SHONTO PREPARATORY SCHOOLS



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Shonto Governing Board of Education, Inc.

[Proposed] MINUTES of Public Hearing July 09, 2012 Shonto Governing Board Room

I. CALL TO ORDER: President Ellen Cooley called the meeting to order at 5:30 PM

II. ROLL CALL: Vice President Larry Goodman called roll and confirmed a quorum: Present Ellen

Cooley was present; Vice President Larry Goodman was present; Board Member Arlene Laughter was present; Board Member Loretta Hoschain was present; Board

Member Kenneth Begishe was present.

III. PUBLIC HEARING

Consultant, Karen Smith of Heinfeld Meech & Co., presented a Power Point on the Shonto Governing Board of Education, Inc. 2012-13 Budgets. Charter School Annual Budget spreadsheets were distributed to the attendees. After the meeting there was some board questions:

LG: Put aside last five years if there were something curious with the budgets.

KS: We can look at the revenue of what was coming in.

LG: We are curious whether there was any influence that caused it to fluctuate.

KS: You might look at enrollment versus expenses according to funding

LG: If you can do that we would be much obliged.

AL: An annual budget work session - we have been requesting for the last several years. We finally got it. We hired Heinfeld & Meech. Now that we have a new finance manager, we are concerned about travel and overtime. Are we really purchasing materials for the students - textbooks, software, instructional and supplemental materials? How much did we spend on our consultants? Was it effective in providing services for our teachers? Those are the questions we have. We have to look at our budget; our plans and align our budget. Are we achieving our goals? There was a new strategic plan; did we develop that plan to spend unrestricted and restricted funds appropriately? E-Rate how much money was returned?

KS: 2004 procurement from that time forward, we don't know if there are further back logged. I know that we have complaints for this particular year. Were the submissions and appropriate forms completed on time? We don't know what further judgments are forthcoming

AL: Now that we have hired a business manager – Are payouts for leave done correctly? Are we wasting money? We are cutting people here. We need to watch our wasteful spending.

KS: We are here as long as you need us here. We established procedures in the business office however, (newly proposed district) policies have not been adopted; procedures already in place in the office and are training the staff. We are waiting for board approval.

LG: I would like to see a copy of that before the next board meeting.

LH: Did Mr. Vaughn get a copy of the policy to look over for the board?

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AL: The draft was presented to us at the last meeting for a first meeting. We tabled it because we needed to review the policy thoroughly. We needed attorney review before we approve that policy. We seem to just rubber stamp things and later it comes back to bite us. Federal, state, government, and tribal – we tend to approve it and then later there is chaos.

JV: I have, in fact, have been undertaking that integration particularly of Navajo nation code; I have gone through the 176 page policy. Ms. Smith and I have already redlined that document for the revisions and I assure you that I will get those in the hands of the board members.

EC: Any more questions? If not let's adjourn the public hearing.

IV. ADJOURNMENT AT 10:50 PM

Board Member Larry Goodman motioned to adjourn the public hearing and Board Member Arlene Laughter seconded the motion. The public hearing was adjourned at 6:40 pm by a unanimous Vote of 5, 0, 0. CV.

Shonto Governing Board of Education, Inc.

[Proposed] MINUTES of Regular Board Meeting July 09, 2012

Shonto Governing Board Room

V. CALL TO ORDER: President Ellen Cooley called the meeting to order at 6:40 PM

VI. ROLL CALL: Vice President Larry Goodman called roll and confirmed a quorum: President Ellen

Cooley was present; Vice President Larry Goodman was present; Board Member Arlene Laughter was present; Board Member Loretta Hoschain was present; Board

Member Kenneth Begishe was present.

VII. ADOPTION OF AGENDA

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

RESOLVED, that the Governing Board adopt the agenda as presented.

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

VIII. ACCEPTANCE OF REGULAR BOARD MEETING MINUTES OF APRIL 3, 2012

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

RESOLVED, that the Governing Board accepted the minutes of regular board meeting on April 3, 2012.

