



# SHONTO PREPARATORY SCHOOLS

Transforming Student Learning • Óhoo'aah kahgo Ánáálníí

PO Box 7900 • East Hwy 160 & Rt. 98 • Shonto AZ 86054-7900 • (928) 672-3500 • [www.shontoprep.org](http://www.shontoprep.org)

## Shonto Governing Board of Education, Inc.

### MINUTES of Regular Board Meeting

May 02, 2012

### Shonto Governing Board Room

- A. CALL TO ORDER:** President Ellen Cooley, Board President called the meeting to order at 4:29 PM
- B. INVOCATION** SPTHs Indian Education President Gilbert Graymountain gave the invocation.
- C. ROLL CALL:** Board Member Loretta Hoschain called roll and confirmed a quorum. President Ellen Cooley was present (arrived 4:20 PM); Vice President Larry Goodman was present (arrived 5:25 PM); Board Member Arlene Laughter was present; Board Member Loretta Hoschain was present; Board Member Kenneth Begishe was present.

### D. ADOPTION OF AGENDA

Board Member Loretta Hoschain motioned to adopt the agenda with changes (adopt agenda, public input and executive session). Board Member Laughter seconded the motion.

RESOLVED, that the Governing Board adopted the Agenda with changes.

The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.

President Cooley: A moment of silence for our two children.

### E. PUBLIC INPUT

1. Frank Laughter
2. Cassandra Burtel
3. Dale Tate
4. Elvira Fuller
5. Dr. Tommy Yazzie
6. Gabriel Jones

### F. ACCEPTANCE OF MINUTES

Board Member Hoschain moved to table April 03, 2012 minutes; Vice President Goodman seconded the motion.

Questions: LG wants to go back to the format of the former minutes it is easier to read. AL: board recommends the narrative format.

RESOLVED, that the Governing Board tabled the April 03, 2012 minutes to change formatting.

The motion was approved by Vote: 3 in favor, 1 opposed [EC], 0 abstained, CV.

### G. EXECUTIVE SESSION FOR LEGAL ADVISE REGARDING BOARD-STAFF COMMUNICATION AND RELATIONSHIPS

**Executive Session for Legal Advice Regarding Board–Staff Communications and Relationships** *[The Board may vote to discuss this item in an executive session pursuant to A.R.S. §38-431.03(A)(3) and 10 N.N.C. §106(C) Executive Session for legal advice and consultation with the attorneys for the school. Legal advice may be obtained by telephone].*

Board Member Laughter made a motion to enter into executive session at 5:06 PM; Board Member Hoschain seconded it. The motion was approved by Vote: 4 in favor, 0 opposed, 0 abstained, CV.[ At 5:10 PM attorney Hoover called Supt Singer into executive session. Vice President Larry Goodman entered executive session at 5:25 PM.]

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- 1) Status of Manygoats vs. Shonto Preparatory School litigation matter.
- 2) Status of Genevieve Salt ONLR matter
- 3) Superintendent's Contract

Motion to exit out of executive was done inside of executive session

### H. PRESENTATIONS

1. Navajo Tribal Utility presentation on possibility of utilizing natural gas to Shonto Preparatory Schools and surrounding area – TABLED TO THE NEXT MEETING
2. Design and implementation on an effective teacher and principal evaluation system was presented by Administrators.

### I. SUPERINTENDENT'S REPORT

Sharon Singer presented her report.

### J. INSTRUCTIONAL SERVICES

#### 1. Student Travel:

- a. **Cultural Exchange trip to Rice Primary School in San Carlos, AZ – May 17-18, 2012 – one change one teacher and her assistant, 8 girls attending;**

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved student travel to San Carlos Arizona – May 17-18, 2012.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- b. **29<sup>TH</sup> Annual Shiprock Marathon, Shiprock, NM – May 4-5, 2012 – recommend only 2 chaperones to help with cost effectiveness;**

Board Member Hoschain made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved student travel to Shiprock New Mexico May 4-5, 2012.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- c. **Window Rock, AZ – July 10-16, 2012;**

Board Member Hoschain made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved travel to Window Rock Arizona July 10-16, 2012.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

#### 2. Approval of Summer School Programs -

- a. **District Summer School**
- b. **Elementary Summer School**
- c. **Exceptional Educational Services – ESY Summer Program**

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved items 2a, b, and c.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

#### 3. Approval of District Recruiters for Student Enrollment

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved district recruiters for student enrollment.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

#### 4. Approval of WestEd Contract to provide Professional Development during SY12-13

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Vice President Goodman made a motion; Board Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved WestEd Contract providing professional development during SY 12-13.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**5. Approval of Elementary BIE Math Counts Grant 2012-2013 School Year – Shonto received grant last summer; we had the opportunity to reapply; this is the grant we plan to submit;**

