



CENTRAL CONSOLIDATED SCHOOL DISTRICT

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A Community of Learners Dedicated to Building Lives

SPECIAL SCHOOL BOARD MEETING

**Shiprock Board Room, Shiprock, NM
November 29, 2016 at 6:30 p.m.**

MINUTES

School Board Members

Randy Manning, President
Adam J. Begaye, Vice-President
Christina J. Aspaas, Secretary
Ruthda W Thomas, Member
Charlie T. Jones, Jr., Member

Administrators

Dr. Colleen W. Bowman, Interim Superintendent
Dr. Rebecca Benedict, Director of Curriculum & Instruction
Herbie Clichee, Director of Finance
Eric James, Director of Facilities
Violet Kelley, Director of Human Resources
Amanda Sutherland, Director of Exceptional Programs
Dr. Pandora Mike, Director of Support Services

I. CALL MEETING TO ORDER AND VERIFY QUORUM PRESENT THROUGH A ROLL CALL

- A. Board President, Randy Manning called the meeting to order and verified that a quorum was present through a roll call at 6:35 p.m.

II. REPORTS

- A. Eric James, Director of Facilities presented the Middle-of-the-Line reduction CCSD required portion to the NMPED. Below the Line State-based initiatives for improvement such as Reads to Lead, Pre-K, and K-3 Plus, Middle of the Line funds from the State for specific K-12 purposes such as Transportation and Instructional Materials funds and not 11000 Operational, Above the Line Regular School Equalization Grant Monies (SEG) distributed by formula to all school district; NM Dependence on San Juan County 15% Oil and Gas; attended the 2016 Special Legislative Session in Santa Fe, Special Legislative Session October 2016 for State Equalization Grant (SEG) – 1 ½ % Cut, Instructional Materials, and Transportation; What's coming? Cash Reserves and SEG Cuts. Dr. Colleen W. Bowman commented to the building administrators to review the budget and cost savings. In January 2017 the district will take another hit in budget reduction.
- B. Kristy Stock, Federal Programs Supervisor presented the Middle-of-the-Line reduction for Instructional Materials allocation of \$811,000, K-12 Adoption, and a reduction to \$721,000. A question from Board Secretary Christina Aspaas, what is Instructional Material? The Instructional Material is used to purchase adopted textbooks and submittal materials and Title I is also used to help in the funding. Dr. Bowman commented that not every student received textbooks, the textbooks are in sets and the teachers used them for resources. A

question from Adam Begaye on grant funding, Kristy Stock commented if there are any funds available they will apply. A question from Board Member Charlie T. Jones, Jr. regarding internet. Dr. Pandora Mike, Director of Support Services commented the filing E-Rate applications for reimbursement to support technology, fiber lines and internet, and will have Rick Nussbaum, Technology Coordinator to give a report at the December's board meeting.

- C. Cindy Theodore, Transportation Supervisor presented the Middle-of-the-Line reduction for Transportation. According to State Transportation Director in Santa Fe the amount of reduction is \$300,000. The BAR used for salary line and the amount for Transportation budget \$382,000, the only affect is the salary line. The amount used for parts, bus repairs, supplies, and contract services is \$74,000 from July 2016 to the end of October 2016. Question on training and cell phones, the cell phones in each department are being reviewed for usage and the Professional Development are used from a different fund. Ms. Theodore explained the training and State requires Professional Development of 16 hours for bus drivers and all drivers have met the 16 hours, requesting a waiver from the state. Encourage the drivers to have the students ride the bus, and increase ridership for December 1st and February 8th.
- D. Kristy Stock also presented the BARs for 14000 – Instructional Materials and 13000 – Transportation.
- E. Dr. Colleen W. Bowman, Interim Superintendent and Randy Manning, School Board President presented the District Financial Controls and Expectations on policies and procedures by understanding and Principals need to responsible in their buildings, follow, and monitor; Board responsibility for Finance make sure they are managed and distributed, Principals needs to know the difference between Fundraiser and Donation; Expectation 1: No “After-the-Fact” Purchases, there is no purchases without a Purchase Order and biggest issue is communication and processes and this is the Principals responsibility, and if a purchase is made without a purchase order, it will be on the expense of the employee, the expectation is no After-the-Fact; Expectation 2: No “Deposits Over 24 Hours”, the issue is more from our secondary schools, if cash or check are received, this has to be deposited within 24 hours, one of the problem is coming from missing couriers, Kirtland schools can use the Bank of the Southwest; Expectation 3: No Cash Handling Exceptions, this has to be done right the first time, also need two people making the deposits, In-District mileage within 30 miles will be reimbursed; Expectation 4: Central Office Support, services to the school for explanations will be in sincere customer services, need time and date and person you spoke with, consulting from Heinfeld Meech who will be working internal controls, accountability report to NMPED, and communication. A possibility to assign one person from the Finance department to be the go to person who deal with activities. The booster club raise money for the school, it puts the school in liability, need to get the school colors and logos approved by the board and registered. The Board will hold the Building Principals accountable. Dr. Bowman stated for the record the meeting in Santa Fe with NMPED. Herbie Clichee, Director of Finance commented the serious issue of the finance portion, finalized the SY 15-16 Audit, NMPED and State reviewing the funding, communicate the processes and procedures, and received what is shared and it is a reality with Public Education Department. Charlie Jones, Board Member commented the bus routes, weather, and roads. Dr. Bowman shared with the Board members, the funds remain with district boundaries, partnering with Navajo Nation Transportation, and provided the worst road maps to the Navajo Nation Transportation, as a district provide them with ideas. Ruthda Thomas, Board Member commented the resolutions to DOT and BIA DOT, the challenges faced with Sanostee community on road conditions, and will continue with support. Christina Aspaas, Board

Secretary attend the meeting in Santa Fe and commented the After-the-Fact, the needs in the classroom, and transportation. Dr. Bowman explained the CCSD Audit Findings/Disclaimed Opinion. Christina Aspaas announced to go on record, it is hard to find people, but not in favor of extreme but this is serious. Randy Manning asked the Principals and Athletic Directors to be a team member and work together. The schools would like to make their own deposits each day, Newcomb and Naschitti will still have the courier service.

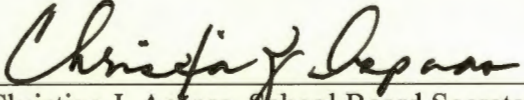
III. CONSENT AGENDA

- A. Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to approve the Consent Agenda. *Motion carried, 5-0.*
- B. Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to approve the Middle-of-the-Line reduction of CCSD required portion to the NMPED. *Motion carried, 5-0.*
- C. Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to approve the Middle-of-the-Line reduction for Instructional Materials. *Motion carried, 5-0.*
- D. Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to approve the Middle-of-the-Line reduction for Transportation. *Motion carried, 5-0.*
- E. Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to approve the BARs 1). 13000 Pupil Transportation – 0047-Decrease; 2). 14000 Total Instructional Materials Sub-Fund – 0046-Decrease. *Motion carried, 5-0.*

IV. ADJOURN

Motion by Adam J. Begaye, second by Charlie T. Jones, Jr. to adjourn the Special School Board meeting at 8:34 p.m. *Motion carried, 5-0.*

Respectfully Submitted,


Christina J. Aspaas, School Board Secretary