

Cheryl Mango-Paget, board president called the meeting to order at 3:15 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 shared highlights from his report. Dave reported that he met with the leadership team to discuss the feasibility of a 4-day school week for the district and plans to continue to meet and discuss with possibly implementing a 4-day week for the 2025-2026 school year. He also collaborated with Traci Parker, John Phelps, and Erin Tutay on possible delivery service models for Plato classes for the 2024-2025 school year. Dave also began the evaluation process for members of the leadership team. Additionally, he met with Erin to work on an employee handbook. He hopes to have it completed and on the agenda for the July board meeting. Dave also met with Les Hauer regarding adding a culinary arts elective class for the Ponderosa High School students.

Cheryl stated that she is looking forward to learning more about the culinary arts class. She expressed interest in the feasibility of a 4-day school week and what that would look like and ensuring that it doesn't decrease academic performance and increases opportunities for students through internships and more.

Dave responded that research on 4-day work week shows positive impacts on student achievement, staff recruitment and retention.

Cheryl said that she was excited to explore this.

2. Les Hauer, Ponderosa High School

Les Hauer reported that Dr. Walker and her student teacher Ms. Martin have been engaging students in opportunities outside of the school building including a poetry workshop at a coffee shop and a visit to NAU. Students have been receptive to these activities and seen opportunities that they might take advantage of in the future.

Les reported that Ponderosa High School has begun the Navajo Language and Youth Empowerment class began and is seeing confidence growing among the students in their Navajo language skills. Currently there are eight students enrolled in the class. He also led students on a field trip to Walnut Canyon as part of the social studies curriculum.

Les announced that Ponderosa High School has secured a \$3,500 grant from Arizona Pathways to Prosperity managed by The Center for the Future of Arizona to go towards equipment and tools for the culinary class.

Cheryl commended the utilization of available resources and initiatives undertaken by schools within the county.

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

Traci Parker reported that she submitted 2 grants. One of the grant applications was to the Walmart Community Grant to go towards improvements of the school garden. That grant has been approved. The second grant that she submitted was for \$2,500 through Arizona Community Fund for the chicken project to raise chickens at the school and interweave with science, environmental, sustainability and nutrition classes. Traci reported that this month, students participated in mock interview practice and have already seen positive results with a student receiving a job in part due to the practice. Traci attended the leadership meeting at Ponderosa High School. Traci also administered the AZVAB test.

Cheryl stated that she is excited about the garden funds and garden education.

4. Erin Tutay, Director of Business Services

Erin Tutay reported that she processed payrolls and accounts payable batches weekly. She attended the AASBO school of Business Officials Cohort. Additionally, she attended the Trust Summit Conference and the NAPEBT Board Meeting. Erin also uploaded the FY23 USFR Audit Questionnaire to ADE.

Cheryl thanked Erin for all that she does. She stated that Erin has also been working on updating contracts and running them through the attorney to keep the district compliant and in the best shape possible.

5. John Phelps, Director of Exceptional Student Services

John Phelps was unable to attend the board meeting. Dave Dirksen gave some highlights from his report. Dave reported that Ponderosa has 18 student receiving services, Tse'Yaato' has 3 students receiving services and AOI has 1 student receiving services. Dave explained that John completed 5 special education meetings for the month of March. John also completed the required AZELLA reassessments at Ponderosa and Tse'Yaato'.

6. Emily Morton, District AOI Coordinator

Emily Morton reported that 24 students are currently enrolled in the online program with one SPED student. Emily stated that there was some confusion with how the Spring Break works for online students. Spring Break students enjoyed 5 days off and worked on the weekends. Emily is now the school Test Coordinator for the PHS site after completing the ADE modules. Emily typed a digital google version of the civics test to administer via zoom to students that are out of town and unable to come to the building. She also reported that student pottery projects were placed in the kiln for firing. Therapy dogs continue to visit on Wednesdays and Richard Clark continues to offer pottery lessons to students.

Emily reported that there is a large amount of interest in summer school as well.

Cheryl expressed her appreciation for the efforts being made to enhance accessibility to the civics test for students, applauding the proactive steps taken to break down barriers. Additionally, she extended gratitude to Emily for her initiative in bringing therapy dogs to school, recognizing the positive impact they have on the school environment.

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

Cheryl Mango-Paget provided updates on developments within CCESA, noting the forthcoming release of their revamped professional development and services catalog for the upcoming school year.

