



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
November 10, 2016 – 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* (arrived 6:55 pm)

Administrators

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

I. ROUTINE MATTERS

A. Board President, Randy Manning the meeting to order at 6:33 p.m.

II. STUDENT, STAFF, AND COMMUNITY RECOGNITIONS

- A. Eric James, Director of Finance recognized Fabian Sherman and Tommy Nez, Jr. for the Ben R. Lujan Award PSFA. The District also received recognition for Most Improved Award.
- B. Eric James also recognized Ojo Amarillo Elementary School for their showcase and Shiprock High School for outstanding performance for Shiprock Fair Winners.

III. COMMENTS FROM THE AUDIENCE

No comments from the Audience.

IV. REPORTS

A. Unique Trip Requests

1. Ben Tensay, Athletic and Activities Coordinator presented the Newcomb High School Boys and Girls Basketball Schedule and requested for approval for out of state travel.
2. Ben Tensay also presented the Newcomb High School Wrestling Schedule for SY 2016-2017 and requested for approval for out of state travel.
3. Ben Tensay presented the Kirtland Central High School Boys and Girls Basketball Schedule for SY 2016-17 and requested for approval for out of state travel.

4. Ben Tensay presented the Kirtland Central High School Wrestling Schedule for SY 2016-17 and requested to approve the out of state travel.
5. Ben Tensay presented the Shiprock High School Boys and Girls Basketball Schedule for SY 2016-17 and requested to approve the out of state travel.
6. Ben Tensay presented the Shiprock High School Wrestling Schedule for SY 2016-17 and requested to approve the out of state travel.
7. Melissa Maestas, Secondary Schools Coordinator presented the Crow Canyon Archaeological Center trips to Cortez, CO with available funds for Shiprock High School and Newcomb Middle School to attend. Shiprock High School will attend the November 17, 2016 and Newcomb Middle School attend on November 15, 2016. No ratification necessary from the Interim Superintendent, the travel will need Board approval. Jeff Sagor, Assistant Principal presented the itinerary for Shiprock High School travel to Cortez, CO.
8. Staci Gallaher, Career Prep High School Principal and Laurinda Draper, Day Care Specialist presented the student travel to Durango, CO for Polar Express. The board had concerns with child restraint on the school bus. Cindy Theodore commented if the buses are available requested and the precedents go to sports travel. The board requested to get with Transportation for child restraint and report back to the Board on Tuesday, November 15, 2016.
9. Herlinda Mann, Multi-Ethnics/Bilingual Education Coordinator presented the out of state travel for teachers. Mr. Manning requested to remove off the Consent Agenda for Tuesday, November 15, 2016.

B. Fundraising Requests

1. Dr. Rebecca Benedict presented the fundraising on behalf of Terri Benn, sell chocolates from the catalog and raising money for field trips and awards for student success.
2. Nicole Baker, Gifted Teacher presented the Read to Feed fundraising for Kirtland Elementary School, the service learning project through the Read to Feed program, students are to participate in the Heifer International Read to Feed program to help families around the world by gaining sponsorship. Board Secretary asked that the forms be typed and to correct signature designee on the forms.
3. Jeff Sagor presented the fundraising requested for approval on contribution and donation from all American Sports Posters for Winter sports schedules. Mr. Manning commented the donation for the companies who will sell ads from local businesses to put on Shiprock High School schedules. Ben Tensay commented the calendar will be for Winter sports. Herbie Clichee requested to move this item to Tuesday, November 15, 2016 at the Regular School Board meeting for more discussion.
4. Vickie Lake, Ag Techer presented the fundraising request to sell Spirits cups, receiving contribution from outside organizations, and sold in school fundraising. Board President consider the fundraising as an In-School Fundraising and remove off the Consent Agenda.
5. Vickie Lake presented the Domino's Pizza and also an In-School fundraising. Board President requested to remove off the Consent Agenda.
6. Vickie Lake presented the Contribution to the FFA Program in local area, the funds will be used for the various FFA programs, activities, and trips. Board President suggested to give a report on accepting of donation for this event, submit an itemized list of checks, and the financial secretaries need more training on deposits. Receiving check from organization, needs to be deposited, and board approval to accept the donation. Dr. Pandora Mike recommended to send out another procedure on the differences between fundraising and donations and to send out to Financial Secretaries.
7. Vickie Lake presented the Food Sale fundraising, the funds will be used FFA Program supplies and materials, activities, and trips.