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

IX. Instructional Services:

A. DELIBERATION ON STAFF TRAVEL TO ATTEND OFFICE OF
DINE' SCIENCE, MATH AND TECHNOLOGY: USING DATA PROCESS
WORKSHOP IN IGNACIO, CO.

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

RESOLVED, that the Governing Board approved staff travel to attend Office of Dine' Science, Math and Technology: Using Data Process Workshop in Ignacio, Colorado.

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

B. DELIBERATION APPROVAL OF DINE' LANGUAGE IMMERSION PROGRAM – PARENT STUDENT CONTRACT

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

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RESOLVED, that the Governing Board approved the Dine' Immersion Program - Parent Student Contract.

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

C. DELIBERATION ON APPROVAL OF PURCHASE OF K8 SAXON MATH MATERIALS FOR SY12-13 IN THE AMOUNT OF \$11,098.01 AND RECOMMENDED MATH COUNTS GRANT

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

RESOLVED, that the Governing Board approved purchased of K8 Saxon Math materials for SY 12-13 in the amount of \$11,098.01 and the Math Counts Grant.

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

X. Business Services / Maintenance & Operations
A. RATIFICATION OF MONTHLY FINANCIAL REPORT

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board ratified the monthly financial report.

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

B. RATIFICATION OF PAYROLL VOUCHERS 1111-1015, 1118-1119, 1122-1123 IN THE AMOUNT OF \$226,867.81

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

RESOLVED, that the Governing Board ratified payroll vouchers 1111-1015, 1118-1119, 112-1123 in the amount of \$226,867.81.

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

C. RATIFICATION OF ACCOUNTS PAYABLE VOUCHERS 2094-2096 IN THE AMOUNT OF \$517,977.79

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

RESOLVED, that the Governing Board ratified accounts payable vouchers 2094-2096 in the amount of \$517,977.79.

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

D. DELIBERATION OF SHONTO PREPARATORY SCHOOL 2012-2013 BUDGET

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the Shonto Preparatory School 2012-2013 Budget.

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

A. DELIBERATION OF ADMINISTRATIVE PERSONNEL REPORT

1. The Superintendent recommends your approval to eliminate a position:

<u>Position</u> <u>Location</u> <u>Effective Date</u>

a. Director of Residential Services/Safe Schools Dorms 7/10/12

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board eliminated the position of Director of Residential Services/Safe Schools.

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2. The Superintendent recommends your approval for a Waiver of Navajo Preference:

Name	Position	Location	Source	<u>Salary</u>	Effective Dates:
a. Jorgensen, Trygve Okmulgee, OK	Director of Human Resources	Central Building	Indirect	\$67,000 Pro-rated @ 255 days	7/10/12-6/30/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board waived Navajo preference for Trygve Jorgensen.

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

3. The Superintendent recommends your approval of the following Administrative Appointments for School Year 2012:

	<u>Name</u>	Position	Location	Source	Salary	Effective Dates:
a	Jorgensen, Trygve Okmulgee, OK	Director of Human Resources	Central Building	Indirect	\$67,000 Pro-rated @ 255 days	7/10/12-6/30/13
b.	Witherspoon, Gary Ignacio, CO	Assistant Principal	K-8 School	ISEP	\$69,000 Pro-rated @ 215 days	7/16/12-6/7/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the appointment of Trygve Jorgensen, Director of Human Resources and Gary Witherspoon, K-8 Assistant Principal.

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

4. The Superintendent recommends your approval to Reclassify a Position

	Approved Position	Proposed Position	Location	Funding Source	Effective
a	Maintenance & Operations	Director of Support Services	Central	Residential/ISEP/	7/10/12
	Manager, FTE 1.0,	FTE 1.0, \$65,000-70,000,	Building		
	\$53,000, Exempt, 12-	Exempt, 12-Months		M&O/Impact Aid	
	months				

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

RESOLVED, that the Governing Board reclassified the position of Director of Support Services.

