



# SHONTO PREPARATORY SCHOOLS

Transforming Student Learning • Óhoo'aah Łahqo Ánáálnííł

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## Shonto Governing Board of Education, Inc.

### MINUTES of Regular Board Meeting

September 4, 2012

### Shonto Governing Board Room

- I. CALL TO ORDER: Vice President Kenneth Begishe called the meeting to order at 6:15 PM
- II. INVOCATION: Board Member Laughter gave the invocation
- III. ROLL CALL: Vice President Kenneth Begishe called roll: Board Member Ellen Cooley was present at the beginning of the meeting and then was released by Vice President Begishe; Board President Larry Goodman was absent; Board Member Arlene Laughter was present; Board Member Loretta Hoschain (appeared by telephone), Member; Vice President Kenneth Begishe was present and confirmed a quorum.

#### IV. ADOPTION OF AGENDA

Board Member Laughter made a motion to adopt the agenda with changes deleting personnel items XIII.A.3a and 4b; Board Member Ellen Cooley seconded the motion and concurred with the removal. [Note: Member Hoschain was being connected by telephone.]

Ms. Dugi, Acting Director of Human Resources delivered a private letter to Board Member Cooley. Vice President Begishe instructed Board Member Cooley that she may stay and listen in but may not participate either by voting or commenting for the remainder of the meeting. Board Member Cooley left the meeting shortly thereafter.

Board Member Laughter withdrew her motion.

Board Member Hoschain motioned to adopt the agenda with removal of personnel items XIII.A.3a and 4b; Board Member Laughter seconded it.

RESOLVED, that the Governing Board adopt the agenda with removal changes.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

#### V. PUBLIC COMMENTS

There were none.

#### VI. PRESENTATIONS

There was a presentation by Cherilynn Yazzie, Program Manager, Navajo County Nutrition Program, about bringing a nutrition education program to Shonto Students and dorm students. The program will be at no cost for the school. The program is separate from food service and no cooking is involved. The students will benefit by receiving 4-5 lessons on nutrition. The program will provide the teachers, lesson plans, brochures, and incentives. The program targets populations where more than 50% of the students receive free lunch. The program has been in existence for 10 years and is now expanding throughout the Navajo Nation.

#### VII. SUPERINTENDENT'S REPORT

Administrator Gwen Todacheene presented that the student enrollment is currently 86 at the high school and 345 at the PreK8 school. Welcome letters have been sent out to the parents. We have recently attended a mandatory principals meeting wherein we were informed of the emphasis on school improvement, creating school improvement teams, Native Star, and using NWEA. The Reauthorization meeting was held at Hunters Point wherein we were provided with instructions, checklists, and a wealth of information. Our reauthorization is due by March 18, 2013.

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### VIII. ACCEPTANCE OF MINUTES

The following minutes were tabled until the next meeting:

1. Minutes of regular board meeting of June 18, 2012
2. Minutes of regular board meeting of August 07, 2012

Board Member Laughter made a motion to table minutes to the October meeting; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board tabled minutes until the October meeting.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### IX. INSTRUCTIONAL SERVICES: A & B. STAFF TRAVEL

*[Information Only – no board action required.]*

- A. Travel for Administrator Todacheene to attend ASBA 36<sup>th</sup> Annual Law Conference at JW Marriott Camelback Inn, Scottsdale, Arizona, September 6-8, 2012. *[Note: GT will attend ASBA with 2 board members (A, LH).]*
- B. Instate travel for Shonto Preparatory School staff to attend training and conferences: (1) Diana William, K5 Dine' Language and Culture Teacher to attend Dine' Language Assessment on August 17, Flagstaff, Arizona; (2) Nicole Devine, K8 Math Coach to attend ADE AZ Math Counts Training August 20-21 Phoenix, Arizona; (3) Rory Hathale, MS&HS Art Teacher to attend the ADE Admin ELA TRAINING August 28, Phoenix, Arizona; (4) Melanie Dewakuku, ESS Director to attend Navajo Region District Training August 29, Ft. Wingate, New Mexico; (5) Deana Dugi, Federal Projects & Data Coordinator to attend ESEA/Title I Application and ALEAST Plan Review on September 5, Tuba City, Arizona; (6) Melanie Dewakuku, ESS Director to attend Regional Workshop in SAIS training on September 7, Flagstaff, Arizona; (7) Deana Dugi, Federal Projects & Data Coordinator to attend ESEA Title I Training September 13, Flagstaff, Arizona; (8) Melanie Dewakuku, ESS Director to attend AIMS A Mandatory Training on September 25, Flagstaff, Arizona.

### C & D. DELIBERATION OF STAFF TRAVEL TO NATIONAL INDIAN EDUCATION ASSOCIATION CONVENTION, OKLAHOMA CITY, OK OCT 18-21, 2012 AND STAFF TRAVEL TO NCSS CONFERENCE, SEATTLE WA, NOV 16-18, 2012

Administrator Todacheene recommended board approval for staff out-of-state travel for Evereta Thinn and Diana Williams to attend the 43<sup>rd</sup> Annual NIEA Convention in Oklahoma City, Oklahoma on October 18-21, 2012; and, for Shannon Allison and Delsey Benally to attend the 92<sup>nd</sup> Annual NCSS Conference in Seattle, Washington on November 16-18, 2012.

