



Regular Board Meeting
09/03/2021 05:30 PM
Join Zoom Meeting 2652452710
Shonto Preparatory School District
Zoom Conference - Conference Call Setting

Meeting Minutes
Printed : 9/29/2021 12:36 PM MT

Pursuant to A.R.S. §38-431.01 and N.N.C. Title 10, Section 106(C), notice is hereby given to the members of the Shonto Governing Board and to the general public that the Board will hold a Regular Scheduled Board Meeting open to the public on September 3, 2021 at 5:30 PM DST using the ZOOM Online System to be conducted in Shonto, Arizona. The ZOOM Online System will be utilized to prevent the spread of the COVID-19 virus and to maintain the health guidelines identified in CDC.gov website. As indicated on the Agenda, the Board may vote to go into Executive Session with regard to any matter listed on the Agenda pursuant to A.R.S. §38-431.03A.3 for legal advice. Legal advice may be obtained by telephone or video conference. If a disabled person needs any type of accommodation, please notify SPS administration at (928) 672-3526 at least 24 hours prior to scheduled time. The general public are welcome to call in and listen to this regular scheduled meeting utilizing the ZOOM Online System. Names, dates and documents relevant to the agenda items are available at the Superintendent's office during normal business hours.

Join Zoom Meeting <https://zoom.us/j/2652452710?pwd=V0xnTWxjTFE0ZVFyZnNWdndVK0dPUT09>

Meeting ID: 265 245 2710

Passcode: ShontoBear

Dial into ZOOM: 1-669-900-6833

Meeting ID: 265 245 2710

Passcode: 5767033381

Attendees

Voting Members

Mr. Tom Franklin Jr., Board President
Ms. Martha Tate-Chee, Board Secretary/Treasurer
Matthew Tso

Non-Voting Members

Mrs. Melanie Dewakuku, Superintendent
Marlita Haviland, Interim K8 Principal
Ms. Cheryl Grass, High School Principal
Mr. Jason Secakuku, Director of Support Services
Bonnie Johnson, Director of Instructional Technology
Ms. Evereta Thinn, Curriculum, Assessments & PD Coordinator
Mr. Elroy Watson, Human Resource Technician

A. Call to Order

Call to Order by DODE Representative, Mathew Tso @5:32pm

B. SPS Vision/Mission Statement

Vision and Mission was read by Mr. Tom Franklin the Mission and Vision Statement of SPS.
Mission-The mission of Shonto Preparatory School is to nurture a positive character and a safe, engaging caring and creative environment with high expectations while instilling Dine' language and culture, where all learners are successful, responsible, and independent thinkers.

Vision- Promote creative problem solving through critical thinking while embracing Dine' language and culture to create collaborative life-learners.

C. Roll Call

Roll call by Mrs. Martha Tate

Mr. Tom Franklin- Present
Mrs. Martha Tate-Present
Mr. Matthew Tso, DODE-Present

D. Adoption of Agenda

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes
Matthew Tso - Yes

Vote: 3, 0, 0

E. Public Input

No Public Input

1. The Shonto Governing Board will take into consideration of comments and concerns from the public with a time limit of three (3) minutes per person. Those wishing to address the Board must: 1) Email their request for public input to mdewakuku@shontoprep.org 1 hour before the meeting is called to order OR 2) Text your public input request to 928-206-6050 before the meeting is called to order. Actions taken as a result of public comments are limited to directing staff to study matter, and/or reschedule the matter for further consideration and decision.