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

B. DELIBERATION OF CERTIFIED PERSONNEL REPORT

1. The Superintendent recommends approval of Retroactive Extension of Summer Contracts for Certified Recruiters:

	Name	Position	Location	Funding Source	Salary	Effective Date(s)
a.	Black, Katherine Shonto, AZ	Summer Head Recruiter	District	ISEP/Charter	\$25/hr, 40 hrs/wl	7/2/12-7/19/12
b.	Vandever, Gerald Kayenta, AZ	Summer Recruiter	District	ISEP/Charter	\$25/hr, 40 hrs/wl	7/2/12-7/19/12

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved retroactive extension of summer contracts for certified recruiters – Katherine Black and Gerald Vandever.

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

2. The Superintendent recommends approval to eliminate the following positions:

<u>Position</u> <u>Location</u> <u>Effective Date</u>

a. K-8 Teachers: FTE 1.0 PreK, FTE 1.0 First Grade, FTE 1.0 Third Grade, FTE K-8 School 7/10/12 1.0 Fourth Grade, FTE 1.0 Sixth Grade, FTE 1.0 Math Interventionist, FTE 1.0 Health, FTE 1.0 Computers K-5, FTE 1.0 Navajo Studies

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board eliminated the above certified positions.

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

3. The Superintendent recommends approval to Waive Navajo Preference for the following:

	Name	Position	Location	Source	Salary	Effective
a.	Beiker, Mark Hays, KS	K-8 Teacher, Grade 4	K-8 School	ISEP	\$44,809@ 195 days L4-G	7/30/12- 5/24/13
b.	Boles, Carol Shonto, AZ	K-8 Teacher, Grade 5	K-8 School	ISEP	\$44,116@ 195 days L3-G10	7/30/12- 5/24/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board waived Navajo preference for certified teachers - Mark Beiker and Carol Boles.

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

4. The Superintendent recommends approval of Certified Appointments for School Year 2012-2013:

	Name	Position	Location	Source	Salary	Effective
a.	Beiker, Mark Hays, KS	K-8 Teacher, Grade 4	K-8 School	ISEP	\$44,809@ 195 days L4-G9	7/30/12- 5/24/13
b.	Benally, Delsey Shonto, AZ	K-8 Teacher, Social Studies	K-8 School	ISEP	\$40,917 @ 195 days L5-G0	7/30/12- 5/24/13
c.	Benally, Kenneth Shonto, AZ	Secondary Teacher, Physical Education, Grades 6-12	K-8 School & High School	ISEP/ Charter	\$49,319 @ 195 days L3-G15	7/30/12- 5/24/13
d.	Boles, Carol Shonto, AZ	K-8 Teacher, Grade 5	K-8 School	ISEP	\$44,116 @ 195 days L3-G10	7/30/12- 5/24/13
e.	Johnson, Smibert Shonto, AZ	K-8 Teacher, PreK	K-8 School	ISEP	\$45,373 @ 195 days L5-G9	7/30/12- 5/24/13
f.	Scott, Kathy Phoenix, AZ	K-8 Teacher, Grade 4	K-8 School	ISEP	\$46,428 @ 195 days L5-G10	7/30/12- 5/24/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board appointed certified teachers – Mark Beiker, Delsey Benally, Kenneth Benally, Carol Boles, Smibert Johnson, and Kathy Scott.

5. The Superintendent recommends approval of Position and Salary Adjustment for 2012-2013 School Year Contract:

Name	Approved Position	Proposed Position	Location	Funding Source	Salary	Proposed Position	Effective Dates
a. Sells, Regina Shonto, AZ	K-8 Teacher, Technology	Secondary Teacher, Technology, Grades 6-12	K-8 School & High School	ISEP/Charter	\$43,261 @ 195 days L5-G7	\$45,248 @ 195 days L6-G7	7/30/12- 5/24/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the position and salary adjustments for certified teacher, Regina Sells.

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

6. The Superintendent recommends approval of the Establishment of Position:

	<u>Position</u>	Salary		<u>Location</u>	Source	Date
a.	K-8 Teacher, Dine' Immersion,	2012-20130 K-12	Teacher Salary Schedule	K-8 School	ISEP	7/10/12
	FTE 1.0. Exempt, 10-Month					

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board established the K-8 Teacher, Dine' Immersion position.