8. Vickie Lake presented the 50th Celebration Cook-Off and Potato Bar. Students will be setting up for various activities, the 50th Celebration will be on April 22, 2017. The vendors are for display only, no selling on the vendor area, and no admission for the tickets. The tickets will be for potato bar and cook-off. Food Handlers are covered for the cook-off and potato bar.
- C. Lisa Lucero, Kirtland Central High School teacher presented the Chapter Incentive Application submitting to the NMPED for funding, and this is not a grant, it's an incentive for the program.
- D. Eric Cheever, Shiprock High School teacher presented the CU Upward Bound Program, the program is up for renewal, a program for Native American youth focus on science and engineering, funded by the Public Education. Mr. Cheever is asking for the board approval of the program; the liability is provided by the program, and the grant is a five-year funding program. Mr. Manning questioned the transportation with students traveling with parents, need clarification from the district attorney on the liability as part of the grant and program. Ms. Aspaas would like to see the documentations from the last five-year submission.
- E. Eric Arpelar, Newcomb High School Assistant Principal presented the proposal letter for Chess Team, the team would attend the Chess Team Nationals in Nashville, TN in May 2017. The sponsors and students gave their insights in participating in the Chess Team. Dr. Pandora Mike will have the school submit a Student Travel Request and Fundraising Requests for the event.
- F. Dr. Pandora Mike, Director of Support Services presented the Memorandum of Agreement for Navajo Foster Grandparents Program. The background checks for the foster grandparents have come to an agreement.
- G. District Support Services Reports – 1) Rick Nussbaum, Technology Coordinator presented the updates for technology department, E-Rates, Fiber projects, new technician staff, work orders, Judy Nelson Elementary inter-write boards and projectors, data drops completed, Honeywell HVAC installed, security camera installed, Wi-Fi installed, working with Herbie Clichee and Dr. Colleen W. Bowman on projects, and budget report. 2) Margene Purcella, Food Services Coordinator presented the updated Food Services report, after school snack program, percentage on Breakfast and Lunch, serving meals on the long holiday breaks for Newcomb Elementary School, Nizhoni Elementary School, and Kirtland Middle School for only students enrolled in the program. The new food handler's certification permitted by the State of NM for all Kirtland Schools effective March 1, 2017. Kitchen Managers and Assistant Managers are required to have food protection manager certification. To operate a concession, there has to be a person who has a food protection manager certification. Cooks will need a food handler's card also recognized by the State of NM. Ms. Aspaas asked about Ojo Amarillo Elementary School participation for the long holiday breaks, and Ms. Purcella commented Ojo Amarillo Elementary is not well participated until summer school starts and staff not willing to give up their holiday breaks. 3) Cindy Theodore, Transportation Supervisor presented the Transportation Update Report, regular to and from school routes, eligible student, To and From Daily and Annual for Kirtland, Shiprock, Newcomb, five new Buses replaced for 2016-17, Activity trips total 343 taken from August 16, 2016 through November 9, 2016, Professional Development, Activity and District Vehicle Driver, Area of Concern, and Encumbered for Diesel, Parts, Repairs, Other Contract Services, Tires, and Bus Drivers Salaries. 4) Cindy Charleston, Health, Wellness, Safety Supervisor presented the updates on Health and Wellness, Capacity Builders, ASA-Superintendents Funds, Dine Ba Hozho Coalition, Native Vision, Safety tabletop, training for ICT, School Safety Team Members, Emergency Drills-Schools, Emergency Protocol Items Delivered, School Safety Plans, and Wellness Policy. 5) Dr. Pandora Mike, Support Services Director presented the Performing Arts Centers and Pool Services Report, District Vision &