In addition, Cheryl addressed the concerning news that Secure Rural Schools funding was not included in Congress's budget re-authorization. She emphasized the potential impact of this decision, highlighting the uncertainty surrounding the availability of these funds for the upcoming fiscal year.

She further informed the board of CCESA's proactive steps in submitting grant proposals, with a focus on supporting educators' mental health services, continuing garden education programs, and promoting mental health initiatives in schools.

Cheryl also reminded the leadership team about the open nominations for Setty awards, encouraging them to nominate deserving applicants, particularly those excelling in the STEM field.

Upon Dave's request for clarification on the Secure Rural Schools issue, Cheryl confirmed that the funds might indeed not be available for FY25, underscoring the need for proactive planning and resource allocation in light of this potential shortfall.

- C. Approval of March 6, 2024, Board Meeting Minutes
Cheryl Mango-Paget, Board President, approved the March 6, 2024, Board Meeting Minutes.

IV. PRESENTATIONS

There were no presentations given.

V. DISCUSSION ITEMS

- A. Discuss the recommendation to accept Noah Cordova's resignation from his math teaching position at Ponderosa High School effective at the conclusion of the 2023-2024 school year.

Dave Dirksen explained that Noah Cordova has completed his second year of teaching and is relocating to another location in the state.

Les Hauer expressed that losing Noah is a big loss for our school and district. He is an exceptional math instructor, and he will be missed.

Cheryl agreed that Noah will be missed.

- B. Discuss the recommendation to approve the posting of Math Teacher for Ponderosa High School for the 2024 – 2025 school year.

Dave Dirksen explained that due to the resignation of Mr. Cordova and Mr. Holloway's retirement, the district is requesting approval to post for a Math Teacher position.

- C. Discuss the recommendation to approve the hiring of Christopher Sullivan as a substitute teacher for Tse'Yaato' High School.

Dave Dirksen explained that Christopher Sullivan has been approved by the board before to serve as the Plato lab manager. He had to leave that position for family reasons, but he is still in the community and would like to sub.

Tracy stated that they are happy to have Christopher Sullivan and utilize him in any way they can.

- D. Discuss the recommendation to approve the change of employment status for Rebecca Miller (Tse'Yaato' teacher) from .5 to .75 effective with the start of the 2024-2025 school year. This change in status will allow Ms. Miller to continue

fulfilling her SPED assignment as well as to assume some of the Plato teaching responsibilities on the Tse'Yaato' campus.

Dave Dirksen explained that he worked with Traci Parker, John Phelps, and Erin Tutay on this change. This will permit the district to save money and to hire an existing staff member who is already familiar with the students, families, and school staff. She would move from a .5 to a .75 to assume those responsibilities and thus the district will not seek to post for a replacement for Mr. Sullivan.

Traci expressed appreciation for her staff's willingness to think outside of the box. This will be a great way to not only cover Plato but also actually expand SPED services at Tse'Yaato'.

Cheryl thanked the staff for thinking outside of the box and for the opportunity this will provide to SPED students during Plato lab.

- E. Discuss the recommendation to approve the FY25 CCASD Classified Salary Schedule effective for new employees hired after April 3, 2024.

Erin Tutay explained that for new classified salary, the number of steps are being lessened and the gradation is equal all the way through. This will apply for new employees hired on or after April 3, 2024. Current employees will continue the current established schedule.

Cheryl stated that she was highly encouraged and appreciated the adjustment and being in alignment with minimum wage for classified staff.

- F. Discuss the recommendation to approve the FY 25 CCASD Certified Salary Schedule effective for new employees hired after April 3, 2024.

Dave reported that he and Erin worked hard to put this schedule together so that it is similar to the neighboring school districts but with higher starting pay to help with recruitment.

Erin Tutay explained that the district is striving to be more competitive in recruitment for teachers and again the gradation between steps is equal all the way through. This is only for new employees who will be hired on or after April 3, 2024.

- G. Discuss the recommendation to approve a \$4,000 stipend for Emily Morton to operate the District's Online Instruction Program (CCASD-OI) during the summer of 2024.
 - i. \$2,000 for June (fiscal year 2024 funding)
 - ii. \$2,000 for July (fiscal year 2025 funding)

Dave Dirksen explained that Emily Morton continues to be available to operate the summer program. Emily is busy recruiting students, and the district is excited to be able to offer this service again this summer.

- H. Discuss the recommendation to approve the posting for the vacant counseling position at Ponderosa High School for the 2024-2025 school year.

