



CENTRAL CONSOLIDATED SCHOOL DISTRICT

District Administration Complex

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A Community of Learners Dedicated to Building Lives

WORK SESSION

Shiprock Board Room, Shiprock, New Mexico

December 15, 2016 – 6:30 p.m.

MINUTES

School Board Members

Randy Manning, *President*
Adam J. Begaye, *Vice-President (absent)*
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
Eric James, Director of Facilities
Violet Kelley, Director of Human Resources
Dr. Pandora Mike, Director of Support Services
Amanda Sutherland, Director of EPO

I. ROUTINE MATTERS

A. Board President, Randy Manning the meeting to order at 6:42 p.m.

II. COMMENTS FROM THE AUDIENCE

Haskie Bryant commented on the use of facility for the Naschitti Elementary School Gym for Community Holiday Dinner and Event on January 7, 2017.

III. REPORTS

A. Unique Trip Requests

1. Dr. Colleen W. Bowman, Interim Superintendent presented the Unique Trip Request for Cultural Heritage Center with certain schools going to Window Rock, AZ for Winter Stories and Skits.
2. Deanna Stevens, Band Director presented the Student Travel for Kirtland Central High School traveling to UNM in Albuquerque for the NMMEA All-State Conference.
3. Jessica Scrudder, Band Director presented the Out-of-State Travel Proposal to Fort Lewis College Honor Band, students will be challenged by rehearsals and musical repertoire. This will also include Kirtland Central High School Band, per Randy Manning, Board President to add this to the Regular School Board agenda.
4. Deborah Belone, Newcomb Elementary School Principal and Kristen Simo, Teacher presented the Student Trip to Flagstaff, AZ for the Lowell Observation.

B. Fundraising Requests

1. No representative from Kirtland Central High School.

- C. Ethel Manuelito, Newcomb Middle School Principal presented the donation of coats from KOAT 7 News Station, some of the students are low income family and would like to donate jackets to those students.
- D. Dr. Rebecca Benedict, Director of Curriculum and Instruction and Rachel Nawrocki, Executive Director of Capacity Builders presented the Memorandum of Understanding with Capacity Builders, Inc. A partnership with the district to assist schools in their efforts to meet Adequate Yearly Progress and provide positive youth development services, and to reduce negative outcomes that affect Navajo youth for both personal and community levels.
- E. Dr. Dave Goldtooth, Naschitti Elementary School Principal requested to accept the Wells Fargo Golden Apple Teacher Partner Grant Award, the award will be used to purchase items for students to work with.
- F. Amanda Sutherland, Director of Exceptional Program presented the RFP for Special Education Teacher. The recommendation to the board to accept all three Multi Award Bid to Ardor Health, Therapia, LLC and Maxim Healthcare Services. Dr. Bowman explained the need of Special Education Teachers due to teacher shortage and our students deserve to have teachers in the classrooms.
- G. Pandora Mike, Support Services Director stated Rick Nussbaum is sick and unable to give the report at this time.
- H. Cindy Theodore, Transportation Coordinator presented the Per Capita Feeder Route Application for student with medical condition.
- I. Violet Kelley, Director of Human Resources presented the First Reading of Policy Section F – Facilities Development. The only revision is F-0650 Educational Specifications for Construction under LEGAL REF: 20 U.S.C. 1400 et. seq., Individuals with Disabilities “Education” Act and parenthesis on “Section 504”.
- J. Violet Kelley stated to move First Reading of Policy Section G – Personnel to January’s Board meeting.
- K. Eric James, Director of Facilities and CCEA Representative presented the Early Release Survey Report. Cooperative Agreement CCEA & CCSD, Classroom Instruction Has Improved, I Have Input in Planning Early Release Days, School-Sponsored Days Improve Learning, District-Sponsored Days Improve Learning, Teacher Years of Experience, Continue Weekly or Revert to Bi-Weekly, Early Release Preference by Experience, Comments from the Folks on Positives and Room for Improvement, and Future Directions. All the comments will be sent to the Board. Mel Sharp thanked the board for allowing CCEA to do this survey and a collaborative effort and positive. Randy Manning suggested to give it three years and make it beneficial to teachers, also work on improvements and changes, use Masters teachers for professional development days. Dr. Bowman suggested to come up with strong recommendations and workshops.
- L. Dr. Rebecca Benedict also presented the Donation of Turkeys to Career Prep High School. The door prizes not to exceed \$250.00, there will be ten turkeys.
- M. Kristy Stock, Federal Programs Supervisor presented Title VII and JOM Budget Report. The Board requested to include the hours of work on each presenter. Randy Manning asked about the seat belt

on the bus for the Career Prep High School trip to Durango, CO, Dr. Bowman will follow-up with Principal.

