

OFFICIAL BOARD MINUTES
September 15, 2016

The governing board of the Coconino County Accommodation School District held a regular meeting in the Superintendent of Schools Conference room on September 15, 2016 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

Guest in Attendance:

Josh Armstrong, Ponderosa Science Teacher (PSLE Standards Internship)

CALL TO ORDER:

Risha VanderWey called the meeting to order at 10:01 a.m.

AGENDA ITEMS

1. APPROVED minutes from July 11 and August 15 meetings – Both approved.
2. APPROVED student activity funds – No activity for end of August – Ponderosa \$1365.61; Tse'Yaato' \$1376.09
3. APPROVED vouchers – Expense 1655 \$257.41; 1709 \$1487.00; 1710 \$4753.94; 1711 \$ 25,658.49
Payroll 4 \$ 60,045.93; 5 \$1010.19; 6 \$52,009.81; 7 \$ 53,129.86

ACTION ITEMS

1. APPROVED Vera Barron as substitute for CCASD – Risha reviewed her application packet. She was a student teacher last spring. Approved.

DISCUSSION ITEM

- New Procurement Card policies (hand-out given to Risha, Jeanie, and Dave only) - Jeanie developed procedures and per Dave Roth and Josh Armstrong's review, edits were made. DRAFT document is two parts: 1. policy and procedures 2. Agreement requiring employee signature. Risha, Jeanie, and Dave will meet to finalize and approval will be at the October 10 meeting. Once training completed by Traci, Dave, and Jeanie the cards will be dispersed. Cards mostly to cover travel expenses. **Important restriction** – card can't be used to make payment to a sole proprietor vendor because the income won't be reported on the 1099. This restriction will be noted on the training document. Jeanie was thanked for all of her hard work with Wells Fargo and on this project. Great Job!

CALL TO PUBLIC Risha VanderWey adjourned the meeting at 10:12 a.m.