Board Member Hoschain made a motion; Board Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved the Elementary BIE Math Counts Grant 2012-2013 School Year.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**6. “Approval” of Title VII Application (K-8)**

**7. “Approval” of Title VII Application (SPTHS)**

**8. “Approval” of Johnson O’Malley Application (SPTHS)**

Board Member Laughter made a motion to combine into one motion and to change the word “Acknowledgment” to “Approval” for items 6, 7, and 8; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved Title VII Applications for K-8 and SPTHS; and the SPTHS JOM Application.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

### K. BUSINESS SERVICES/MAINTENANCE & OPERATIONS

**1. Monthly Board Report –**

Board Member Laughter made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board deferred the monthly board report until the next meeting on May 07, 2012.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**2. Expenses –**

**a. Accounts Payable – Ratification of April 2012 FY11-12 Payroll Voucher Nos. 1080-1084 in the amount of \$248,678.57**

Board Member Hoschain made a motion; Board Member Laughter seconded the motion.

RESOLVED, that the Governing Board ratified April 2012 FY 11-12 Payroll Vouchers 1080-1094 in the amount of \$248,678.57.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**b. Payroll – Ratification of April 2012 FY11 Accounts Payable Voucher Nos. 1086 & 2081 in the amount of \$370,929.44**

Board Member Hoschain made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board ratified April 2012 FY11 Accounts Payable Vouchers 1086 & 2081 in the amount of \$370,929.44.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

### L. PERSONNEL SERVICES

**1. Personnel Report – Certified Staff**

**a. Approval of appointment Carmelita El-Hajj (K-8 Teacher)**

The Superintendent recommends the approval of the following appointment(s):

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<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>FundiSource</u>	<u>Salary</u>	<u>Effective Date(s)</u>
El-Hajj, Carmelita Shonto, AZ	K-8 Teacher	K-8 School	ISEP	\$4,741.98 @ 17 days L7-G14	5/3/12-5/25/12

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved appointment of Carmelita El-Hajj, K-8 Teacher

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- b. Acknowledgement of short-term contracts: Carmelita El-Hajj (K-8 Teacher) – no vote necessary only an acknowledgement.** The Superintendent approved the following short-term contract:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Funding Source</u>	<u>Salary</u>	<u>Effective Date(s)</u>
El-Hajj, Carmelita Shonto, AZ	K-8 Teacher	K-8 School	ISEP	\$278.94/Day L7-G14	4/9/12-4/17/12
El-Hajj, Carmelita Shonto, AZ	K-8 Teacher	K-8 School	ISEP	\$278.94/Day L7-G14	4/18/12-5/2/12

- a. Approval of addendum to contracts: Belinda Begaye (Safe Schools Coordinator) and Dr. Connie Williams (Dean of Students and Administrator-in-Charge).** The Superintendent recommends the approval of the following addenda to 2011-2012 SY contract:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Funding Source</u>	<u>Amount</u>	<u>Effective Dates</u>
Begaye, Belinda Tuba City, AZ	Safe Schools Coordinator	High School	Charter	\$1,500.00	2/21/12-5/25/12
Williams, Connie Kayenta, AZ	Dean of Students and Administrator-in- Charge	High School	Charter	\$1,500.00	2/21/12-6/8/12

Vice President Goodman made a motion; Board Member Laughter seconded the motion.

RESOLVED, that the Governing Board approved contract addendum for Belinda Begaye (Safe Schools Coordinator) and Dr. Connie Williams (Dean of Students and Administrator-In-Charge).

The motion was approved by Vote: 4 in favor, 1 opposed, 0 abstained, CV.

- b. Approval of establishment of position: Head Recruiter (District, part-time)**

Board Member Hoschain made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved establishment of position – Head Recruiter (District, part-time).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

## 2. Personnel Report – Classified Staff

- a. Approval of appointment: Tyrrel Tsosie (Computer Maintenance Technician I).** The Superintendent recommends the approval of the following appointment:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Funding Source</u>	<u>Salary</u>	<u>Effective</u>
Tsosie, Tyrrel Shonto, AZ	Computer Maintenance Technician I	District Wide	ISEP	\$4,835.04 @ 42 days	5/3/12-6/30/12

Board Member Hoschain made a motion; Vice President Goodman seconded the motion.

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RESOLVED, that the Governing Board approved contract for Tyrrel Tsosie (Computer Maintenance Technician I).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- b. Approval of supplemental agreement: Tanya Tso (Human Resources Specialist).** The Superintendent recommends the approval of the following supplemental agreement:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective Date(s)</u>
Tso, Tanya Shonto, AZ	Human Resources Specialist	Central Building	Indirect	\$2,500	5/3/12-6/30/12

Vice President Goodman made a motion; Board Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved a supplemental agreement for Tanya Tso (Human Resources Specialist).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- c. Approval of retroactive amendment to supplemental agreement: Tiffanee Bryant (Middle School Assistant Baseball Coach).** The Superintendent recommends the approval of the following appointment:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Funding Source</u>	<u>Salary</u>	<u>Effective Date(s)</u>
Bryant, Tiffanee Tonalea, AZ	Assistant Baseball Coach	K-8 School	ISEP	\$800 Season	3/5/12-5/5/12

Vice President Goodman made a motion; Member Begishe seconded the motion.