Dave Dirksen explained that the district needs board approval to begin searching to fill the counseling vacancy left by Lauren Genevro's resignation which was approved at a previous board meeting.

- I. Discuss the recommendation to approve the FY23 USFR Questionnaire.

Erin Tutay explained that the process went well and there were a few things to improve on, but overall, the district did well.

Cheryl asked Erin to share some big highlights of the FY23 USFR Questionnaire

Erin stated that some of the policies that the district didn't know it needed to do such as training on some policies were pointed out. She has already implemented and rectified the errors. One they are doing well is the disposal of assets. Erin was also able to have the district join Mohave co-op to avoid sole source issues in the future.

- J. Discuss changing the May 1, 2024, board meeting time to 2:45 pm.

Cheryl Mango-Paget explained that originally the meetings were scheduled for 2:45 and she scheduled an appointment that interferes with the later time. She is asking to reschedule the board meeting to the original start time.

Dave noted that Traci is teaching until 3 pm and then getting to her office for the board meeting. He asked that May agenda be adjusted so that Traci will provide her report when she joins the meeting either after the Superintendent's report or between discussion and action items.

Cheryl stated that she and Michelle would work on that.

Dave asked Traci if she is ok with moving it.

Traci stated that she is fine with moving her report to accommodate her schedule.

Dave stated that his recommendation is to just insert Traci's report between discussion and action items.

VI. ACTION ITEMS

- A. Cheryl Mango-Paget, Board President, approved to accept Noah Cordova's resignation from his math teaching position at Ponderosa High School effective at the conclusion of the 2023-2024 school year.
- B. Cheryl Mango-Paget, Board President, approved the posting of Math Teacher for Ponderosa High School for the 2024 – 2025 school year.
- C. Cheryl Mango-Paget, Board President, approved hiring Christopher Sullivan as a substitute teacher for Tse'Yaato' High School.
- D. Cheryl Mango-Paget, Board President, approved the change of employment status for Rebecca Miller (Tse'Yaato' teacher) from .5 to .75 effective with the start of the 2024-2025 school year. This change in status will allow Ms. Miller to continue fulfilling her SPED assignment as well as to assume some of the Plato teaching responsibilities on the Tse'Yaato' campus.
- E. Cheryl Mango-Paget, Board President, approved the FY25 CCASD Classified Salary Schedule effective for new employees hired after April 3, 2024.
- F. Cheryl Mango-Paget, Board President, approved the FY 25 CCASD Certified Salary Schedule effective for new employees hired after April 3, 2024.

- G. Cheryl Mango-Paget, Board President, approved a \$4,000 stipend for Emily Morton to operate the District's Online Instruction Program (CCASD-OI) during the summer of 2024.
 - i. \$2,000 for June (fiscal year 2024 funding)
 - ii. \$2,000 for July (fiscal year 2025 funding)
- H. Cheryl Mango-Paget, Board President, approved the posting for the vacant counseling position at Ponderosa High School for the 2024-2025 school year.
- I. Cheryl Mango-Paget, Board President, approved the FY23 USFR Questionnaire.
- J. Cheryl Mango-Paget, Board President, approved changing the May 1, 2024, board meeting time to 2:45 pm.
- K. Cheryl Mango-Paget, Board President, approved Payroll and Accounts Payable Vouchers for CCASD
 - a) FY 24: AP Voucher #2436: \$ 23,726.75
 - b) FY 24: AP Voucher #2437: \$ 31,060.37
 - c) FY 24: Payroll Voucher #17: \$ 70,534.07
 - d) FY 24: Payroll Voucher #18: \$ 70,327.25

VII. FUTURE AGENDA ITEMS

Cheryl stated that the May agenda will have a discussion and approval item related to changing agenda meeting times starting with August 2024 – January 2025.

Dave stated that the district wants to unify the times with what we have in June and July 2024.

Erin stated that the May revised budget and employee contracts will be on the May agenda.

Dave stated that he has been assured by the attorney that they will have the contracts approved prior to the May board meeting.

Les stated that he may have a hiring item to fill some of the open positions for the 2024-2025 school year.

VIII. ANNOUNCEMENTS/ACKNOWLEDGEMENTS/RECOGNITIONS

No announcements/acknowledgements/recognitions were made.

IX. ADJOURNMENT

Cheryl Mango-Paget, Board President, adjourned the meeting at 3:58 pm

Next Meeting date: Regular Board Meeting will be held on May 1, 2024, at 2:45 pm.

Dated this 1st day of May, 2024.

By: 
 President Cheryl Mango-Paget