F. Administrative/Staff Reports

1. Superintendent's Report of Current Events and Activities-Mrs. Dewakuku
Welcome to our meeting.
Exposure at the Food Service Department, Executed our coop plan. Tonalea Day School assisted with hot meals. Administrators help prepared breakfast and lunches that were delivered. I attended the Charter bootcamp. Weekly DODE meetings. Weekly administrative meetings. Hybrid schedules, HR meetings, working on getting people hired that were approved. On August 27, 2021, SPS authorized for one month. Weekly charter meetings. We are on virtual learning until September 9, 2021. We had a high school student that had tested positive. I have been working with Kayenta and Inscription House Health Care Center. They provided a drive testing's on Friday and Saturday. Reporting was conducted to Navajo Nation and BIE.
No questions from the board.
2. K8 Principal Report-Mrs. Haviland
Welcome, I have a lot of the same reports as Mrs. Dewakuku. I attended weekly Navajo Nation meetings, IEP meetings and administrator meetings. School opened on August 9, 2021. I attended the Board work session in July. K-12 testing program. Virtual.
No questions from the board.
3. High School Principal's Report-Ms. Grass
We reviewed terms and conditions regarding Contract agreements. Working with consultants. Certificate of occupancy. Assurance form. Divide up the tasks and working together. I attended the charter boot camp. School return on August 9 2021. I attended multiple meetings, schoology training, administrative meetings, we reviewed that charter statements. High staff meeting. Weekly announcement.
Question- When is the next time SPS report? December 2, 2021
Please send the notice to all the board members? Calendar invites were sent. Martha Tate requested invites be sent to her gmail account.
4. Human Resources Report-Mr. Watson
Written report submitted. Reviewing policy and procedures. I completed back ground checks for Navajo Nation, DPS, and National Criminal is through the FBI. I have access to online application. I communicating with people who are applying. I am included in all the weekly meetings. We review all the documents to be in compliance. I have regular dialogue with departments. I am using frontline.
I continue to work on the Standard operating procedures for HR. I am addressing personnel issues with benefits and investments.
Questions- none
5. Business Office Report-Mrs. Stevens
Written report submitted. Account payable has been busy with closing out. Audit scheduled. Meal counts conducted. Bank deposits to Wells Fargo on a weekly basis. Payroll is working with HR. Procurement tech is keeping up with vendor totals. Warehouse and receiving clerk has been working with high school. I have attended meetings in person and virtual. Budget meeting with Support Services done. We are working on the wish list. Reviewing some forms to make sure they are up to date. I work with Mr. Watson regarding fingerprinting. I provided food coverage for the Food service department.
Questions- Is it flag in your documents? Policy. Flag in a timely manner. Changes that happened. Mrs. Stevens states she has only been working for 45 days and she will work on flagging certain documents to avoid further issues.
Do you have an update on what the isep count? That is a question for Mrs. Haviland? BIE operates on a 3 yr average.

WSE figures- did you get the numbers? The numbers for planning. We have not received it yet. Stevens will follow up on this. This will come out at the end of September. Annual report for BIE.

Mrs. Martha Tate request a work session on re-organize the organization chart based on the WSE figures.

Mrs. Dewakuku- can you set up a work session? Yes

How much carryover does Shonto have?

How much does the school have in reserves? Stevens will work on these figures.

6. Director of Support Services Report-Mr. Secakuku

Written report submitted. Bus drivers recertified. We sent one of the security to get bus driver recertified. I became a Bus Driver instructor. I attended meetings with administration. Review opening plan, making changes. Responding and trying to keep PPE supplied at each location. Attending the DODE leadership meetings. Inspection with the NN EPA and covid protocols. Air quality testing will be done by BIA in the next month. I help prepared food during the cafeteria closure. I have picked up bus routes and food delivery.

Questions- How long is the training for the bus driver? 16 -20 in classroom, 20 hour monitor, physical fitness test.

7. Director of Instructional Technology Report-Ms. Johnson

As of August 16, 258 laptops for k8 and high school. Some students did not return laptops. We had to get the laptops updated. We had to reset up the laptops. Issues- Username and password did not work. Only one student. Some students have not returned their laptops- we had to reissue some of the older laptops. Exchanging laptops. We addressed some school dude issue. We are sending laptops back for repairs. 36 students have not picked up their laptops. New laptops will be delivered until January 2021. We have been working with the IT consultant. Registrar has been working with schoology. Cleaning out the classrooms. High school is still working on their schoology course. Set up a website for parents for schoology. One parent reached out to me. Meeting with Mrs. Dewakuku. Point of contact for schoology needs to be done. Trainings, quarantine, laptop distribution and 1 day in lunch delivery. Reaching out to vendors to dispose of items that are obsolete. Deadline by the end of this year. A few teachers have issues with their boards, no bolt replacements. We ordered promethean purchase. Weekly meetings. Cell phone issues have been reported. Hot spot issues with the ESS department.

