

Coconino County Accommodation School District
OFFICIAL BOARD MINUTES
Monday November 23, 2015

The governing board of the Coconino County Accommodation School District held a public hearing work session on November 23, 2015, 11:00 am at the office of the Coconino County Superintendent of Schools which resides at 2384 N. Steves Blvd., Flagstaff, AZ 86004.

Call To Order: Called to order by Board President Risha VanderWey at 11:00 a.m.

In attendance: Risha VanderWey, Board President
David Roth, Superintendent
Traci Parker, Principal of Tse' Yaato' High School
by phone

Not in attendance: Jeanie Confer, Business Manager
Kim Graves, Administrative Specialist

Works Session Topic A-Communication Plan: Discussion regarding creating a Communication Plan to be implemented when experiencing a traumatic school event.

A short discussion and review of recent tragic incident involving a car accident involving students at Ponderosa High School was done. Traci also mentioned the issues Page Unified went through with a student accident that took place last year during a lunch period.

Risha, Traci and Dave came up with basic challenges that occur with district communication to parents:

- Notifying parents that they could hear of school situations before the school is allowed to provide information because of the use of social media
- We need to notify school community in a multitude of ways on how the school district will communicate important issues

Brian-storming Ideas on how to communicate to school community:

- Facebook
- E-mail
- Phone calls, texting
- "Robo" calling
- Message line that school community could call
- School district website
- Letters home (continually remind families of school communication system) ask families to update school information when changes are made

Part of discussion was on which ones of the above would be reliable and effective ways to communicate to school community.

What we are doing as a next step:

- Insure that all school sites have emergency procedures in place
- Insure that all school sites have readily available contact information on all students
- Insure that CCASD has current phone numbers, e-mails, and emergency contact information

- Make sure that all school staff members are cross-trained to insure that if someone is absent the contact information is readily available
- Develop chart of leadership and responsibility for organization and at each school site
- Meet with students to get their input on best ways to communicate to students and families
- Special follow-up:
 - Dave will work on “robo-call” system purchase feasibility
 - Traci will work on “Facebook” use for communication

Works Session Topic B-Compassionate Leave Policy: Discussion regarding creating a compassionate leave policy – A policy for transferring a specific amount of your paid time off to employees who have exhausted all of their paid time off.

Risha, Dave and Traci reviewed the policies in place for Flagstaff Unified School District. After review it was agreed upon by all three that CCASD is interested in developing a compassionate leave policy for the district and that everyone in our school district can participate.

Areas to investigate as we work on policy

- The number minimum number of days needed to donate days (Jeanie believes that 10 days would be good)
- For staff exchange is by hours and for faculty by days
- This is voluntary to participate in
- If you donate days you can give it to who you want or donate and have it kept in a “bank”
- Donation of days is anonymous
- Understanding if this new policy will be any financial burden to our school district
- Develop clear mission statement on what we want to accomplish
- More questions to come as we move through the process

Final note: CCASD faculty and staff will move forward from this work session to develop board policies, organize procedure and gather input from all employees in CCASD.

Meeting was adjourned at 11:55 a.m. by Board President Risha VanderWey

Minutes respectfully submitted by David Roth