

***Revised* OFFICIAL BOARD MINUTES**
November 6, 2015

The governing board of the Coconino County Accommodation School District held a regular meeting on November 6, 2015 at the office of the Coconino County Superintendent of Schools which resides at 2384 N. Steves Blvd., Flagstaff, AZ 86004.

In Attendance:

Risha VanderWey, Board President
Kim Graves, Administrative Specialist
Dave Roth, Superintendent, CCASD
Jeanie Confer, Business Manager, CCASD

In Attendance by Phone:

Traci Parker, Principal of Tse'Yaato' High School

CALL TO ORDER:

Risha VanderWey called the meeting to order at 9:05 a.m.

AGENDA ITEMS:

1. APPROVED minutes from October 7
2. APPROVED student activity funds - Jeanie - Ponderosa \$1086.93 no activity; Tse'Yaato' \$2130.80 no activity
3. APPROVED vouchers - Expense - #1613 \$4769.50, #1614 \$26201.06, #1615 \$7511.32, #1616 \$5872.58, #1617 \$4009.56, #1618 \$24,436.36; Payroll #8 \$52,573.56, #9 \$46,618.20

ACTION ITEMS:

1. ***Revision*** APPROVED state changes to the travel policy - Jeanie –Food per diem increased and no meal reimbursements unless overnight stay. Phoenix travel policy rates changed by the state.
2. APPROVED stipends - Dave - Traci is implementing this for teachers who act as substitutes using their prep hour. Pay \$25 per hour/class. Pay is \$75 for three classes with new plan in comparison to \$100 paid to a hired subs. Sub coverage period is noted on the timesheet. Some teachers were filling in as subs without being compensated so this will make them feel appreciated and save money.
Jeanie requested that Carol (Tse'Yaato') contact her to go over timesheets.
No pre-approval is necessary when a sub is needed and filled by an already employed teacher. There is an addendum-stipend form requiring Risha and the teachers' signatures.
Risha - I will sign the addendums with today as the start date. Paying for time is a good practice.
Traci requested addendum-stipend forms be completed for (1) Mark, (2) Rebecca, (3) Kurt. Ed needs to get a Sub Certificate ASAP since teachers can't receive stipends for sub fills without Arizona certification.
3. APPROVED front entrance construction at Tse' Yaato' High School -Dave-handed out Straightline proposal.
Risha- Start date?
Dave -Traci and I will determine the best time to start based on holidays, etc.
Risha approved and thinks it is a great idea secure all in facility.

ITEM NOT ON AGENDA

Risha- Future agenda item in response to what happened this week (student fatality). Communication Plan – Procedures for communicating in an emergency/traumatic event. I.e. Student fatality. Dave had conversations with hospital staff and chief deputy police and it was their recommendation to establish a communication plan for these situations.

4. APPROVED contract with Heinfeld and Meech for annual audit- Jeanie- Cost last year was \$4200, this year \$4500. Dave signed proposal and Risha approved.

Discussion Item:

Compassionate leave -Dave- For employees needing more paid time off than they have due to illness. A way to donate sick leave to someone who needs additional days off due to exhausting all of theirs. Con- small district means not anonymous. Create a pro/con list.

Jeanie- Standards must have minimum of hours and can only donate max of 20 days

Risha - For County employees the Family Medical Leave Act (FMLA) is specified timeframe of paid time off with proper documentation from doctor (after sick/vacation time exhausted).

Jeanie- under NAPEBT different companies have different FMLA policies. Another possible backup would be to offer short term disability. An open enrollment period is required to implement policies.

Dave - A work session needs to be scheduled for the following;

Communication Plan

Compassionate Leave

Risha- Suggested inviting representative from FUSD to session

Dave- As small district not sure if would hire a phone caller service

Other suggested reps to possibly invite: Flag Police and County Sheriff; Robert Rowley, County Emergency Planning; Karin Eberhard, FUSD handles all the Facebook postings

CALL TO PUBLIC

Risha VanderWey adjourned the meeting at 9:31 a.m.