



CENTRAL CONSOLIDATED SCHOOL DISTRICT

District Administration Complex
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A Community of Learners Dedicated to Building Lives

REGULAR SCHOOL BOARD MEETING

Kirtland Board Room, Kirtland, NM
August 16, 2015— 6:30 p.m.

MINUTES

School Board Members

Randy Manning, *President*
Ruthda W. Thomas, *Vice-President*
Christina J. Aspaas, *Secretary*
Adam J. Begaye, *Member*
Randy Manning, *Member*

Administrators

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

I. ROUTINE MATTERS

- A. Board President, Randy Manning called the meeting to order and verified that a quorum was present through a roll call at 6:42 p.m.
- B. Adam J. Begaye led the school board and audience in the Pledge of Allegiance.
- C. Charlie T. Jones, Jr. conducted a prayer.
- D. Agenda Review
- E. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Agenda as amended. *Motion Carried, 5-0.*

II. COMMENTS FROM THE AUDIENCE

Susan Guillory, Kirtland Community commented on the transportation policy for drop-off, it's not the responsibilities of the school district to dictate on how the parents receive their children at the bus stop and requested to encourage parents to wait for their children at their bus stops.

Dr. Pandora Mike, Director of Support Services shared her appreciation and graduated on completing her study on Navajo Teachers Weaving Navajo Culture into Teaching and Appreciative Inquiry Case Study.

III. CONVENE IN EXECUTIVE SESSION: LIMITED PERSONNEL MATTERS REGARDING SUPERVISION AND DISCHARGE OF SUPERINTENDENT AND CONDUCTING FUTURE PROCEEDINGS, AS PERMITTED UNDER SECTION 10-15-(H)(2) OF THE NEW MEXICO OPEN MEETINGS ACT, AND COMMUNICATIONS WITH LEGAL COUNSEL REGARDING PENDING OR THREATENING LITIGATION, AS PERMITTED UNDER THE SECTION 10-15-1(H)(7) OF THE NEW MEXICO OPEN MEETINGS ACT

Motion by Christina J. Aspaas, second by Ruthda W. Thomas to convene in Executive Session: Discuss Limited Personnel Matter regarding Supervision and Discharge of Superintendent and conducting future proceedings, as permitted under Section 10-15-1(H)(2) of the New Mexico Open Meetings Act, and Communications with Legal Counsel Regarding Pending or Threatening Litigation, as permitted under the Section 10-15-1(H)(7) of the New Mexico Open Meetings Act. A roll call vote was taken: Charlie T. Jones, Jr. voted yes; Adam J. Begaye voted yes; Christina J. Aspaas voted yes; Ruthda W. Thomas voted yes; Randy Manning voted yes. *Motion carried, 5-0. Time: 6:52 p.m.*

IV. RECONVENE IN OPEN SESSION

Motion by Adam J. Begaye, second by Charlie T. Jones, Jr. to Reconvene in Open Session: As stated that the Board has discussed in the executive session only the subject identified in the agenda as the reason for which the meeting was closed: A roll call vote was taken: Charlie T. Jones, Jr. voted yes; Adam J. Begaye voted yes; Christina J. Aspaas voted yes; Ruthda W. Thomas voted yes; Randy Manning voted yes. *Motion carried, 5-0. Time: 7:16 p.m.*

V. ACTION ITEMS

A. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve delegation to the Board President of immediate supervision and assignment of Superintendent during discharge proceedings and retention of administrative counsel for discharge proceedings. *Motion carried, 5-0.*

VI. REPORTS

A. Herbie Clichee, Director of Finance and Paul Cassidy of New Mexico Finance Authority discussed consideration of refinancing Teacherage Bond, financial information, and plans on interest rate. Recommendation to refinance GO Bonds issue with NM Financial Authority for time frame with Teacherage, monitoring tax base, the tax rate in November 1st, property tax rate remain in good shape, tax base gone up to 7 million, oil and gas gone to 7 million to down to 3 million, no tax rate increase necessary, requesting to adopt the resolution or return to give a report. Mr. Cassidy explained the fluctuation of the bond. Resolution need to be adopted in November 2016.

