

**OFFICIAL BOARD MINUTES**  
**February 24, 2016**

The governing board of the Coconino County Accommodation School District held a regular meeting on February 24, 2016 at the office of the Coconino County Superintendent of Schools which resides at 2384 N. Steves Blvd., Flagstaff, AZ 86004. **Note the location change\*I + D Conference Room\*.**

**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 10:31 a.m.

**AGENDA ITEMS**

1. APPROVED November 23, 2015 (**Work Session**) and January 19, 2016 (**Regular**) minutes. Risha approved. APPROVAL OF DRAFT minutes from November 6, 2015 (**\*Revised**) – Jeanie-Action Item 1 needs to indicate that the Phoenix travel rates changed by the state. Make the revision and an agenda item for approval at the next meeting. **DRAFT November 6 Minutes were NOT approved.**
2. APPROVED student activity funds – January Tse'Yaato' \$2142.21 Paid a Coca Cola invoice and got some new checks; Ponderosa \$1,365.61 Fundraiser deposit – Risha – Spending suggestions should be made to student council of both schools. Keeping a balance in the account(s) is acceptable.
3. APPROVED vouchers – Expense – 1629 \$1968.18, 1630 \$3117.31, 1631 \$26190.00, 1632 \$3640.71, 1633 \$5028.25, 1634 \$2232.96; Payroll – 15 \$50741.15, 16 \$50652.34, 17 \$51323.69

**ACTION ITEMS**

1. APPROVED Ponderosa High School and Juvenile Detention /Jail Education Calendars for 2016-17 (attachments AC1 a, b)- Dave handed out calendars – Ponderosa calendar mimics FUSD's. The terms are odd with 85 days in the first term and 95 days in second term. If a snow day in the fall first term then the calendar will have to be re-organized. A total of 5 snow days on calendar. Detention – 3 week break this year due to Leap Year- Instruction total is 226 days with 6 hours (8 am-2 pm) per day. Requirement is 225 days with 4 hours per day. (required 225, 4 hours daily)- Teachers aware that calendar may need to be re-organized depending on snow days, weather, etc. Risha approved both calendars.
2. APPROVAL OF Tse' Yaato' High School student and staff calendars for 2016-17 – Traci – Student calendar -Tse'Yaato' vs PUSD- Page USD Sept. 2- 5, 4 day weekend, with Friday off for County fair – Tse' Yaato' will just have an early release that Friday; PUSD -Oct. 14 -17, 4 day weekend- Tse' Yaato' will just have an early release that Friday; The two early release Fridays (rather than full days off) allow for the entire week of Thanksgiving off. Last year students had entire Thanksgiving week off and the parents loved it. Revision to student calendar. Approval agenda item for next meeting. **NOT approved**  
Staff calendar- Teacher first day: August 1<sup>st</sup> / Last day: May 19<sup>th</sup> Quarter 3 is longer for any snow days that may occur (usually occur in 3<sup>rd</sup> quarter) - Jeanie – Informed Traci her holiday total was 18 instead of 17. The extra was a Sunday holiday. Revision to staff calendar-removal of July 5 and recalculation of

quarter 4. Approval agenda item for next meeting. **Tse'Yaato' High School and Staff calendars were NOT approved.**