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

RESOLVED, that the Governing Board approved staff out-of-state travel to attend the NIEA and NCSS conferences.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### X. ADMINISTRATIVE POLICIES & REGULATIONS A. DELIBERATION ON ACCEPTANCE OF STUDENTS WITHOUT CIBS

Administrator Todacheene recommends approval of accepting enrollment for two students who have attended Shonto Preparatory School for several years. These students do not have a CIB. In previous years, the parents CIB numbers had been accepted by BIE. Currently, the BIE is no longer accepting the parents' numbers. The parents have tried to get the CIBs, but their birth certificates are not correct. The BIE requires board approval to accept these students and we will not receive funding for the two students.

Board Member Hoschain made a motion; Board Member Laughter seconded the motion. Question: Board Member Hoschain asked how it will affect our reauthorization. In the past all students had to have CIBS for reauthorization purposes. Administrator Todacheene will look into the matter.

RESOLVED, that the Governing Board approved acceptance of students without CIBs.

The motion was approved by a Vote of 2 in favor, 1 opposed (Board Member Hoschain), 0 abstained – Chair Voting. Motion carried.

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### **B. DELIBERATION ON REVISED DISTRICT SCHOOL CALENDAR 2012-2013**

The Governing Board approves the revision to the Shonto Preparatory Schools 2012/2013 Calendar; the changes are as follows:

- Move Fall Break from October 11 and 12, 2012 to October 18 and 19, 2012. The change of date for the Fall Break will also affect the following scheduled activities for the month of October:
- Change in date for Professional Development from Friday, October 19, 2012 to Friday, October 12, 2012.
- Change in date for Parent/Teacher Conferences to start on Tuesday, October 16 and last day to be on Wednesday, October 17, 2012. The Fall Break will result in no school on Thursday, October 18, 2012.

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

RESOLVED, that the Governing Board approved the revisions of the District School Calendar 2012-2013.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **C. DELIBERATION ON STUDENT RESIDENCE LIFE PART-TIME ACADEMIC TUTORS 2012-2013**

Administrator Todacheene recommended approval for Student Residence Life Part-Time Academic Tutors; addenda contracts will be offered from September 5, 2012 to May 17, 2013. The total estimated expense is in the amount of \$21,760, allocated account code 300.100.1000.6115.100.

Board Member Laughter made a motion; Board Member Hoschain seconded the motion. Question(s): Board Member Laughter: Is this in line with school improvement plans, is the data benchmarked to see gains? Chee: I can track individual progress. RA's are unable to provide one to one interventions because they must oversee 25 other students.

RESOLVED, that the Governing Board approved student residence life part-time academic tutors 2012-2013.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **D. APPROVAL OF PREK-8 STUDENT CLUBS 2012-13**

Administrator Todacheene recommended approval of the following clubs for the K8 school: (1) Student council – will be overseeing the other student organizations and approving fund raising activities for other clubs; (2) Eighth Grade Class – for fundraising for class trip and promotion expenses; and, (3) Kindergarten Class – for fund raising for promotion expenses. *[The clubs will establish sponsors and will follow the student activity handbook.]*

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

RESOLVED, that the Governing Board approved preK8 student clubs 2012-2013.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **E. APPROVAL OF SPTHS STUDENT CLUBS 2012-13**

Administrator Todacheene recommended approval of the following clubs and organizations for the SPTHS: (1) Student Council; (2) Senior Class; (3) Junior Class; (4) Sophomore Class; (5) Freshman Class; (6) National Honor Society; and, (7) Native American Club. *[The clubs will establish sponsors and will follow the student activity handbook.]*

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

RESOLVED, that the Governing Board approved SPTHS student clubs 2012-2013.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **F. DELIBERATION OF NAVAJO COUNTY DEPARTMENT OF HEALTH NUTRITION EDUCATION PROGRAM SY 2012-2013 AND CHILD NUTRITION PROGRAMS FOR SY 2012-2013**

Administrator Todacheene recommends approval of the Navajo County preventative Nutrition Education Program as received through a state funded grant. This program includes afterschool activities for dorm students and entails four classes per grade level throughout the school year. Navajo County will provide SPS on site enrichment classes. This program is state funded - reimbursed through an education nutrition program based on 50% of students receiving free or reduced lunch. If board

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approved, a Memorandum of Understanding will be executed by the parties involved. There will be no costs to the school for this supplemental program.

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

RESOLVED, that the Governing Board approved Navajo County Department of Health Nutrition Education Program SY 2012-2013 (including the MOU) and Child Nutrition Programs for SY 2012-2013 (including an Agreement).

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **G. DELIBERATION OF FOOD PROGRAM PERMANENT SERVICE AGREEMENT FOR SY 2012 20-13**

Administrator Todacheene recommended board approval of the Food Program Permanent Service Agreement for SY 2012-2013.