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- B. Herbie Clichee, Director of Finance presented the RFP for Accounting Services, bid deadline August 3rd, requesting for approval of the bid recommendation to Heinfeld, Meech & Co., P.C. Timeline presented to meet the needs of the district, focus on assisting with the cash and bank reconciliation to complete the audit deadline by November 2016.
- C. Herbie Clichee presented the Audit and Finance Committee members. The Audit Committee members are Randy Manning, Ruthda Thomas, Colleen Bowman, Herbie Clichee, George Murphy and Jeanne Tsipai and Finance Committee members are Adam Begaye, Christina Aspaas, Colleen Bowman, Herbie Clichee, Garry Jay and Leah Guillory. Ms. Clichee would like to expand the committee and add more new members, if additional members need to be approved by the Board.
- D. Melissa Roberts, Kirtland Elementary School Principal and teachers presented the Fundraising request for Candy Sale. The funds will be used for award day, end of the year field trip, tour of the universities, zoo, and museum. One receipt book will be used to deposit the funds and the financial secretary will be responsible of receiving the funds. Dr. Bowman asked Herbie Clichee to add this process on the district website.
- E. Randy Mason, Kirtland Middle School Principal and teachers Cherlynn Lee, LaVerne Yazzie, and Linda Costa, presented the Student Travel request to Washington, DC and New York City, NY. Cherylynn Lee commented on the trip, tour bus, tour guide, visit Tom Udall in Washington, and travel to New York City tour the city. Help the students explore and gave the students a chance to see what's out there. LaVerne Yazzie gave her insights of her daughter's tour. The students are responsible for their own fundraising and some parents choose to do payment plans, fund raise, or donations. The travel is open for the 7th and 8th graders, the grades need to be 2.0 GPA. The trip has 24 hour emergency support. Board President would like a report upon return.
- F. Herbie Clichee discussed the important understanding of the Audit Finding Report for Principals and Financial Secretaries. Issues with meeting the deposits dates, courier time, After the Fact purchases, compliance with cash handling, and the need and supports from the schools. All schools get a courier stops twice a week. Randy Manning explained After the Fact purchases, no issues with deposit within 24 hours, and the responsibility to the Principals in their buildings. Tamara Allison and Gloria Peshlakai presented the Deposits not processed within 24 Hours, received a check in the mail dated June 29, staff out for the summer, return in July and deposit and posted the check on July 12, 2016. Herbie recommended a date stamp received on that date. . Herbie Clichee spoke with Wells Fargo on daily deposit with cash and kept in the safe in the building, improving the credit cards process in the machine to give information for reporting, and concerns with cash handling and large deposits. Randy Manning commented once the bag are seal it is considered deposited within the 24 hours. All Financial Secretaries should have their own date stamp in their office.
- G. Dionne Allison of Mesa Elementary School presented the Daily 5/Math Daily 3 training, research base classroom structure, a tool to use for the program structures, and some teachers implemented it last year. Ms. Hayes presented the powerpoint presentation,

concepts for Daily 5/ Math, Differentiation Daily 5, Daily 3, CAFÉ, and Daily 5 works at any grade level.

- H. Cathy Martinez presented the Brindle Foundation Program and asked the board for approval to submit a grant proposal for \$7,500 to support the Parent As Teachers. Last year grant went to books, funding for family, professional development, and supplies. Food activities are also included in the grant.
- I. Brenda LeValdo, Second Grade Teacher at Ojo Amarillo Elementary School presented the proposal for Ft. Lewis College Graduate Program, requirement for teacher education graduate program, conducted parent and student survey, creative focus group, data literacy, and topic “How can I as a teacher researcher assist Native American Navajo families to understanding their child STARs reading assessment data”, requested permission to use the classrooms for participates, respect for confidentiality and privacy, based on volunteer, use STARs assessment, findings to present at the Colorado symposium for educators held at Fort Lewis College. Ms. LeValdo will be establishing questionnaire of the survey. A request by the Board President to run the survey to Dr. Bowman.
- J. Jeff Sagor, SHS Assistant Principal, presented the Gear Up of Memorandum of Understanding. The purpose of the agreement is to allow NMHED GUNM to transfer to Partner District the award amount documented in the FY 17 Allocation Letter for the purpose of preparing Partner District students for postsecondary education.
- K. Dennis Fieldsted presented the RFP for Judy Nelson Furniture package, seven evaluation proposals, score sheet, open bid package on costs, contract amount was negotiated \$450,715.43. The bid recommendation awarded to Beck Total Office with portion of 39% and PSFA 61%. The building should be complete by November 15th, Request to have inspection with the Fire Marshall, and by the end of October will have the Fire Marshall review. An initiative schedule for move in will be provided to the board.
- L. Cindy Charleston, Health, Wellness, Safety Supervisor asking for approval and support letter for the John Hopkins NativeVision Year Round Program and CCSD has been working with NativeVision since 2014. Leonela Nelson, Shiprock NativeVision Year Round Program Coordinator discussed the 12 week program on potential through promotion of physical fitness, healthy nutrition, and positive life skills. Other resources coining to the schools such as Capacity Builders, work with other schools who do not have Capacity Builders in their schools.
- M. Margene Purcella, Food Services Coordinator presented the process for Food Services. The auditor request things from the Finance department. Ms. Purcella explained the deposit process. Adult sign in sheet. Daily sale form and verified by the Manager and Assistant Manager in the Kitchen, a receipt if filled out in the receipt book.
- N. Cindy Theodore, Transportation Coordinator presented the Student Drop-Off Procedures for Elementary Students from (Grades K-6) parents and/or adults are expected to meet their student at the designated drop-off bus stop location on a daily basis, Middle and

