

Pinon Community School Board, Inc.
PO Box 159, Pinon, AZ 86510
928-725-3234

Regular School Board Meeting
August 11, 2015

- I. Mr. Bill Yazzie called the meeting to order at 8:42 a.m.
- II. Mr. Peter Sage provided the invocation.
- III. Roll call: Three board members were present to make a quorum. Mr. Jeffrey Mike came in at 9:23 a.m.
- IV. Adoption of Agenda: Mrs. Evelyn M. Meadows motioned to approve the Agenda with one additional item; #8 under Action Item: consideration, discussion and possible action regarding travel request for one Facility Maintenance Worker to attend training on Aug. 24-25, 2015. Mr. Sage seconded the motion. Mrs. Meadows reiterated that most of the Supervisors having attended meetings so they should know when report are due. There are no reports from the Teachers, Transportation, First Things First, Homeliving, IT and contract consultants. A written report is needed. They need to be submitted to Ms. Colleen Francis the Tuesday before the meeting. VOTE: 3 in favor, 0 opposed, 0 abstained.
- V. Three Rivers Education Foundation, Mark Povich: He reported that he's been an educator for 19 years. He presented on Three River Education Foundation that could hire local for tutoring services. They could apply online and will be paid \$40.00 an hour from Three Rivers Education Foundation. No money will be used from PCS. Each tutor will be assigned 4 students and they will work 2 hours a week. Their goal is to gain one grade level through assessments. They will be provided books and services will run 16 weeks. Reports will be sent home and lesson plans will need to be made. The tutors will also be provided with curriculum sets. Tutor is free to students. There is no application process. Mr. Povich left flyers behind for staff to look at. He asked if afterschool bus runs for Kindergarten students. Mr. Povich stated that he could present more in depth at a later time. A plan needs to be established by next Board meeting. Who recruits for the students? The staff. They know who needs that extra help. Who recruits for the tutors? The school does. How does the School commit to doing this? Just hire tutors. The tutors should have an AA degree or better. Once they are hired, tutors will be trained by Mr. Povich. The website is tutoring.threeriversed.org.
- VI. Report from:
Mr. Yazzie motioned to go into executive session at 9:27 a.m. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.

Mr. Yazzie motioned to exit executive session at 12:07 p.m. Mrs. Meadows seconded the motion. VOTE: 3 in favor with President voting, 0 opposed, 0 abstained.
- Randell Whitehair, IT Consultant: Mr. Whitehair provided a PowerPoint presentation on what he's been working on. He presented the School website to the Board Members and how he shortens the URL, so if the School decides to get schools email it will not be too long. Majority of the website is complete but would like more information about the School. He plans to add a link to add Board Meeting

Agendas and minutes. When someone types in the old URL, www.pinoncommunityschool.com, it will redirect you to the new website. Upcoming events can be added. He shared with the Board what the servers provide best practices. The Board asked him about internal email. Mr. Whitehair stated that he is working on that and there is a cost involved.

VII. Reading of Minutes:

Mrs. Meadows highlighted the meeting minutes of June 09, 2015. That meeting was called to order at 8:43 a.m.

Mr. Yazzie motioned to approve the meeting minutes. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.

VIII. Monthly Reports:

Lorraine Yazzie, Acting Administrator: A time needs to be set aside for the Board to interview the Principal. The interview process needs to take place as soon as possible. Are there any applicants? Yes, there are two. Interview question needs to be related to the job descriptions. Is there a method of how you interview? Yes. Once that is done, we need to finalize the interview date. After the person is interviewed, reference checks need to be made. Reference checks on past employment needs to be made then final approval will be made.

Emmalene Francis, Business Technician: This was discussed in executive session. Mrs. Meadows stated that Ms. Francis knows what needs to be done.

Colleen Francis, NASIS Data Technician/Administrative Assistant: The Board was given three ring binders for the Board and need to bring them, so Colleen can provide them with the updated policies. There are 40 students in Kindergarten. How many did we have at the end of the School Year? 53. What about the Residential? There is 47. What about the end of the School Year? About 20.