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

RESOLVED, that the Governing Board approved the Food Program Permanent Service Agreement for SY 2012-2013.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **XI. BUSINESS SERVICES & MAINTENANCE & OPERATIONS A. RATIFICATION OF MONTHLY FINANCIAL EXPENDITURE REPORT FOR JULY 2012**

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

RESOLVED, that the Governing Board ratified the monthly financial expenditure report for July 2012.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **B. RATIFICATION OF MONTHLY FINANCIAL EXPENDITURE REPORT FOR AUGUST 2012**

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

RESOLVED, that the Governing Board ratified the monthly financial expenditure report for August 2012.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **C. RATIFICATION OF AUGUST FY 12/13 PAYROLL VOUCHER NOS. 1015, 1016, 1017, 1018, 1019, 1020, 1021, 1022, 1023 AND 1026 IN THE AMOUNT OF \$111,544.30**

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

RESOLVED, that the Governing Board ratified the August FY 12/13 payroll voucher nos. 1015-1023 and 1026 in the amount of \$111,544.30.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **D. RATIFICATION OF JUNE 2012 FY 11/12 ACCOUNTS PAYABLE VOUCHER NOS. 2098-2099 IN THE AMOUNT \$78,160.11**

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

RESOLVED, that the Governing Board ratified June FY 11/12 accounts payable voucher nos. 2098-2099 in the amount of \$78,160.11.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### **E. RATIFICATION OF AUGUST 2012 FY 12/13 ACCOUNTS PAYABLE VOUCHER NOS. 1014, 1024, AND 1025 IN THE AMOUNT OF \$157,619.77**

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

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RESOLVED, that the Governing Board ratified August 2012 12/13 accounts payable voucher nos. 1014, 1024, and 1025 in the amount of \$157,619.77.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### F. UPDATE ON EAST VALLEY DISASTER SERVICES, INC. RENOVATION PROJECT SIX HOUSING UNITS

Consultant Darrell Wallace presented on the progress of East Valley Disaster Services, Inc.'s renovation project of six (6) housing units at Shonto Preparatory School.

1. EVDS was notified of 10% of total amount of the contract will be withheld (including any change orders).
2. Walk-through inspection was conducted on August 24, 2012 with Mr. Fisher of EVDS. A punch list indicating items to be corrected was generated and identified what documents need to be submitted (per AHERRA plan, audit and reauthorization)
3. EVDS correction start date was established August 22, 2012
4. Re-inspections are dependent upon EVDS completion of the punch list items. The project is almost done 99.9% (transformer is to be scheduled and placed). The contractor will need to come back do an electrical inspection.
5. Final payment has been indicated on the punch list and receipt of necessary documents must be complete before project is closed out. Thereafter, a final documentation letter of acceptance or certification will be done.
6. Our consultant recommended a five year architecture plan to be able to tie money to it and hold it in place.

Question(s): Board Member Laughter: Is the project almost completed? Wallace: 99.9 %. The transformer needs to be scheduled and placed. The contractor needs to come back and do an electrical inspection. AL: Maybe within the next month or to the housing will be available? Wallace: It can happen as early as next week. One part left off is access panels. Materials included costs and labor just to install simple access panels. The hours were way skyrocketed. Today we received a new estimate for \$500 instead of \$4000, making sure we are not overcharged by a thorough assessment of the invoice. Next time we will be able to streamline the process on our end. AL: Are we going to pursue additional renovation? If we were, what would be best, bid out or go with cooperative purchasing? Wallace: Overall I would not recommend them again. We have been talking about a five year architecture plan. This is a step we are talking with Mr. Chee on about budge and setting money aside. As for money now nothing is tied to it. However, if you have a plan to tie to it you are able to hold that money in place.

### G. UPDATE OF SPTHS SOLAR PANEL PROJECT

Consultant Darrell Wallace presented on the progress of Shonto Preparatory Technology High School solar project.

1. Mr. Terry Battiest, Renewable Engineer, Navajo Tribal Utility Authority (NTUA) had requested the following documents.
  - a. Approved Land Lease documents
  - b. Soils reports of sites
  - c. Cad drawing or blue prints with engineering signature
2. The location of the above listed documents with former architects and engineers and SPS personnel has been completed.
3. The solar project timeline has been extended by SPTHS request and approved by NTUA.

Your chapter representative Brett Isaac has been facilitating this project. We had a meeting with him a week ago. One of the items is they needs a land lease document which should be approved. On that document, it was set back in 2004. There is a criterion to be followed by the charter school. The Navajo Nation attorney wrote that this was not acceptable. It was revised and approved and forwarded to the BIA. BIA does not have the document. BIA is a care taker of your document. Navajo Nation has the final say. NTUA will accept our land lease. Soils report I contacted your architect. Includes CAD drawings. Last Monday at the meeting at the high school. They accepted it. They will look at the land lease and move forward with the project. The original expiration date of this project is by the end of this month. We were granted an extended date to May of 2013. Now the project has been extended and the money is tied in. Very soon you will see something up at the high school. They want to get in before the start of winter.

Question(s): AL: Is this a project that will save money for the school district? Will it really benefit the school? DW: You will save money. It will be designed to take light loads, security lights, things that use low amps. Yes you will see a turn around after a year. You could take the money and reinvest it into curriculum, invest it into time management units, and start doing investments across the campus to save energy. AL: How soon? DW: The documents were turned in as of Monday. They would like to get started before winter.