RESOLVED, that the Governing Board approved a supplemental agreement for Tiffanee Bryant (Middle School Assistant Baseball Coach).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

- d. Acknowledgement of resignation: Pauline Dodson (Accounting Technician II, Accounts Payable) – no action necessary.** The following individual amends their resignation date from employment:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective Date(s)</u>
Dodson, Pauline Shonto, AZ	Accounting Technician II, Accounts Payable	Central Building	4/24/2012

### 3. Approval of establishment of position: Recruiter (District, part-time)

Board Member Laughter made a motion; Vice President Goodman seconded the motion.

RESOLVED, that the Governing Board approved establishment of position (District, part-time).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

### 4. Revised Position Description – Business Office

- a. Business Manager (Administrative, full-time)**

Board Member Laughter made a motion to defer this to June 02, 2012 meeting and then made a motion to approve the business manager position description; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved the business manager position description.

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

### 5. New Position Description

- a. District Head Summer Recruiter (Classified, part-time)**

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved district head summer recruiter (classified, part-time).

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The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**6. Revised Position Descriptions – Business Office**

- a. Accounting Technician III-Payroll, Accounting Technician III-Accounts Payable & Housing Manager, Accounting Technician II-Procurement, Property Inventory Clerk (Classified, full-time)**

Vice President Goodman made a motion; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved revised position descriptions for Accounting Technician III – Payroll, Accounting Technician III – Accounts Payable & Housing Manager, Accounting Technician II – Procurement, and Property Inventory Clerk (Classified, full-time).

The motion was approved by Vote: 5 in favor, 0 opposed, 0 abstained, CV.

**M. NEXT REGULAR MEETING – May 07, 2012**

Upcoming Meeting(s): Budget Work Session at 3 PM May 07 2012; Regular Meeting June 05, 2012 at 6 PM. AL: I make a request that we place on the May 07, 2012 discussion and possible action request for an internal audit and review of the district credit cards and comp time payout and travel expenses, overtime payment, and to review those documents. Place it on the May 07, 2012 agenda to hire an internal auditor to place it on the agenda if the board concurs. LG: Did we not have an audit on this already? SS: Yes. LG: then we are spending money on it again. Then I don't occur. AL: The auditor recommends this in the audit report. We must learn what kind of internal controls are in place. SS: For all of those audit findings, you have an in depth action plan at the May 07, 2012 meeting. I recommend that you look at the corrective action plan of all the findings. AL: I am very clear on requesting on an internal audit. I would like an internal auditor look at the use of and type of controls we have in place. We can discuss this at the May 07, 2012 meeting. LH: I do concur with Arlene. LG: it might have been fixed already; we are wasting money; wait until the May 07, 2012 and then let's see and then I would agree with it. AL: I would like it placed on the agenda and we can discuss it at that time. KB: I go along with that, I approve that. You need to have receipt, there's receipt of what has been bought and things like that. LH: we asking to place it on the agenda, all we are asking is you concur. EC: I am opposed. AL: I am confident because, there is a recommendation; we should not have any problems; I know we will have a clean audit of some process and procedures; procurement we overlook the funding how they are spent if according to the policies and procedures. We should have a very clean finding. SS: Comp time, credit card, overtime, travel and procurement? LH: And findings on the children who were hurt in the pre-k program. AL: Board and superintendent communication is a process that works for all of us; it should be done at a work session as well.

**N. ADJOURNMENT**

**Adjournment @ 10:50 PM** - Vice President Goodman made a motion to approve this item; Board Member Laughter seconded it. Motion was approve by Vote: 5 in favor, 0 opposed, 0 abstained.

\* \* \* \* \*

**CERTIFICATION**

**RECORDED BY:**

**CONCURRED BY:**

\_\_\_\_\_  
Pat Walsh, Administrative Assistant II  
Office of the Superintendent

\_\_\_\_\_  
Sharon H. Singer, Superintendent  
Shonto Preparatory Schools  
Shonto Preparatory Technology High School

**APPROVED BY:**

\_\_\_\_\_  
Ms. Ellen Cooley, President  
Shonto Governing Board of Education, Inc.

\_\_\_\_\_  
Date

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Motion: \_\_\_\_\_ Second: \_\_\_\_\_

VOTE: \_\_\_\_ in favor, \_\_\_\_ opposed and \_\_\_\_ abstained.