Jackson Williams, Facility Manager: There will be a Principal and Business Manager. Are the housing being worked on? Yes. Make it as attractive as possible. Select three nice homes and get them ready. We may tell the incoming Personnel to start immediately and say that housing is ready.

Irene Joe, Supervisory Cook: Summary of students, it says 30 for Kindergarten and 40 for Residential. There's a difference. The reason for this is because the Supervisors may have given me their report Tuesday morning and my report may have been from Wednesday, stated Ms. Francis.

School Board Members:

Mrs. Meadows and Mr. Yazzie both did not have any report.

Mr. Mike reported that he attended the Regular Monthly Meeting for NAGSA. There are 22 schools as members. There are some things going on with NAGSA. The winter conference is Dec. 10-12, 2015. Save the date flyers are out. The theme is "Keep the Fire Burning Bright for our Future". ?? They are asking Schools for promotional items donation of at least 500. They are expecting at least 500 participates. DoDE is still in the process of rewording the One Grant concept but will not be the main focus. The Governance Committee, Governance Team, and Governance Human Resource are planning for a local policy in lieu of a Board. They are planning for (5) five School Board from the reservation and will represent by Agency. Angela Barney Nez does not agree with it. Each school is different and she is trying to get input from Schools. They say that the Secretarial Order 1332 but

many laws will have to change. A new legislation will need to be brought in for this. They are still trying to get the Accountability Workbook out but it hasn't been approved. Smaller tribes are being told that whatever happened to the Navajo Nation will happen to them. The NAGSA director position is vacant up to September. There is \$129,567.16 in the bank. This should go up when School become members and registration fees are paid. The Annual Corporate Meeting is on September 17-19, 2015. Len Chester is working on the Agenda and will be available at the next meeting. Mr. Yazzie stated that delegates should be notified of the amount of School being against the One Grant Concept. Do they want Board Members there? They recommended for all Board members to be present and some Administrative Staff. Is the Task Force meetings still happening? They haven't had a meeting in awhile. Mr. Yazzie stated that he would like to attend those meetings.

Mrs. Meadows stated that she did attend a meeting in Many Farms regarding new school construction. Pinon is not available for it because the School is only 19 years old. Mrs. Meadows will email the Facility Manager in Albuquerque regarding possible funding for home living needs.

Mr. Yazzie asked about the money that was coming from Washington for roads. Mrs. Meadows stated that she already asked about it and where it was going. The Board does need to know where the money is. Right now, only the main roads are getting worked on. Not the roads that go off the main road. Mr. Yazzie said he did address this at the road meeting. Mrs. Meadows stated that everything went down under the Shelly Administration. Hopefully that will be resolved with the new Administration.

Mrs. Meadows motioned to approve and direct the Acting Administration to make sure all reports are received and this includes the Teachers, Homeliving Manager, Transportation, First Things First, IT, and any contract consultants. Mr. Yazzie seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.

IX. New Business:

a. Action Item:

1. ***Consideration, discussion and possible action to approve travel request for Parent Educator to attend "First Things First Early Childhood Summit 2015", Phoenix, AZ, August 24-25, 2015:*** Is there a GSA available? Her program has its own vehicle. If approved, then it'll be at the reduced rate. Ms. Patsy Brown requested to take her own POV because she doesn't know how to drive in the city. Mrs. Meadows informed her that a report is needed from her every month for the Board Meeting. Mrs. Meadows motioned to approve with transportation mileage rate to be half rate, a report is needed after training. Why is there only 1? There is only one Parent Educator because that's how it was requested for and the budget is for one. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
2. ***Consideration, discussion and possible action regarding worksession & stipend request for all Employees to complete AdvancED Standards, Saturday, August 15, 2015:*** Evelyn Bahe from AdvancED was here during Orientation Week. She started us on doing the report. We need all staff to participate to finish these reports. Our External Review visit is October 28-29, 2015. Who will be facilitating this? Evelyn Bahe. Will she be coming Saturday? No. Why can't you work on this during the day? Because some staff work in the evenings or night. Weekend is the best time to do this. Is the money separated throughout the departments? No. It should have been so the Board can see how much each program will be using. You have been attending Board meetings and should know what is expected, stated Mrs. Meadows. Instead of spending this amount of money, work on it at least an hour or 2 a day. Is there a way to reschedule Evelyn Bahe's visit, since there is a Professional Development day on the