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## H. DELIBERATION ON RENEWAL OF VENDOR CONTRACTS (IFB-NAVAJO SANITATION AND RFP- CRESS INSURANCE)

Administrator Todacheene recommended board approval of the renewal contracts to the following vendors for the approximate amounts; and that the Business Manager may be authorized to sign the following contract renewals: (1) Navajo Sanitation in the amount of \$80,000 for waste management, IFB; and, (2) Cress Insurance in the amount of \$160,000, Property & Liability Insurance, RFP.

## I. DELIBERATION ON CONSORTIUM PROCUREMENT CONTRACTS FOR FY 2012-13 (MOHAVE EDUCATIONAL SERVICES, U.S. COMMUNITIES, THE COOPERATIVE PURCHASING NETWORK (TCPN), AND STRATEGIC ALLIANCE OF VOLUME

Administrator Todacheene recommended board approval of consortium procurement contracts for the 2012-013 fiscal year: (1) Arizona State Procurement; (2) Mohave Educational Services; (3) U.S. Communities; (4) The Cooperative Purchasing Network (TCPN); and, (5) Strategic Alliance of Volume Expenditures (SAVE) contracts including their awarded vendors for the 2012 – 2013 fiscal year.

<u>Awarded Vendor</u>	<u>Cooperative Contract</u>	<u>Amount</u>	<u>Services Provided</u>
ASPIN	ASPIN/Mohave	\$275,000	Food Product Supplier
Wells Fargo	S.A.V.E.	\$200,000	Banking Services
East Valley Disaster Services	TCPN	\$2000,000	Disaster Relief & Abatement
Heinfeld Meech & Co., P.C.	S.A.V.E.	\$160,000	Professional Consulting Business
The Professional Group	Mohave	\$5,000	Professional Consulting Business
West Ed	S.A.V.E.	\$100,000	Professional Consulting Education
Northland Rural Services	State	\$70,000	Special Education Services
Voyager Gas Services	State	\$70,000	Fuel Credit Cards
Hillyard	Mohave	\$40,000	Custodial Supplies
Lakeshore	Mohave	\$16,000	Classroom Supplies
Office Depot	TCPN	\$75,000	Classroom Materials & Supplies
Follett Software Company	Mohave	\$150,000	Library Materials

## J. DELIBERATION ON DESIGNATED SOLE SOURCE SUPPLIERS FY 2012-13 – NAVAJO WATER, NTUA, FRONTIER COMMUNICATIONS, USPS, PITNEY BOWES, GSA REGION, TYLER COMMUNICATIONS, SCHOOL DUDE, & POWER SCHOOL

Administrator Todacheene recommended board approval of designated sole source suppliers/providers for the 2012-2013 fiscal year. In accordance with school district procurement rules, section R7-2-1053, sole source procurement, a contract may be awarded for a material, service or construction item without completion if the governing board determines in writing that there is only one source for the required materials, service or construction item. The following list of vendors who have been deemed sole source providers by the business office. The list includes projected expenditures for 2012-2013 and a brief explanation on the determination for the sole source.

<u>Vendor</u>	<u>Amount</u>	<u>Services Provided</u>
Navajo Water	\$12,000	Water treatment & testing, required by the BIA
NTUA	\$260,000	Electricity
Frontier Communications	\$60,000	Telephone communications
USPS	\$10,000	Postal Services
Pitney Bowes	\$7,5000	Postage machine
GSA Region	\$250,000	Vehicle leases

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Tyler Communication	\$10,000	Visions Software license & Database
School Dude	\$8,000	Facility Maintenance Software & Database
Power School	\$5,000	Student Management Software & Database

Board Member Laughter made a motion for approval for items H, I, and J as indicated above; Board Member Hoschain seconded the motion.

RESOLVED, that the Governing Board approved agenda items H, I, and J as indicated above.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## XII. PERSONNEL: A. ADMINISTRATIVE STAFF

### 1. RECLASSIFICATION OF POSITIONS:

The Acting Administrator recommends the approval of the following reclassification of positions:

	<u>Approved Position</u>	<u>Proposed Position</u>	<u>Location</u>	<u>Source</u>	<u>Effective</u>
a.	High School Principal, FTE 1.0, Exempt, 11-months, \$60,000- 65,000	High School Principal, FTE 1.0, Exempt, 12-months, \$60,000- 70,000	High School	Charter	9/5/12
b.	PreK-8 Principal, FTE 1.0, Exempt, 11-months, \$65,000- 70,000	PreK-8 Principal, FTE 1.0, Exempt, 12-months, \$65,000- 75,000	PreK-8 School	ISEP	9/5/12

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

RESOLVED, that the Governing Board approved reclassified 12 month positions for High School Principal and PreK-8 Principal.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### 2. AMENDMENT TO 2012-2013 SCHOOL YEAR CONTRACT:

The Acting Director of Human Resources recommends the approval of the following contract amendment:

<u>Name</u>	<u>Approved Position</u>	<u>Proposed Position</u>	<u>Location</u>	<u>Source</u>	<u>Approved Salary</u>	<u>Proposed Salary</u>	<u>Effective</u>
a. Todacheene, Gwen Kayenta, AZ	Assistant High School Principal	High School Principal	High School	Charter	\$67,137.50 @ 215 days, 11-months, Administrative	\$57,346.15 @ 213 days, (pro-rated from \$70,000 @ 260 days) Administrative	9/5/12- 6/30/13

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

RESOLVED, that the Governing Board approved an amended school year contract for Gwen Todacheene, High School Principal.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### ~~3. WAIVER OF NAVAJO PREFERENCE:~~

~~The Acting Administrator recommends the approval of the following contract offers:~~

	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a.	Cole, Jaime Flagstaff, AZ	PreK-8 Principal	PreK-8 School	ISEP	\$57,346.15 @ 213 days, (pro-rated from \$70,000 @ 260 days) Administrative	9/5/12- 6/30/13

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Note: This item was removed from the agenda.