- Mission, Support Services Department will show 90% measured by the Support Services Quarterly Surveys, Performing Arts School and Community Events, Natatoriums Programs, Shiprock Pool offers Indian Health Service therapy, Trainings offered in CPR, First Aid, Non-violent Crisis Intervention, AED Use, Swimming Skills, positive feedback on newly Shiprock Pool, Big 5 assignments required for Mentorship Certificate and Support.
- H. Dennis Fieldsted, Building and Construction Coordinator presented the update on current Construction Project Change orders for Nizhoni HVAC, Nizhoni New Access Road, Shiprock High School Natatorium, and Judy Nelson Elementary. Board Members are welcome to tour the Judy Nelson Elementary School.
- I. Eric James, Director of Facilities presented the San Juan Early College High School, our school district has no drop outs, all ten still in the program, six from Kirtland, three from Shiprock, and one from Newcomb, four out of eighty students dropped out but no students from our district.
- J. Dr. Rebecca Benedict, Director of Curriculum and Instruction presented the Graduation Dates for School Year 2016-2017, the dates are by a rotation schedule. Mr. Begaye, Board Vice-President inquire about the caps and gown vendors. Dr. Benedict will inform the Principals about the vendor for caps and gowns, a committee is still working on the stoles, and will give an update in January or February.
- K. Violet Kelley, Director of Human Resources and Tanya Amrine, Human Resources Coordinator presented the Second Reading of Section J-3100 – Weapons in School. In paragraph four second sentence “such as a knife of sharp object”, should be “such as a knife “or” sharp object”.
- L. Violet Kelley and Tanya Amrine presented the First Reading on Section E – Support Services. Policy E-0250 Reporting of Hazards Warning Systems – third bullet incorrect spelling of “reasonable”; E-0531 #15 should read from “Name and attitude of anyone contacting school:” to “Name and Address of anyone contacting school:”. E-0750 Weather-Related and Emergency Closing-second paragraph “Excerpt” should be “Except”. Per Mr. Manning requested to review E-3400 Collection of Money/Food Tickets with Don Williams.
- M. Herbie Clichee, Director of Finance presented Title VII and JOM Budget Report. The board would like a report on detail line description by month for Stipends with attach Sign-In Sheets, and a name of the presenter with times. On the Title VII check description need the time started and ended.
- N. Herbie Clichee requested to remove Reconciliation 101 from the reports.
- O. Herbie Clichee also requested to remove After-the-Facts to be removed off the agenda.
- P. Herbie Clichee, Director of Finance presented the Deposited Not Processed within 24 Hours for Operational and Activity. Still a problem with courier pick-up at the schools, the pick-ups start at 7 am, pick-ups are from Monday and Thursday. Mr. Manning requested for Herbie Clichee to ask Shiprock High School and Kirtland Central High School for the Deposited Not Processed within 24 hours. At the next Work Session need the Principals to attend the meeting to explain the Deposited Not Processed within 24 Hours.
- Q. Herbie Clichee presented the Payment of Bills on Outstanding Checks, Check Listings, Vendor Listings, and Purchasing Cards. RFR (Request for Reimbursement). Violet Kelley explained the Immigration Support Services on Check# 194382 in the amount of \$9000.00. Herlinda Mann explained Native Reflections, Inc. in the amount of \$45,314.34 of the Vendor Listing-Operational.

- R. Herbie Clichee presented the Budget Adjustments and Journal Entries and explained each BARs Report. Board Secretary questioned the BAR 25131 Maintenance and Increase with justification. Herlinda Mann also explained the transfer of funds for Professional Development.
- S. Herbie Clichee presented the Items Over \$60,000.
- T. Herbie Clichee presented the Monthly Fiscal Report on Expenditures and Revenues.
- U. Dr. Rebecca Benedict and Randy Manning presented the Resolution and Proclamation of Board Education with Voting Locations, no bond elections or mill levy. The filing date is December 20, 2016.

V. DISCUSSION

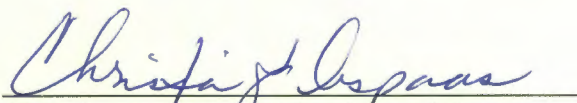
A. Items for the November 15, 2016 Regular School Board Meeting

- Student Travel and Fundraising for Chess Team
- SHS Fundraising Request for Contribution & Donation
- FFA Check Donation
- CU Upward Bound Program Grant Approval and Documentation

VI. ADJOURNMENT

Motion by Adam J. Begaye, second by Charlie T. Jones, Jr. to adjourn the Work Session meeting at 11:52 p.m. *Motion carried, 5-0.*

Respectfully Submitted,


Christina J. Aspaas, School Board Secretary