High School Students (Grades 7-12) are provided a safety workshop on safe travel to and from school, and Walker (Grade K-12) are provided with safety workshop on safe travel to and from school.

- O. Cindy Theodore also presented the Transportation Policies and Procedures, Research on meal breaks during activity trips. Update every quarter for the Roster, Meal Break for 30 minutes, add "10th of each month" to the voucher, and created by the District. Omit #8.
- P. Pandora Mike introduced Ben Tensay, District Athletic and Student Activity Coordinator. Mr. Tensay request for an increase for the swimming pool, cash accuracy. Speak with Herbie Clichee on accepting checks.
- Q. Amanda Sutherland, Director of EPO presented the MOU with The New Mexico for the Blind and Visually Impaired, testing, consultations and evaluations.
- R. Amanda Sutherland presented the RFP Audiologist and Diagnostician, based on findings to accept both vendors. Bid Recommendation Awarded to Sunbelt Staffing and Soliant Health.
- S. Violet Kelley, Director of Human Resources presented the Second Reading Section C – General School Administration. C-1350 School Base Management, C-136 School Based Management, change to PAC. C-1450 video use on the response to "all". Retention and video recording it's a best practice and choose how long to keep the recording with an exception of long legal investigation. Keep a log of video surveillance, per Dr. Williams not to keep a log for legal reasons.
- T. Dr. Colleen W. Bowman, Interim Superintendent reported the Board Retreat and Cabinet Retreat with two consultant working as a group. Vision Statement – A Community of learners dedicated to building lives. Mission Statement – Student First! Building a collaborative relationship within our collective community through continuous learning, open communication, and shared trust.

VII. CONSENT AGENDA

- A. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Consent Agenda with Item M – Transportation Department Policies and Procedures as amended. *Motion carried, 5-0.*
- B. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Minutes for July 19, 2016 Regular School Board, July 29-30, 2016 Board Retreat, and August 11, 2016 Work Session. *Motion carried, 5-0.*
- C. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Fundraising Requests 1) Kirtland Central High School – Football Program – Purchase Business Ads – August 17, 2016 through October 28, 2016; 2) Kirtland Central High School – Business Professional of America/Yearbook/Athletics – Sell Ads – August 20, 2016 through May 30, 2017; 3) Kirtland Central High School – Cross Country – Back to School Open Youth

Basketball Tournament – August 26, 2016 through August 28, 2016; 4) Kirtland Elementary School – Sixth Grade – Candy Sale – August 22, 2016 through November 30, 2016; 5) Newcomb Elementary School – EOY Field Trips and EOY Activities – Donation Requests – August 1, 2016 through May 25, 2017; 6) Naschitti Elementary School – Parent Advisory Committee – Donate Supplies and Volunteer – August 17, 2016 through May 26, 2017; 7) Shiprock High School – Concession/AD Fund – Concession Punch Card – August 17, 2016 through August 30, 2016; 8) Shiprock High School – Band – Navajo Taco Dinner – September 1, 2016 through September 23, 2016; 9) Shiprock High School – Band – Candy Sale – November 1, 2016 through November 30, 2016; 10) Shiprock High School – Band – Spaghetti Dinner – February 1, 2017 through February 16, 2017; 11) Shiprock High School – Band – Candy Sale – March 1, 2017 through March 17, 2017. *Motion carried, 5-0.*