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

7. The Superintendent recommends approval of Short Term Contracts for 10 month Certified employees to work with Extreme Teaching for Extreme Times and West Ed Consultants – July 26th & 27^{th.}

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

RESOLVED, that the Governing Board approved short term contracts for certified employees to work with Extreme Teaching for Extreme Times and West Ed Consultants July 26th & 27th.

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

8. The Superintendent recommends approval of Short Term Contracts for Curriculum Team July 17th - 24th (20 Certified Employees).

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

RESOLVED, that the Governing Board approved short term contracts for curriculum team July $17^{th} - 24^{th}$ (20 Certified Employees).

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

9. The Superintendent recommends approval of Short Term Contracts for School Planning Team July $9^{th} - 13^{th}$.

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

RESOLVED, that the Governing Board approved short term contracts for school planning team July 9th – 13th.

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

C. DELIBERATION OF CLASSIFIED PERSONNEL REPORT

1. The Superintendent recommends approval of Classified Contract Renewals:

	<u>Name</u>	<u>Position</u>	Location	Source	Salary	Effective Dates:
a.	Bedoni, Esther	Administrative Assistant I,	Central	Indirect	Same position and	7/10/12-6/30/13
	Shonto, AZ	Maintenance & Operations	Building		step as previous	

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c. Greymountain, Delight Property Clerk Central Indirect Same position and 7/10/12-6/30/13 Shonto, AZ Building step as previous

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved classified contract renewals - Esther Bedoni and Delight Greymountain.

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

2. The Superintendent recommends approval to eliminate the following positions:

	Position	Location	Effective Date
a.	Administrative Assistant I, FTE 1.0	Residential	7/10/12
b.	Administrative Assistant I, FTE 1.0 Finance Office	Central Office	7/10/12
c.	Administrative Assistant II, Support Services, FTE 1.0	Central Office	7/10/12
d.	ESS Specialist, FTE 1.0	K-8 School/High School	7/10/12
e.	Housekeeping Technician, FTE 2.0	Operations	7/10/12
f.	Part-time Cafeteria Worker, FTE 0.8	Cafeteria	7/10/12
g.	Playground Monitors, FTE 1.5	K-8 School	7/10/12
h.	Public Relations/Community Outreach Coordinator, FTE 1.0	Central Office	7/10/12
i.	Residential Assistant, FTE 1.0	Dorms	7/10/12
j.	Social Worker, FTE 1.0	Dorms	7/10/12
k.	Teacher Assistants: FTE 2.0 PreK-2, FTE 2.0 Kindergarten, FTE 2.0 First Grade, FTE 2.0 Second Grade, FTE 1.0 Math Intervention	K-8 School	7/10/12
l.	Teacher Assistants: FTE 5.0 ESS	PreK-8 School/High School	7/10/12
m.	USDA Clerk/Food Service Worker, FTE 1.0	Cafeteria	7/10/12

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board eliminated the above classified positions.

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

3. The Superintendent recommends approval to Reclassify Position:

	Approved Position	Proposed Position	Approved Salary	Proposed Salary	Location	Source	Date
a.	Accounting Technician	Accounting Technician	Classified Salary	Classified Salary	Central	Indirect/	7/10/12
	III/Accounts Payable &	II, Accounts Payable,	Schedule, Position 8	Schedule,	Building	Housing	
	Housing Manager,	Full-time, 12-months,		Position 6			
	Full-time, 12-months,	Non-exempt					
	Non-exempt						

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board reclassified the Accounting Technician II, Accounts Payable position.

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4. The Superintendent recommends approval of Retroactive Extension of Summer Classified Contracts:

	<u>Name</u>	Position	Location	Funding Source	Salary	Effective Date(s)
a.	Cooley, Rodale	Summer Recruiter	K-8 School	ISEP	\$15/hr,	7/2/12-7/19/12
	Shonto, AZ				40 hrs/wk	
b.	Yazzie, Angela	Summer Recruiter	District Wide	ISEP/Charter	\$15/hr,	7/2/12-7/19/12
	Shonto, AZ				40 hrs/wk	

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the retroactive extension of Summer Classified Contracts – Rodale Cooley and Angela Yazzie.