3. APPROVAL OF Tse' Yaato High School snow day make-up request (attachment AC3) – Dave handed out paper- Traci – 2<sup>nd</sup> semester is longer in order to make up days missed due to snow days in 2<sup>nd</sup> semester – 720 required hours; 984 class time- 1089 total /if 3<sup>rd</sup> quarter snow day then could change the end of 3<sup>rd</sup> quarter to March 11; 4<sup>th</sup> quarter ok with 61 hours – Risha -Concerned about not making up missed days even if over the required hours.  
Traci- If days need to be made up then possibly have school on April 29 (originally off), reduce Spring Break days, or extend the school day. End of the quarter date would affect final exam schedule. Dave – As long as the 60 hour requirement is met then make up could happen in the 4<sup>th</sup> quarter. PUSD is making one day up, but not the other, per Adam Johnson, the PUSD employee who does the calendar – Risha will check into this to determine if it is mandatory to make up days missed due to snow days even if over the instructional hour requirements. She will then meet with Dave and schedule a meeting for agenda item approval. **ACTION ITEM 3 WAS TABLED (Tse'Yaato' snow day make-up request)**
4. APPROVED CCASD Salary Schedule revision and changes (attachment AC4)
  - +Classified Staff Salary Schedule revision – Jeanie – handed out paperwork- Hourly support staff considered classified staff and in comparison, we are higher than other districts.
  - +Update and change in Business Manager Salary Schedule - moved Business Mgr to admin salary schedule. Salary too low compared to other districts; FUSD \$77,000; Peach Springs \$52,000; Bisbee \$55,500. Increased Business Mgr. Salary to \$48,880 Risha approved classified and Business Mgr Salary Schedules.
5. APPROVED CCASD Technology Use Policy (attachment AC5) – Dave handed out paperwork- nothing changed from last meeting when it was initially reviewed – This policy will be ever-changing depending on technology. Dave will hand out and present it to teachers today. Risha approved it.
6. APPROVED Tse' Yaato' High School teacher recruiting needs (attachment AC6)
  - +Additional stipends (bonus) for math position opening.  
This to include language for penalty for leaving district before end of contract  
Dave – getting people hired at a competitive level – Math teachers in Page \$2500 sign on bonus – get payments in two checks ( if leave before term don't get the full bonus sign on)
  - +Travel expenditure allocations for out of state travel by principal for faculty recruiting – Dave asking for allocations for out of state travel to recruit employees. Risha – Did you get a legal review of the Stipend? Confirm it is legal based on our contract. Needs to comply with contract.  
Traci – for travel we typically pay out of pocket and then get reimbursed – that could be a problem if paying for Out of state travel – can't afford to pay out of pocket for reimbursement later. Get a credit card for department to use in those instances. Risha – does not expect the staff to pay for these charges out of pocket before receiving reimbursement. Find a bank or credit card company to provide a purchasing card for Tse'Yaato'. Jeanie – will talk Tina to see what the issue was in the past when they tried getting a card. Piggyback with county? Risha approved this item with legal eye added
7. APPROVED Student activity fund resolution – New signers at Tse' Yaato' and Ponderosa – Risha approved all signers.
8. APPROVED Resignation of Kurt Zinnecker (math teacher) and Carol Hoffman (office mgr, registrar) (attachment AC8) – Traci- Kurt doesn't have plans yet and will be completing his contract. Carol is excited to be retiring. Risha approved both resignations.
9. APPROVED Substitute Kevin Dunlap (attachment AC9) – Dave gave paperwork to Risha for review and one to Kim for notebook – Dave has not met him yet. Risha – He doesn't have to be hired just because I approve this agenda item. Dave will meet with him to determine if he will hire him. Risha approved this item.
10. APPROVED Sole Source letters (attachment AC10)
  - +TerraBirds
  - +HanesSolutions
  - +SuddenLink
  - Jeanie – These require yearly approval. The benefit of the sole source letters are

to avoid having to get bids each year when they are approved. Traci-Tse'Yaato' has a cleaning company to be sole source.

**CALL TO PUBLIC** Risha VanderWey adjourned the meeting at 11:36 am

**Items for Board Discussion:**

- 2016-17 Budget planning
  - + Preliminary budget numbers for 16-17 – Jeanie- Difficult to determine – 100 day count 126 for 14-15
  - + Current budget review
  - + Technology changes (off site data storage) – Dave – Now required to change passwords, emails and data collection every six months-Needs to purchase cloud space or something similar for off-site backup storage
  - + Mold remediation – waterproof bricks
  - + Roof repairs – Phoenix based company
  - + Water proofing
  - + Door issues (continuing issues) – Replacing more doors – Having issues with them not locking and sealing correctly in order to set alarm
  - + Plumbing repairs (leaking outside faucet and air locks in system) – Repairs may be necessary. TBD
  - + Greenhouse general maintenance and updates- another solar panel may need to be added and possible battery issues to deal with.

Traci – Roof leaks about every 2 years; Parking lot lights – Traci would like more parking lot lights but is unable to find a company that deals in that area. There are currently no flooding issues in Page.
- AdvancEd/NCA update –Dave - November PHS review ; Traci –has a phone call with Cathy McDaniel – 1<sup>st</sup> week of April
- Tse' Yaato' High School ideas on re-visioning process (attachment BD1) – Dave handed out info packet on possible ways to increase enrollment in Page.
  - + Head start meeting -Traci excited about the head start possibility and put on social media site as a brainstorm and got 80-90 likes and 40 comments some expressing the need for it. Income based eligibility will disqualify some families who can't afford it. Historically girls dropout rates are higher because no affordable childcare options. The certification classes required for the staff may not be offered in Page.
  - + CAVIAT meeting – Dave met with CAVIAT and ultimately it is difficult to find qualified instructors. Risha – Dine College possible resource. Traci said the college had mentioned expanding to Page, but nothing happened. Possibility of rekindling this idea.
  - + Upcoming meeting with Coconino County Employment Department – Dave said this is still up in the air and will know more once he meets with Carol Curtis.

One last item to discuss -Traci – Had a conversation with a student who has a juvenile background and has been fully disclosing it on job applications and has not had one callback. Not necessary to disclose based on the juvenile laws Which say that juvenile crimes shall not be deemed a conviction. These crimes are not accessible through any public access site and are expungable from your record. You must start by completing a destruction of records request. Traci to share this information with Emily and Kimberly (Page). The basis for the juvenile laws is not to provide a crutch for juveniles to continue doing wrong, but to provide hope for the ones that messed up as a juvenile, but are ultimately law abiding people.

Action Item # 3 – TABLED – 2 makeup days in April and will set a special approval date for this.

**CALL TO PUBLIC**

Risha VanderWey adjourned the meeting at 12:07 p.m.