## 4. CONTRACT OFFERS FOR SCHOOL YEAR 2012-2013:

The Acting Administrator recommends the approval of the following contract offers:

Name	Position	Location	Source	Salary	Effective
a. Chee, Jr., Leonard Lupton, AZ	Director of Support Services	District	ISEP/Charter	\$57,346.15@ 213 days, (pro-rated from \$70,000 @ 260 days) Administrative	9/5/12-6/30/13
b. Cole, Jaime Flagstaff, AZ	PreK-8 Principal	PreK-8 School	ISEP	<del>\$57,346.15 @ 213 days, (pro-rated from \$70,000 @ 260 days) Administrative</del>	9/5/12-6/30/13

Note: Item 4.b. was removed from the agenda.

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

RESOLVED, that the Governing Board approved a contract offer to Leonard Chee, Jr., Director of Support Services.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 5. ADDENDA TO 2012-2013 SCHOOL YEAR CONTRACTS:

The Acting Administrator approved the following addendum to contracts:

Name	Position	Location	Funding Source	Salary	Effective Date
a. Dugi, Deana Shonto, AZ	Acting Director of Human Resources	Central Building	ISEP/Charter	\$1,500	7/18/12-9/4/12
b. Hathale, Rory Kayenta, AZ	Acting High School Principal	High School	Charter	\$1,500	7/18/12-9/4/12
c. Haviland, Marlita Shonto, AZ	Acting Pre-K Principal	PreK-8 School	ISEP	\$1,500	7/18/12-9/4/12
d. Todacheene, Gwen Kayenta, AZ	Acting Administrator	Central Building	ISEP/Charter	\$1,500	7/18/12-9/4/12

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

RESOLVED, that the Governing Board accepted administrator's approval of contract addenda for Dean Dugi, Rory Hathale, and Marlita Haviland.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

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

RESOLVED, that the Governing Board accepted the administrator's approval of contract addendum for Gwen Todacheene.

The motion was approved by a Vote of 2 in favor, 0 opposed, 1 abstained (AL) – Chair Voting. Motion carried.

## 6. SHORT TERM CONTRACT:

The Acting Administrator approved the following addendum to contract:

Name	Position	Location	Funding Source	Salary	Effective
a. Cole, Jaime Flagstaff, AZ	PreK-8 Principal	PreK-8 School	ISEP	\$269.23/day	9/27/12-9/4/12

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



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RESOLVED, that the Governing Board accepted administrator's approval of the short term contract for Jaime Cole, PreK-8 Principal.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## B. CERTIFIED STAFF

### 1. WAIVER OF NAVAJO PREFERENCE:

The Acting Administrator recommends the approval of the following Waiver of Navajo Preference:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a. Miller, Elizabeth Tonalea, AZ	Substitute Teacher, On-call basis, Not to exceed 120 days per school	District	ISEP/Charter	\$85/day for $\geq$ 4 hrs/day; or \$42.50 for < 4 hrs/day	9/5/12-5/24/13

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

RESOLVED, that the Governing Board approved a waiver of Navajo preference for Elizabeth Miller.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### 2. CONTRACT OFFERS FOR SCHOOL YEAR 2012-2013:

The Acting Administrator recommends the approval of the following contract offers:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a. Bedonie, Leroy Tonalea, AZ	Substitute Teacher, On-call basis	PreK-8 School	ISEP	\$95/day for $\geq$ 4 hrs/day; or \$47.50 for < 4 hrs/day	9/5/12-5/24/13
b. Boutang, Simone Page, AZ	K-8 Teacher	PreK-8 School	ISEP	\$35,251.57 @ 168 days (Pro- rated fr \$40,917 @ 195 days), L5-G0	9/5/12-5/24/13
c. Graham, Elouise Tuba City, AZ	Academic Counselor	PreK-8 School	ISEP	\$42,223.26 @ 178 days (Pro- rated fr \$51,000 @ 215 days) Special	9/5/12-6/7/113
d. Miller, Elizabeth Tonalea, AZ	Substitute Teacher, On-call Not exceed 120 days/ school	District Wide	ISEP/Charter	\$85/day for $\geq$ 4 hrs/day; or \$42.50 for < 4 hrs/day	9/5/12-5/24/13
e. Tsosie, Richard T. Shonto, AZ	Substitute Teacher, On-call basis	District Wide	ISEP/Charter	\$95/day for $\geq$ 4 hrs/day; or \$47.50 for < 4 hrs/day	9/5/12-5/24/13