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

5. The Superintendent recommends approval of Classified Appointments for School Year 2012-2013:

	Name	<u>Position</u>	Location	Source	Salary	<u>Effective</u>
a.	Greenstone, Sheena Shonto, AZ	K-12 School Community Liaison	District-wide	ISEP/Charter	\$30,547.20 @ 215 days P8-S3	7/16/12- 6/7/13
b.	Hamana, Lydia Shonto, AZ	Bus Driver	Operations	Transportation	2012-2013 Classified Salary, P4-S2 @ 195 days	7/30/12- 5/24/13

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved classified appointments - Sheena Greenstone and Lydia Hamana.

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

6. The Superintendent recommends approval of Addenda to 2012-2013 Contract:

	Name	Position	Amount	Funding Source	Effective Dates
a.	Delmar, Jon-Daniel	Technology Infrastructure Coordination	\$5,000.00 @	ISEP/Charter	7/10/12-6/30/13
	Shonto, AZ		255 days		

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board approved the contract addendum of Jon-Daniel Delmar, Technology Infrastructure Coordination.

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

7. The Superintendent recommends approval of Establishment of the following Classified Positions:

	Position	Salary	Location	Source	<u>Effective</u>
a.	Safe Schools Coordinator FTE 1.0, Exempt, 12-month	\$45,000-50,000 Specialized Salary Schedule	District-wide	ISEP	7/10/12
b.	Teacher Assistant, Dine' Immersion, FTE 1.0, Non-exempt, 10-month	2012-2013 Teacher/Residential Assistant Salary Schedule	K-8 School	ISEP	7/10/12
c.	Switchboard Receptionist, FTE 1.0, Non-exempt,	2012-2013 Classified Salary Schedule, Position 5	K-8 School	ISEP	7/10/12

Member Laughter made a motion; Member Goodman seconded the motion.

RESOLVED, that the Governing Board established classified positions: Safe School Coordinator, Teacher Assistant Dine' Immersion, and Switchboard Receptionist.

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8. The Superintendent recommends Approval of Short Term contracts for ten (10) month classified employees to work with extreme Teaching for Extreme Times and WestEd consultants – July 26th & 27th

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

RESOLVED, that the Governing Board approve short term contracts for classified employees to work with extreme teaching for extreme times and WestEd consultants July 26th & 27th.

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

XII. EXECUTIVE SESSION – ATTORNEY ADVICE AND GUIDANCE REGARDING BOARD MANAGEMENT

Deliberation and approval of Superintendent's salary (Legal Advise-Executive Session) [The Board may vote to discuss this item in an executive session pursuant to A.R.S. §38-431.03(A)(1) and 10 N.N.C. §106(C) Executive Session with regard to any matter listed on the Agenda pursuant to §38-431.03.A.1. regarding personnel matters, pursuant to A.R.S. §38-431.03.A.2. regarding confidential records and/or pursuant to A.R.S. §38-431.03.A.3-4 regarding legal advice or settlement discussions conducted in order to avoid or resolve litigation. Legal advice may be obtained by telephone].

Vice President Goodman made a motion to enter executive session at 8:48 PM; Member Laughter seconded the motion.

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

Vice President Goodman made a motion to exit executive session at 10:20 PM; Member Laughter seconded the motion.

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

XIII. NEXT REGULAR BOARD MEETING – August 7, 2012 XIV. ADJOURNMENT AT 10:50 PM

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

RESOLVED, that the Governing Board adjourned the meeting at 10:50 PM.

VOTE: ____ in favor, ____ opposed and ____ abstained.

CERTIFICATION				
RECORDED BY:	CONCURRED BY:			
Pat Walsh, Administrative Assistant II/Board Clerk Office of the Superintendent APPROVED BY:	Sharon H. Singer, Superintendent Shonto Preparatory Schools Shonto Preparatory Technology High School			
Ms. Ellen Cooley, President Shonto Governing Board of Education, Inc.	Date			
Motion: Seco	nd:			