- N. Kristy Stock presented the Bank of Southwest Authorized List. The schools will go from couriers to bank deposits, the supplies for bank deposits will be ordered, Kirtland schools were called on supplies needed, starting in January 2017 will deposits will begin. The designee listed in case the financial secretaries are not available.
- O. Kristy Stock presented the Payment of Bills on Outstanding Checks, Check Listings, Vendor Listings, and Purchasing Cards. The Outstanding Check for the second month in red. Question on Child Support Enforcement with two amounts listed and Payroll Clearing-WF dated 2014, Kristy Stock will review and report back to the Board. Operational Check Listing question on Check No. 194834 – NETCHEMIA LLC credit of \$3,528.00 void date November 3, 2016, Ms. Stock will review and report back to the Board. Question on Food Services food handlers permit, Dr. Bowman will get information at next board meeting.
- P. Kristy Stock presented the Budget Adjustments and Journal Entries and explained each BARs Report.
- Q. Kristy Stock presented the Items Over \$60,000 for Soliant Health Inc., Sunbelt Staffing LLC, and Western Refining Wholesale.
- R. Kristy Stock presented the Monthly Fiscal Report on Expenditures and Revenues for General Funds, Grants, Capital Outlay & Debt Services.

IV. DISCUSSION

- A. Items and/or Discussion for the December 20, 2016 Regular School Board Meeting
 - Athletic and Students Coordinator job description and Athletic Directors responsibilities
 - Facility Use Forms need more definition of space usage
 - Received a thank you from a parent for Speech Therapist at Judy Nelson Elementary
 - Title IX Handout should be given to parents and training
 - School Disciplinary Process Report in January 2017
 - On record per Christina J. Aspaas, Board Secretary, received a call on procedure of discharging a Superintendent at Gallup McKinley County School District, suggested to refer the agenda in September 2016. Freedom of information, need to request for a Public Records request
 - Two National Board Certified Teacher at Kirtland Elementary School to be recognized during the Kirtland board meetings
 - Performing Arts Center seating arrangements for handicap, suggestions for student ambassadors to help with seating.
 - Handicap parking areas, some vehicles don't have the required handicap permit and closure of gates might be a liability for injured players, and dignitaries need to be announced
 - Schedule change of Judy Nelson Elementary Reception for Introduction was unacceptable
 - Dr. Bowman commented on Emergency Meeting on Monday, December 19, 2016 Cabinet Members, Division Leaders, regarding session on cash reserve and expenditures plans. Letter from Kirk Carpenter on cash balances to be reviewed at the Legislative Session. Review the total money need and keep on reserve, challenge is Impact Aid reimbursement, and by December 30, 2016 have budget encumbered. Audit issues with 90-Day Plan and to be prepared.

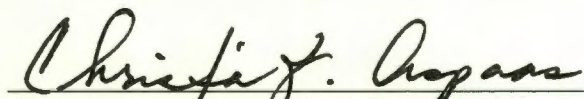
Also, having problems with the system in Payroll, need help folding payroll checks. Invited the board to the Christmas luncheon on Friday, December 16, 2016.

- Special School Board meeting on Wednesday, January 18, 2016 at 10:00 a.m. at the Shiprock Board Room
- Food Services food handlers test, job requirement, first and second are paid for by Support Services Professional Development, third time is paid by the employee. All cooks pass the test, four managers and assistant managers need to pass the test.
- Driver's License renewal verification on ID Act, the requirements are Social Security Card, Birth Certificate, and two forms of residency of physical address. Ms. Aspaas suggested to have Transportation Department be aware of recommendations.

V. ADJOURNMENT

Motion by Charlie T. Jones, Jr., second by Ruthda W. Thomas to adjourn the Work Session meeting at 9:07 p.m. *Motion carried, 4-0.*

Respectfully Submitted,


Christina J. Aspaas, School Board Secretary