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

RESOLVED, that the Governing Board approved contract offers for Leroy Bedonie, Simone Boutang, Elouise Graham, Elizabeth Miller, and Richard T. Tsosie.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

### 3. ADDENDUM TO 2012-2013 SCHOOL YEAR CONTRACTS:

The Acting Administrator approved the following addenda to contracts:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a. Allison, Shannon Shonto, AZ	Common Core Prof. Development	High School	Charter	\$100/day	9/15/12-9/15/12
b. Allison, Shannon Shonto, AZ	Volleyball Head Coach	High School	Charter	\$1,000	8/13/12-10/29/12

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c.	Beard, Merle Cameron, AZ	Common Core Prof. Development	High School	Charter	\$100/day	9/15/12-9/15/12
d.	Beard, Merle Cameron, AZ	Volleyball Head Coach	Middle School	Charter	\$1,000	8/13/12-10/29/12
e.	Begay, Lola Tuba City, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
f.	Begaye, Belinda Tuba City, AZ	Common Core Prof. Development	Mid/High School	ISEP/Charter	\$100/day	9/15/12-9/15/12
g.	Begaye, Lena Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
h.	Benally, Delsey Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
i.	Benally, Kenneth Shonto, AZ	Common Core Prof. Development	Mid/High School	ISEP/Charter	\$100/day	9/15/12-9/15/12
j.	Benally, Kenneth Shonto, AZ	Cross Country Head Coach	Middle School	Athletics	\$1,000	8/13/12-10/29/12
k.	Benally, Kenneth Shonto, AZ	Interim Athletic Director	Middle School	Athletics	\$500	8/13/12-10/29/12
l.	Black, Katherine Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
m.	Black, Kimberlin Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
n.	Boles, Carol Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
o.	Boutang, Simone Page, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
p.	Boutang, Simone Page, AZ	Football Assistant Coach	Middle School	Athletics	\$800	8/13/12-10/29/12
q.	Caudill, Gay Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
r.	Devine, Nicole Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
s.	El-Hajj, Carmelita Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
t.	Grass, Cheryl Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
u.	Graymountain, Lucy Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12

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v.	Hathale, Rory Kayenta, AZ	Common Core Prof. Development	Mid/High School	ISEP/Charter	\$100/day	9/15/12-9/15/12
w.	Haviland, Marlita Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
x.	Henrikson, Amanda Shonto, AZ	Common Core Prof. Development	High School	Charter	\$100/day	9/15/12-9/15/12
y.	Johnson, Smibert Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
z.	Lane, Lance Shonto, AZ	Common Core Prof. Development	Mid/High School	ISEP/Charter	\$100/day	9/15/12-9/15/12
aa.	Meyers, Geneve Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
bb.	Scales, Warren Shonto, AZ	Common Core Prof. Development	High School	Charter	\$100/day	9/15/12-9/15/12
cc.	Scales, Warren Shonto, AZ	Assistant Football Coach	High School	Charter	\$1,000	8/20/12-10/29/12
dd.	Scott, Leandra Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
ee.	Secody, Leola Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
ff.	Sells, Margaret Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
gg.	Sells, Regina Shonto, AZ	Common Core Prof. Development	Mid/High School	ISEP/Charter	\$100/day	9/15/12-9/15/12
hh.	Slick, Ethel Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
ii.	Valdo, Emma Shonto, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
jj.	Williams, Diana Kayenta, AZ	Common Core Prof. Development	PreK-8 School	ISEP	\$100/day	9/15/12-9/15/12
kk.	Zientek, Steven Shonto, AZ	Common Core Prof. Development	High School	Charter	\$100/day	9/15/12-9/15/12
ll.	Zientek, Steven Shonto, AZ	Football/Cross Country Coach	High School	Athletics	\$1,500	8/13/12-10/29/12
mm.	Zientek, Steven Shonto, AZ	Interim Athletic Director	High School	Athletics	\$500	8/13/12-10/29/12

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

RESOLVED, that the Governing Board approved the above addenda to school year contracts.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

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## 4. SHORT-TERM CONTRACTS:

The Acting Administrator approved the following short-term contracts:

	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a.	Bedonie, Leroy Tonalea, AZ	Substitute Teacher, On-call basis	PreK-8 School	ISEP	\$95/day for ≥ 4 hrs/day; or \$47.50 for < 4 hrs/day	8/15/12-9/4/12
b.	Boutang, Simone Page, AZ	K-8 Teacher	PreK-8 School	ISEP	\$209.83/day L5-G0	8/20/12-9/4/12
c.	Graham, Elouise Tuba City, AZ	Academic Counselor	PreK-8 School	ISEP	\$237.21/day Specialized	8/17/12-9/4/12
d.	Miller, Elizabeth Tonalea, AZ	Substitute Teacher, On-call, Not exceed 120 days/school	District wide	ISEP/Charter	\$85/day for ≥ 4 hrs/day; or \$42.50 for < 4 hrs/day	8/15/12-9/4/12
e.	Salt, Genevieve Shonto, AZ	Substitute Teacher, On-call basis	District-wide	ISEP/Charter	\$95/day for ≥ 4 hrs/day; or \$47.50 for < 4 hrs/day	8/17/12
f.	Tsosie, Richard Shonto, AZ	Substitute Teacher, On-call basis	District wide	ISEP/Charter	\$95/day for ≥ 4 hrs/day; or \$47.50 for < 4 hrs/day	8/21/12-9/4/12