Questions- Martha- We were looking into grants? Did we assign someone? In the last year, no new grants. Are we apply for grants? For high school? Hotspot for students. I was looking forward incoming grants. NTUA, NACA, Stem, any programs? Thank you to our Inscription House chapter. Where are our Shonto Officials?

Action items are listed down below? Correct.

The chrome books- What is the issue? Old Chrome books. We can only update some much on the laptop. It will not work with i-ready. Hotspots- Navajo Nation meeting I missed. There is a program that provides 75.00 a month assistance per home. We do have a grant coordinator.

8. Curriculum, Assessment, PD Coordinator's Report-Ms. Thinn

Ms. Thinn- Report is in simbli. There was a death in her family. She is on leave at this time.

Questions- none

9. Residential Report-Mr. Beard

Written report submitted. Completing maintenance work orders for dorms 3-4. Setting up virtual parent meetings. Outside landscaping, cleaning the carpets. We are constantly cleaning the area. Today we did more cleaning. Participating in meetings virtual. Completed training. Currently we have 18 students, 5 high school students. Transportation schedules. Adjusting school schedules. I assisted food service during the cafeteria closures. Goals for August, reading program, checking out a library book, creating a home environment. Reviewing the current resources and equipment's. We are supporting the academic portions. I met with the grant writing for social and emotion learning and other grants. Working with k8 teaching staff. Submitting request for new supplies for the residential. We want the kids to learn how to prepare small meals. Build a wish list. Staff providing feedback. Student safety- 5 student injuries- from horseplay. Professional Development topics for late staff - training list. We have people donating facemasks from students. A bag for student by Corilee Yazzie. 2 bag of facemask, 2 doorbells. 1 set of wall posters. Shower curtain rings. Dinner was provided for residential student. Birthday party. Cake was donated. Parental feedback- Thank you for taking care of the kids. Kids are safe now. Administration meetings. I am finally learning the protocols for BAI.

Any questions- Thank you

What is the maxim capacity? 100 students? Due to covid, 10 per wing. Right now, it is 40.

What is the vaccination rate? A question for Mrs. Dewakuku.

G. Minutes

Motion to combine Items 1 & 2 and accept the Regular Board Meeting for August 06, 2021 and Special Board Meeting for August 08, 2021 Minutes

1. Approval of the Meeting Minutes for Regular Board meeting on August 6, 2021
2. Approval of the Special Board Meeting minutes for August 8, 2021

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Vote 3, 0, 0

H. Financial

Motion to Combine Items 1, 2, 3, 4 & 5 and Accept the Monthly Financials for Shonto Preparatory School, Inc. as presented.

1. Approval of the August 2021 FY 2021-2022 Board Expenditure report
2. Approval of the August 2021 FY 2021-2022 Monthly Expenditure report
3. Approval of the August 2021 FY 2021-2022 Student Activities Fund 850 report
4. Approval of the August 2021 FY 2021-2022 Accounts Payable Vouchers
5. Approval of the August 2021 FY 2021-2022 Payroll Vouchers

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

I. New Business

1. Discussion and possible action to approve Arizona Complete Electronic Recycling for Asset Disposal for obsolete technology/electronics.

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

2. Discussion and possible action to approve purchasing of fifteen (15) Promethean Boards from Native Innovations for K8 School.

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Ms. Johnson- I checked multiple vendors. We have worked with Native Innovations before. They are the 70 inch ones, this is for the specialty classes? It is for the classes that have the most need. We should add to the specialty classes? How many classes do we have?

Haviland- We have about 31 times. I don't know how much really the need have. Double the cost.

It may go above the 100,000, check with the business manager.

Each classroom should have one.

Subsite motion by Martha Tate- purchase 32 promethean boards so all classrooms have one.

Tom Franklin 2nd the motion.