28th? We can ask. Mrs. Meadows indicated that Administrator needs to direct the staff to work on this. If not, she needs to write a follow up letter with consequences. Mr. Sage stated that this falls back on Administration and is sure, they looked at every aspect. Mr. Mike said if there is no action taken, then what is recommendation should take place. NO ACTION.

3. ***Consideration, discussion and possible action regarding travel request for NAGSA Annual Corporate Meeting, September 17-19, 2015, Ft. McDowell, AZ:*** Mr. Yazzie motioned to approve for the Board to attend. Mr. Sage seconded the motion. Mrs. Meadows expressed her concern about the budget. She recommended on having one Board attend and then share the information. She stated that she will not be attending because she is conscientious of the state of budget. VOTE: 2 in favor, 1 opposed, 0 abstained.
4. ***Consideration, discussion and possible action regarding Semi-Annual Corporate Meeting, October 12-16, 2015:*** This pass year Human Resource department was worked on and processes are in order. This meeting should be about the Business Department. Payroll, the deductions, and 401k need to be reviewed. Are these things being done? Is payment completed timely? How are purchases made? Is the policy being followed? What are the processes of purchases? Mrs. Meadows motioned to hold the Semi-Annual Corporate meeting here to cover the Business Office; payroll, purchases and performance evaluation. Mr. Sage seconded the motion. Date will be finalized at the next meeting. VOTE: 3 in favor, 0 opposed, 0 abstained.
5. ***Consideration, discussion and possible action to approve travel request to NAGSA 20th Annual Conference, Las Vegas, NV, December 10-12, 2015:*** Is this the last time in Vegas? We are not sure. What are the topics? That is still being worked on. It should be available at the next meeting. Mr. Yazzie motioned to table to the next regular meeting in September. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
6. ***Consideration, discussion and possible action regarding Check Signer:*** Mr. Yazzie motioned to approve Mrs. Lorraine Yazzie as the check signer. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
7. ***Consideration, discussion and possible action regarding PCS Resolution to clarify to the Navajo Nation Board of Education, the Sovereignty in Education Planning Group (SIEG), and the Navajo Nation Council that Tribally Controlled Schools continue to have Governing Authority:*** Mrs. Meadows shared with the Board that this resolution is to keep Board Members at the School and is created by Lamual Adson, Superintendent of Shonto School. Mrs. Meadows motioned to approve the resolution. Mr. Yazzie seconded the motioned and also recommended to share with the Chapter. VOTE: 3 in favor, 0 opposed, 0 abstained.
8. ***Consideration, discussion and possible action regarding travel request for one Facility Maintenance technician to attend the beginning "Hands on" Locksmithing on Aug. 24-25, 2015, Flagstaff, AZ:*** NO ACTION.

b. Personnel Item:

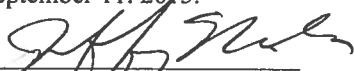
1. ***Consideration, discussion and possible action to approve the Amended Position Descriptions for Transportation Supervisor/Bus Driver, Bus Driver/Office Assistant; KG Teacher and Administrative Assistant (NASIS):*** Mrs. Meadows motioned to approve the amended position descriptions for Transportation Supervisor/Bus Driver, Bus Driver/Office Assistant, KG Teacher and Administrative Assistant (NASIS). Transportation Supervisor will work with the Bus Driver/Office Assistant on encoding mileage and the other PDs include NASIS. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.