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

RESOLVED, that the Governing Board accepted administrator's approval of the above short term contracts.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 5. VOLUNTARY TRANSFER OF POSITION:

The Acting Administrator approved the following voluntary transfer of position:

	<u>Name</u>	<u>Approved Position</u>	<u>Proposed Position</u>	<u>Location</u>	<u>Source</u>	<u>Proposed Salary</u>	<u>Effective</u>
a.	Scales, Warren Shonto, AZ	K-8 Teacher	Secondary Teacher, English	High School	Title I	No change	9/5/12- 5/24/13

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

RESOLVED, that the Governing Board accepted administrators approval of the voluntary transfer of position for Warren Scales.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 6. TERMINATIONS:

The following contracts were rendered automatically null and void resulting in terminations of employment:

	<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Reason</u>
a.	Bieker, Mark Shonto, AZ	K-8 Teacher	PreK-8 School	8/17/2012	Contract Automatically Null and Void Upon Failure to Complete Pre-employment Requirements.
b.	Brown, Kimberly Shonto, AZ	K-8 Teacher	PreK-8 School	8/12/2012	Contract Automatically Null and Void Upon Expiration Without Renewal of IVP Fingerprint Clearance Card.

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Board Member Hoschain made a motion; Board Member Laughter seconded the motion. Questions: AL: Is there a tracking system that is in place so that people don't forget their renewals? Deana Dugi: Tanya sends out an email 6 months ahead to employee that his/her background will expire. FB: Making correction on 6a Bieker 8/17. DD: Federal background checks are done 2-4 weeks. We have to have the background checks in place. State IVP card if they have it, we will accept them. Federal is shorter time than state.

RESOLVED, that the Governing Board approved terminations of employment for Mark Bieker and Kimberly Brown.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 7. RESIGNATION:

Chris Heidel            K-8 Teacher

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

RESOLVED, that the Governing Board accepted the resignation of Chris Heidel.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## C. CLASSIFIED STAFF

### 1. SHORT-TERM CONTRACTS:

The Acting Administrator approved the following short-term contracts:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a. Bedoni, Esther Shonto, AZ	Accounting Technician II, Accounts Payable	District	Indirect	\$18.99/hr P6-S16	8/8/12-9/4/12
b. Bryant, Berlinda Shonto, AZ	Teacher Assistant, Prekindergarten	PreK-8 School	ISEP	\$10.81/hr L2-G4	8/27/12-9/4/12
c. Chief, Lee Tsaile, AZ	Teacher Assistant, ESS	PreK-8	ESS	\$13.01/hr L2-G11	8/27/12-9/4/12
d. Dewakuku, Kirkland Shonto, AZ	Teacher Assistant, ESS	High School	ESS	\$12.92/hr L9-G1	8/28/12-9/4/12
e. Gamble, Larry Shonto, AZ	Temporary Electrician	Central Building	Maintenance & Operat.	\$19.25/hr P8-S9	8/2/12-9/4/12
f. Kee, Berlinsea Shonto, AZ	Teacher Assistant, Kindergarten	PreK-8 School	ISEP	\$10.40/hr L2-G0	8/28/12-9/4/12
g. Yazzie, Eloise Kayenta, AZ	Teacher Assistant, Kindergarten	PreK-8 School	ISEP	\$14.04/hr L3-G13	8/28/12-9/4/12

Board Member Laughter made a motion; Board Member Hoschain seconded the motion. Q: AL: Confused about short term contract for accounting technician II, AP. What is it exactly we are offering? FB: She is moving from position VII to position VI. When she applied, she was going down a step, at the same time she was still helping out as the AA MAO. That is where the \$1.42 comes into play.

RESOLVED, that the Governing Board accepted administrator's approved short term contracts for Esther Bedoni, Berlinda Bryant, Lee Chief, Kirkland Dewakuku, Larry Gamble, Berlinsea Kee, and Eloise Yazzie.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

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## 2. CONTRACT OFFERS FOR SCHOOL YEAR 2012-2013:

The Acting Administrator recommends the approval of the following contract offers:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective</u>
a. Bedoni, Esther Shonto, AZ	Accounting Technician II, Accounts Payable	Central Building	Indirect	\$32,358.96 @ 213 days P6-S16	9/5/12-6/30/13
b. Bryant, Berlinda Shonto, AZ	Teacher Assistant, Prekindergarten	PreK-8 School	ISEP	\$14,528.64 @ 168 days L2-G4	9/5/12-5/24/13
c. Chief, Lee Tsaile, AZ	Teacher Assistant, ESS	PreK-8	ESS	\$17,485.44 @ 168 days L2-G11	9/5/12-5/24/13
d. Dewakuku, Kirkland Shonto, AZ	Teacher Assistant, ESS	High School	ESS	\$17,364.48 @ 168 days L9-G1	9/5/12-5/24/13
e. Kee, Berlinsea Shonto, AZ	Teacher Assistant, Kindergarten	PreK-8 School	ISEP	\$13,977.60 @ 168 days L2-G0	9/5/12-5/24/13
f. Yazzie, Eloise Kayenta, AZ	Teacher Assistant, Kindergarten	PreK-8 School	ISEP	\$18,869.76 @ 168 days L3-G13	9/5/12-5/24/13