- D. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Unique Trip Requests. 1) Shiprock High School and Kirtland Central High School – FFA – National FFA CDE/Convention – Indianapolis, IN – October 15, 2016 through October 23, 2016; 2) Shiprock High School and Kirtland Central High School – FFA – North American International Livestock Exposition – Louisville, KY – November 1, 2016 through November 20, 2016; 3) Shiprock High School and Kirtland Central High School – FFA – Intertribal Agriculture Council and Native Women and Youth in Agriculture Symposium, Meeting, and Workshop – Las Vegas, NV – December 4, 2016 through December 11, 2016; 4) Shiprock High School and Kirtland Central High School – FFA – Arizona National Livestock Show – Arizona – December 26, 2016 through January 2, 2017; 5) Shiprock High School and Kirtland Central High School – FFA – National Western Stock Show – Denver, CO – January 8, 2017 through January 22, 2017; 6) Shiprock High School and Kirtland Central High School – FFA – Senior High School Scholarship Welding Competition – Tulsa, OK, Houston, TX, Jacksonville, FL – February, March, April 2017; 7) Shiprock High School and Kirtland Central High School – FFA – State FFA Career Development Events – Las Cruces, NM – March 27, 2017 through April 1, 2017; 8) Shiprock High School and Kirtland Central High School – FFA – State FFA Leadership Career Development Events/Convention and Nominating Committee/State Officer Candidate Interviews – Las Cruces, NM – May 27, 2017 through June 4, 2017; 9) Shiprock High School and Kirtland Central High School – FFA – District Officer Training (DOT); State Officer Workshop; and State FFA Leadership/Agriculture Mechanics Camp – Mayhill, NM – June 17, 2017 through June 25, 2017; 10) Shiprock High School – Band – NAU Marching Festival Performance – Flagstaff, AZ – October 28, 2016 through October 29, 2016; 11) Shiprock High School – Band – UNM NMMEA All-State Conference – Albuquerque, NM – January 4, 2017 through January 7, 2017; 12) Shiprock High School – Band – Fort Lewis College Honor Band – Durango, CO – February 3, 2017 through February 4, 2017; 13) Shiprock High School – Band – Fort Lewis College Concert Band Clinic – Durango, CO – February 24, 2017 (one-day); 14) Shiprock High School – Band – Fort Lewis College Jazz Band Clinic – Durango, CO – March 14, 2017 (one-day); 15) Shiprock High School – Band – Music in the Parks – Anaheim, CA – April 25, 2017 through April 29, 2017; 16) Shiprock High School – MCJROTC – Mesa Verde Centennial Celebration – Mesa Verde National Park, CO – August 25, 2016 (one-day); 17) Kirtland Central High School – Business Professional of America – 2017 National Leadership Conference – Orlando, FL – May 9, 2017 through

May 14, 2017; 18) Kirtland Middle School – Students – Nation’s Capital, Museums, and Memorials – Washington, DC and New York City, NY – June 5, 2017 through June 17, 2017. *Motion carried, 5-0.*

- E. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the SY 2016-17 Lowell Observatory Navajo-Hopi Astronomy Outreach Program. *Motion carried, 5-0.*
- F. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Research Proposal for Fort Lewis College Graduate Program and to submit the survey to the Interim Superintendent for review. *Motion carried, 5-0.*
- G. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Brindle Foundation Grant Proposal. *Motion carried, 5-0.*
- H. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Johns Hopkins NativeVision Year Round Program. *Motion carried, 5-0.*
- I. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Judy Nelson Elementary Furniture Package RFP 2017-841-101. Bid Recommendation Awarded to Beck Total Office Interiors. *Motion carried, 5-0.*
- J. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Financial Services RFP 2017-830-101. Bid Recommendation Award to Heinfeld, Meech & C., P.C. *Motion carried, 5-0.*
- K. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Audiologist RRF 2017-802-101 – Recommendation to Multi Award Bid to Sunbelt Staffing and Soilant Health and Diagnostician RFP 2017-802-102 – Recommendation to Multi Award Bid to Sunbelt Staffing and Soilant Health. *Motion carried, 5-0.*
- L. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Memorandum of Understanding between The New Mexico School for the Blind and Visually Impaired and Central Consolidated School District. *Motion carried, 5-0.*
- M. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Memorandum of Understanding between the New Mexico Higher Education Department Gear Up New Mexico Division and Central Consolidated School District. *Motion carried, 5-0.*
- N. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Transportation Department Policies and Procedures as amended. *Motion carried, 5-0.*
- O. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Shiprock and Kirtland Natatorium Fee Revision. *Motion carried, 5-0.*
- P. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the NM Department of Transportation Farmington MPO Project Feasibility. *Motion carried, 5-0.*