2. ***Consideration, discussion and possible action to approve the recommendation to amend the Employment Contract for Ms. Juanita LaPahe, Bus Driver for SY 2015-2016 to read "Bus Driver/Office Assistant:*** Mrs. Meadows motioned to approve the amended Employment Contract. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
3. ***Consideration, discussion and possible action to approve for the Homeliving Assistant to be delegated as Acting Homeliving Manager and salary adjusting is recommended while in "Acting" capacity:*** Mrs. Meadows motioned approve the interim Homeliving Manager with an increase of pay to \$30 for up to 60 days. Mr. Yazzie seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
4. ***Consideration, discussion and possible action to approve the Job Abandonment of a Security Officer effective July 27, 2015:*** Mrs. Meadows motioned to approve the job abandonment of the Security Officer who was given the proper due process. Mr. Sage seconded the motioned. VOTE: 3 in favor, 0 opposed, 0 abstained.
5. ***Consideration, discussion and possible action to approve the request for Resignation for Student Activities Coordinator:*** Mrs. Meadows motioned to approve the Resignation from the Student Activities Coordinator. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
6. ***Consideration, discussion and possible action to approve to advertise the Student Activities Coordinator and Security Officer's positions:*** Mr. Yazzie motioned to approve to advertise for the Student Activities Coordinator and Security Officer positions. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
7. ***Consideration, discussion and possible action to Assign the Intermittent or Substitute Individual to vacant position on temporary basis:*** Is he working here? Yes, he is assigned as the Intermittent Student Activities Coordinator and this request is for a Short Term Contract for at least 60 days or so. Mrs. Meadows motioned to offer Mr. Aaron Johnson a short term contract up to 60 days with rate of (the beginning pay for temporary hire). Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
8. ***Consideration, discussion and possible action to approve the Letter RE: Notice of Substitute Teacher Position:*** Mrs. Meadows motioned to approve the recommendation for the Acting Administrator to issue a directive to obtain High Qualified status by August 28 and for a letter to be issued no later than Wednesday. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
9. ***Consideration, discussion and possible action regarding Compensation for Administration Personnel:*** Mr. Mike stated that no action and refer the Principal to total up hours and request for Overtime pay. Make sure the request has time and date of hours work with what was worked on. Mrs. Meadows directed the Acting Administrator to compensate for overtime which will include the date, time, and what was worked on. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
10. ***Consideration, discussion and possible action to Assign a Teacher to the Special Education Teacher's position:*** Mrs. Meadows motioned to approve the recommendation by the Acting Administrator and to assign Ms. Vivian Denny to Special Education Teacher. Mr. Sage seconded the motion. VOTE: 3 in favor, 0 opposed, 0 abstained.
11. ***Consideration, discussion and possible action to request for an Investigation of a Fire Call Incident on Monday, July 20, 2015:*** Mrs. Meadows motioned to approve the recommendation to put a plan together and subsequently if need be for Personnel to be on Administrative Leave. Mr. Sage seconded the motioned. VOTE: 3 in favor, 0 opposed, 0 abstained.

X. Next Regular Meeting: September 08, 2015 at 8:30 a.m. The board was reminded of the next meeting and the Budget Worksession on August 26, 2015 at the School Attorney's Office at 10:00 AM. This worksession to cover budget, audit, and plan for this year's audit. Mr. Yazzie asked about lodging and Mrs. Meadows said mileage will be paid, but no overnight lodging.

XI. Adjournment: Mrs. Meadows motioned to adjourn at 2:43 p.m. Mr. Yazzie seconded the motion.
VOTE: 3 in favor, 0 opposed, 0 abstained.

MOTIONED AND APPROVAL OF August 11, 2015 BOARD MEETING MINUTES:
September 11, 2015.



Jeffrey Mike, Board President

MOTIONED BY: B. YAZZIE
SECONDED BY: P. SAGE
VOTE: 3/0/0