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

RESOLVED, that the Governing Board approved contract offers for Esther Bedoni, Berlinda Bryant, Lee Chief, Kirkland Dewakuku, Berlinsea Kee, and Eloise Yazzie.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 3. SUPPLEMENTAL AGREEMENTS:

The Acting Administrator recommends the approval of the following supplemental agreements:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Source</u>	<u>Salary</u>	<u>Effective Dates</u>
a. Bedoni, Esther Shonto, AZ	Part-time Administrative Assistant, Maintenance & Operations	Central Building	Indirect	\$2500	9/5/12-6/30/2012
b. Dayzie, Evelyn Shonto, AZ	Fall Female Chaperone	High School	Athletics	\$500	8/13/12-10/29/12

Board Member Hoschain made a motion; Board Member Laughter seconded the motion. Q: AL: We are putting a lot of responsibility on Esther. Why don't we train some of the men to do some of the extra work? Foremen do their own work. They are trained to do so (college experience). Foremen do their own memos, quotes, reports; that is just a recommendation I am throwing out there. LC: We did our observation from the beginning of the school year. There is going to be some adjustment. Cross training each other. We left out the administrative stuff. DW: The reason we have Esther is she is very familiar with Visions and FEMIS process. We are hoping to get someone on board so that she can start training. I am taking a lot of weight off her. She has a lot of information that we need for the audit. AL: Get maintenance computer literate. We should not rely heavily on the administrative assistant. Everybody needs to start contributing. Other school districts maintenance personnel are computer literate. LH: In the past, I know Paul got some small computers what happened to those? Use of School Dude - Paul was starting to cross-train some of the maintenance staff. JD: I was talking to Evereta to train the staff. School Dude is being spread out by Mr. Klain. There are two computers available in their lounge area to check school dude. AL: Cross training is one of the goals that we had set last year was to have key people have access to remote requisitions. Ultimately the goal is to pick up key people and train them on how prepare requisitions.

RESOLVED, that the Governing Board approved supplemental agreements for Esther Bedoni and Evelyn Dayzie.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

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## 4. COMPLETION OF PROBATIONARY PERIODS:

The Acting Administrator recommends the approval of the following completion of probationary periods:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Evaluation</u>
a. Cooley, Rodale Shonto, AZ	Residential Assistant	Residential	3/20/12-9/3/12

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

RESOLVED, that the Governing Board approved completion of probationary period for Rodale Cooley.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## 5. TERMINATION:

The following contract is rendered automatically null and void resulting in termination of employment:

<u>Name</u>	<u>Position</u>	<u>Location</u>	<u>Effective</u>	<u>Reason</u>
a. Talker, Stella Shonto, AZ	Lead Housekeeping	Central	8/21/2012	Contract Automatically Null and Void Upon Failure to Complete Pre-employment Requirements.

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

RESOLVED, that the Governing Board approved the terminated contract of Stella Talker.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

## XIII. BOARD MEMBER CONCERNS

Board Member Loretta Hoschain would like to have board stipends cut directly after meetings. LH also mentioned some negativity she feels about the Administrative Assistant. She mentioned that she would like to be added to attend the ASBA Law Conference in Scottsdale, AZ, and the NIEA conference in Oklahoma City, OK.

Board Member Arlene Laughter would like to have a work session to review the application. AL would like to know Administrators plans for teacher evaluations. What are we using and how often are we reviewing the data? What is the status on the Board policy that we had started? Where are we on ONLR charges? The board would like to review and make the selection on legal services, i.e., interview the top three offers. The current attorney is hard to get a hold of. It is kind of difficult when you want legal advice; it turns into days. AL would status on the Capital Plan, the housing area, and new basketball goals for the park area.

Vice President Kenneth Begishe indicates that he appreciates the staff and how things are coming together so fast. Dorm tutors are needed and to keep up the good work. He really appreciates our consultant, Mr. Darrell Wallace, for the job he is doing, especially when we could have been way overcharged for the renovation project.

## XIV. NEXT BOARD MEETING – October 2, 2012

## XV. ADJOURNMENT AT 9:05 PM

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

RESOLVED, that the Governing Board adjourned the meeting at 9:05 PM.

The motion was approved by a Vote of 3 in favor, 0 opposed, 0 abstained – Chair Voting. Motion carried.

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**Shonto Preparatory Schools**

MINUTES of September 04, 2012 regular board meeting

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**CERTIFICATION**

RECORDED BY:

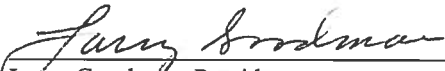
CONCURRED BY:



Pat Walsh, Administrative Assistant II/Board Clerk  
Office of the Superintendent

Gwen Todacheene, Acting Administrator  
Shonto Preparatory Schools

APPROVED BY:



October 8, 2012

Larry Goodman, President  
Shonto Governing Board of Education, Inc.

Date

Motion: Kenneth Begishe

Second: Ellen Broley

VOTE: 4 in favor, 0 opposed and 0 abstained.