- Q. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Section C – General School Administration. *Motion carried, 5-0.*
- R. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Dine Ba’Hozho Coalition – Communities that Care Youth Survey. *Motion carried, 5-0.*
- S. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Deposits Not Processed within 24 Hours. *Motion carried, 5-0.*
- T. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Audit and Financial Committee Appointed Members: Audit Committee – Ruthda W. Thomas, Randy Manning, Colleen W. Bowman, Herbie Clichee, George Murphy and Jeanne Tsipai and Finance Committee – Adam J. Begaye, Christina J. Aspaas, Colleen W. Bowman, Herbie Clichee, Garry Jay and Leah Guillory. *Motion carried, 5-0.*
- U. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Resolution Authorizing Request for Financial Assistance from the New Mexico Finance Authority – Teaherage Revenue Bonds and General Obligation Bonds. *Motion carried, 5-0.*
- V. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Payment of Bills. *Motion carried, 5-0.*
- W. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Budget Adjustments and Journal Entries. BARs 1) 11000 Operational – 0008-Transfer; 2) 24119 21st Century Community Learning Centers 2008-2014 – 0007-Initial Budget 3) 27149 Pre-K Initiative – 0005-Transfer; 4) 27155 Breakfast for Elementary Students – 0009-Initial Budget; 5) 29102 Private Dir Grants (Categorical) – 0010-Increase; 6) 29102 Private Dir Grants (Categorical) – 0011-Increase; 7) 29102 Private Dir Grants (Categorical) – 0012-Increase; 8) 29102 Private Dir Grants (Categorical) – 0013-Increase. *Motion carried, 5-0.*
- X. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Items Over \$60,000. *Motion carried, 5-0.*
- Y. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Central School District Vision Statement – “A community of learners dedicated to building lives”. *Motion carried, 5-0.*
- Z. Motion by Adam J. Begaye, second by Christina J. Aspaas to approve the Central Consolidated School District Mission Statement – “Student First – Building a collaborative relationship within our collective community through continuous learning, open communication, and shared trust”. *Motion carried, 5-0.*

VIII. ITEMS PULLED FROM CONSENT AGENDA FOR DISCUSSION

- A. No items pulled from consent agenda for discussion.

IX. REPORTS

A. Board Members Report

Christina J. Aspaas – Attended the Prep Rally at the Back to School Orientation, good reviews on the PLC and the Orientation was a success.

Adam J. Begaye – Thanked the Administration for allowing the Summer Youth tour the Administrative Complex, Ms. Hayes conduct her class in student learning, Back to School Orientation was positive, Congratulations for Shiprock High School Principal John Tohtsoni.

Randy Manning – Enjoyed the Back to School Orientation, Elementary and Secondary Teacher Observations, Review the Funding for Professional Development, Parent Organization and Booster Club Terminology, Statistical Report on Coaches per Athletic percentage wide across the District, student eligibility, fields sanitizing for all schools.

Charlie Jones – Coaching clock in/out.

B. Superintendent Report

Dr. Colleen W. Bowman – Assistant Superintendent posted, Homeless Funds for the Salt River Students, Enrollment on physical count, PED Letter CCSD Mentor, MOA for SRO, PSFA meeting on building construction, PPE Schools.

X. REQUESTED ACTION ITEMS AND REPORTS FOR NEXT MEETING

- Sick Leave Bank Report
- Nizhoni Elementary School HVAC Report

XI. PLUS / DELTA

Strengths (+):

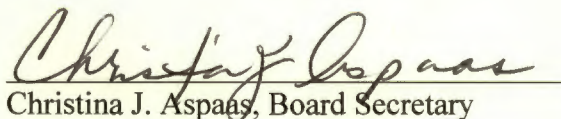
Changes (Δ):

No Plus/Delta

XII. ADJOURN

Motion by Charlie T. Jones, Jr., second by Adam J. Begaye adjourn the Regular School Board meeting at 11:45 p.m. *Motion carried, 5-0.*

Respectfully Submitted,



Christina J. Aspaas, Board Secretary