Voting:

Mr. Tom Franklin Jr. -in favor

Mrs. Martha Tate-Chee-approve

Mr. Matthew Tso- approve

Motion carries

Vote: 3,0,0

3. Discussion and possible action to approve and/or ratification of Engagement and Agreed Upon Procedures letter for the Financial Audit for FY 2020-2021, fiscal year ended June, 2021

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

4. Discussion and possible action to approve to purchase a 16 foot dump trailer and spare tire for Facilities Management from American Trailer Company in Flagstaff, AZ for \$11,921.76.

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Martha-Add an extra tire- \$210.00- rim and tire
Make the change on the price.

Motion carries 3, 0, 0

5. Discussion and possible action to approve the ratification of appointment of Martha Tate-Chee as the Registered Agent for Shonto Governing Board of Education, Inc. with effective date of August 1, 2021.

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

6. Discussion and possible action to approve the Shonto Preparatory School, Inc. Corrective Action Plan

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Mr. Tom Franklin-We reviewed. We met. WE have a month to do the corrective action. Six findings. We went through each one with Mr. Franklin out of DODE. Mr. Franklin read the CAP findings and corrective action and completion dates. We have a month to do all these trainings.

Request- When can we schedule these trainings?

Mrs. Dewakuku- yes we can. Possible do it on weekends

Motion carries 3, 0, 0

7. Discussion and possible action to approve Education Technology Consortium (ETC) as a Sole Source Provider to integrate and sync data from Synergy to Schoology for Shonto Preparatory Technology High School.

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes
Matthew Tso - Yes

Discussion:

Additional fees exceeded the 10,000 threshold. Synergy provides information.
Total-11,000

Motion carries 3, 0, 0

8. Discussion and possible action to approve stipends for the athletic director position for the school year 2021- 2022 for Shonto Preparatory Technology High School.

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Cheryl Grass, AD stipend for scheduling games and networking with the schools, athletic policies. \$4,000 per semester.

Fall schedule is set

He is attending the meetings for AD.

They meet via zoom.

Motion carries 3, 0, 0

9. Discussion and possible action to approve the stipends for athletic coaches for SY 2021-2022 for Shonto Preparatory Technology High School

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

10. Information only-Inform the Governing Board of Charter 2021-2022 Compliance Statement of Assurance

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

J. Personnel

Motion made to combine all Personnel Certified and Classified.

1. Certified Personnel

- a. Certified Retroactive Short term contracts for SY 2021-2022

i. Julio Sombrero, SPTHS CTE Teacher

ii. Gregory Wayne, SPTHS Math Teacher

- b. Kimberly David, as Certified Residential Tutor for SY 2021-2022 for the Residential Program.

2. Classified Personnel

- a. Classified Retroactive Short term contracts for SY 2021-2022

i. Nora Crank, Teacher Assistant

ii. Berlinsea Kee, Teacher Assistant

iii. Fabian Redshirt

- b. Classified retroactive amendment of SY 2021-2022 contract for Tyson Calamity, Accounting Clerk/NPC Classroom Aide

Motion made by: Ms. Martha Tate-Chee

Motion seconded by: Mr. Tom Franklin Jr.

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Discussion:

Staff attended schoology. They were not on the contract at the time. 8 hours
Kimberly David- a tutor for school 2021-2022. September 2 to May, 2022
Nora Crank and Nora Crank- Schoology training, they attended when they were not
on the contract.

Fabian Redshirt- Summer maintenance work - 8hours.

Tyson Calamity- 34 % at the high school, 65% account clerk. Includes the benefits.
Questions- all items have been done.

Motion carries 3, 0, 0

K. Upcoming Board Meetings

1. Regular Board Meeting with ZOOM on October 1, 2021 at 5:30 pm

L. Adjournment

Motion made by: Mr. Tom Franklin Jr.

Motion seconded by: Ms. Martha Tate-Chee

Voting:

Mr. Tom Franklin Jr. - Yes

Ms. Martha Tate-Chee - Yes

Matthew Tso - Yes

Motion carries 3, 0, 0

Meeting adjourned at 7:48 pm



Mr. Tom Franklin Jr. - Governing Board President



Ms. Lena Clitso-Administrative Assistant