

Official Board Minutes
February 27, 2015

The governing board of the Coconino County Accommodation School District held a regular meeting on February 27, 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

Jeanie Confer, Business Manager, CCASD

Dave Roth, Superintendent CCASD

NOT IN ATTENDANCE By Phone:

Traci Parker, Principal of Tse'Yaato' High School 10:00 a.m. Called Traci, but she did not answer.

CALL TO ORDER

Risha VanderWey called the meeting to order at 10:04 a.m.

AGENDA ITEMS

1. APPROVED minutes from January 30, 2015, 8:30 a.m.
2. APPROVED Student Activity Funds
Tse'Yaato' - \$3968.53 January. Deposited money from graduation for the rentals of caps, gowns and tassels. Dave - \$5
Ponderosa - \$1679.28 January. Spent \$19.40. Risha – Is Tse'Yaato' planning to spend money in acct? In February bought technology.
3. APPROVED Vouchers – Expense: #1535 - \$27,123.66; #1536 - \$7617.94; #1537 - \$3112.64; #1538 - \$2946.25/Payroll: #16 - \$50,025.65; #17 - \$44,078.78
4. APPROVED School Calendars for Ponderosa High School, JDC detention calendar, Jail calendar and Year round employee calendar (#4. Calendars attached) – Dave – Tentative calendars unless the state decides to do the calendars. Tse'Yaato' is working on theirs still. Ponderosa calendar mimics FUSD (approved in January)- 90 days 1st semester/90 days 2nd semester. Detention calendar – 227 days due to the works hours of 9 am – 2 pm. Jail calendar (juvenile-under 18 yrs) same as Ponderosa. The juvenile students should also have the 227 day calendar like jail calendar and would like to see it change to that. If have the money to increase the budget will change to the 227 day calendar. Currently have 2 juvenile students in program. Risha – Is supportive of services provided to extend educational services in jail programs. Dave – Often the students in the jail program resist going to school, but the sheriff told them to go to school or lose privileges. So more days in program would be better. Thinks the sheriff may implement jail requirements for the juveniles too. Risha – Is there a statute regarding the juveniles and will look into that. Dave – Tse'Yaato' mimics Page USD, but a bit different because of the transportation differences. 120 hours of instruction equals a block of credit- minutes differ also. Risha – How many year around employees are there? Dave – 6 the admin staff.
5. APPROVED sole source for Terra Birds consulting – (#5 Letter attached) Jeanie – John Taylor with Terra Birds, they are the only people that can provide the services needed for the program. Anything over \$10,000 must be board approved. There was a letter signed by Robert Kelty, but the auditors said it must be board approved. Dave – drafted a letter. Risha read the letter out loud, approved and signed it. Price point? \$15,000 yearly; Title 1 = \$10,000 previously, but \$12,000 this year. Total of \$22,000 for one environmental science course daily and organizing events; \$2500 for landscaping. Risha would like to see the breakdown what he's working so if related opportunities come up she can inform John Taylor. Dave – He works with Goodwill on job placement, detention visits, in the summer a 3 week construction

program and the probationers work on greenhouse and sprinklers. Risha suggested Jeanie keep a copy of the minutes with the letter for proof of board approval for future audit.

DISCUSSION ITEMS:

1. Review of recent audit report – Risha - Special Education audits are in April. Dave yes and grants are audited at the state level. Jeanie – Annual audit info (D. 1. Attached list) 1. Incorrect Journal entry when purchased Plato. She must take form from budget make a copy and attach to the journal entry. 2. When transferring funds it must go first to one fund then to next fund. 3. Student funds - paperwork must be followed up on – the time from the collection of funds to the invoice was too long. Timely completion of paperwork. 4. Last year assets had not been reconciled. Carol, Mary and Jeanie did inventory and it is now correct and cleaned up. Will be done correctly in future. 5. Due diligence must be maintained – Purchases made through two cooperatives in correct. Previous business manager in FY 13 for FY 14 failed to do so with Mohave and Technology. Also when looking to purchase carpet soon will need to follow proper procedures. 6. Purchasing cards – Sam’s Wal-Mart, Safeway, Home Depot – a form needs to be filled out with what purchased and why – to properly document credit card purchases. 9. Personnel files – Consistency of all files must include necessary documents, i.e. loyalty oath, background forms. Rick Hurst file lacked a loyalty oath and Rachel Steagall file lacked background forms (checked references instead 10 years ago). 6. Travel reimbursements – if exceed state limits a W-2 issued – Jeanie questioning that procedure. Although for state and federal government conference hotels are exempt. Ongoing issue for hotels in Page, AZ to be over the limit. 11. No written IT policies/procedures like for mandatory password changes every three months and password specifications, etc. There is no IT dept. 12. Attendance entries – a few done incorrectly, will need to contact auditors for specifics. 13. Extracurricular funds used incorrectly – A year and a half ago Tse’Yaato’ purchased a pool table with tax credits and that is not correct use of the money. Tax credits are confusing because of the wide range of coverage now. Risha – Good job with the auditors.
2. Discussion of Curriculum, textbook and materials for board understanding and approval. – Dave – Would like to adopt a better policy for purchasing new text books – a 30 day pilot program to review the books and then adopt the change of books and have it board approved. There should be links to the site for others to review and documentation of who previewed materials, etc. for board approval. To obtain additional copies or an updated version of same book already using no approval necessary. If buying a book set that has never been in the library then board approval required.
3. Discussion on important information for CCASD: IGA with CCASD and County rental agreement, State of education in state, CCASD budget for 2015-16 and CCASD compensation package for 2015-16 – Jeanie, Tina and Rose (County Attorney) looking at IGA and parts of it are now outdated/obsolete – i.e. No IT department in Page. IGA is still being updated. Compensation package still in the works.

Call to Public

Risha VanderWey adjourned the meeting at 10:58 a.m.