

FIRST MESA ELEMENTARY SCHOOL
Special School Board Meeting Minutes
Wednesday, June 24, 2015, 5:06 p.m.
Administration Conference Room

| # | Agenda Item | Discussion | Action | Follow-Up |
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| I. | Call to Order | Meeting called to order at 5:06 p.m. by Vice President Rachel Maho. | | |
| II. | Roll Call and Introductions A. School Board Present: Absent: B. Staff Member | Rachel Maho, Priscilla Pavatea, Carmen Honyouti, Judy Talawyma Lucille Sidney, Angeline Joseph, Dr. Melanie Haskan, Alma Sinquah | | Angeline Joseph arrived at 5:24 pm. |
| III. | Announcements and Correspondence | None. | | |
| IV. | Approval of Agenda VI. Reports | Additions/Changes: 1. Conference call with Jim Hastings. Invite Huberta Lewis as she will be able to clarify further budget questions. 2. Dr Melanie Haskan's Principal Report. 3. Greg Fendley & Sons Report on 401K. 4. Alma Sinquah's Update on: a. Bank of America b. Fingerprinting c. Parent selection for Strategic Planning | Carmen Honyouti motioned to approve the agenda with the changes. Judy Talawyma second the motion. Vote: 3 Yes - 0 No - 0 Abstained. | |

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| V. | Approval of Minutes June 22, 2015 meeting minutes | No corrections. | Carmen Honyouti motioned to approved the meeting minutes. Priscilla Pavatea second the motion. Vote: 3 - 0 - 0 |
| VI. | Call to the Public | (3 minute limit) None. | |
| VII. | Reports 1. Conference call with Jim Hastings, ELO, South (5:12pm to 5:49pm). | <p>Per Marlinda Silversmith: Do you have your DUNS #? Will need a routing # which is needed to do transfers into your bank account. Have you set up your bank account?</p> <p>Mr. Jim Hastings questions: Who is doing your taxes? Harshwal. Did you request your money from the High School? No. You will need this to set up your bank account. Patrick Secakuku is on travel, and unable to take any action. Will look into it next week when Patrick gets back. Need to open that account by tomorrow!</p> <p>Did you hire a Business Manager? No, the person approved did not accept the position. Is the position re-advertised? Yes. Suggest reconsider your salary to get a good Business Manager. Need a person at the school to keep up with the finances and who will process financial paperwork. Will need further discussion. Budget: should get 80% of last year's year's budget to start this year. Talk with Terra Honani and Huberta Lewis on Tribal</p> | |

Support budget, usually around \$25,000.

Staff differential may be needed. Find out what 80% of last years money was, with addition of tribal monies. Need this information to get bank account set up so when the money comes July 1, 2015, you have somewhere to put it. Huberta Lewis will get you the 80% tomorrow.

If school has 3-year average report, we'll need a projected budget which we have been asking for.

Melanie Haskan has submitted ISEP, Kristin will fax that to you. The ISEP certification Jim Hastings received. Alma Siquah asked when we will get the official document?

Marlinda will work with school on draw-downs. Hold off until we have numbers to work with. Remember we get only 80% of budget. If necessary, a person can get back pay, if school does not have school-wide budget.

For Title I, can make changes.

For Native Star data, some information missing. Under BIE, it was not completed. Are we inheriting this? No, you will not inherit BIE's problem.

1114 Plan will be coming from Native Star.

Do AYP school-wide Title I report.

LEA Assurance form, Marlinda

Silversmith gave us a copy but are we getting a different one? Remember, we are not responsible for facilities?

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| | <p>Take-over of facilities, regarding building procedures, how will it take place? Usage of building lies with Elmer Douma, and can give you site supervision. Clean-up of weeds, who will pay for this? Elmer Douma, and he will hire who he wants. Fee under \$2,500 is okay but ask Huberta.</p> <p>Archiving – CDs, training materials or reference materials stays here at school. ONLY FEDERAL RECORDS are being archived, everything else stays here. Contracts can be offered, only effective July 1, 2015.</p> <p>Regarding Special Education (SpEd), Jim Hastings will try and bring Cheryl Johnson on Tuesday to discuss SpEd. He will come out June 30 to address the Board. Will work on budget, organizational chart, get all information beforehand so he can update.</p> <p>Huberta Lewis talked about Title I. It will be different than in the previous years. DPA is looking at it now. Need to show how you are using funds.</p> <p>Ten percent for parent involvement and will ask for justification. Show types of activities, make it as broad and wide as possible. From activities to fairs, must be in your plan.</p> <p>For Homeless, .5%, Professional Development is 10%.</p> <p>If you are going to pay support staff, you have to justify. Types: Student-to-teacher ratio, if 28 students – need an aide. i.e., small reading/math groups – how will you</p> | <p>Do we need Homeless policy?</p> |
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| <p>2. Dr. Melanie Haskan's Principal's Report.</p> | <p>use aides in the classroom. ISEP, Title I, and Title II totals should all match.</p> <p>Did not have a written report but shared information on: SpEd Spending plan was due in April. Will need to fill out Part B with correct information. Was unable to find upcoming SpEd trainings for staff, parents and board. Inform Jim Hastings that parents need additional training on SpEd. Child Find is part of Coordinated Early Intervention Services. Tribal Head Start programs get funding for that. But, will include Child Find activities in Part B. Unmet Needs is usually due September 30, and usually requested as needs arises. Then total budget will change.</p> | | |
| <p>3. Fendley & Sons presentation.</p> | <p>School Board needs to make a decision. Still interviewing applicants so there is no definite numbers to work with. At this time, could work with 32 or 33 people, will all have to be based on projections. 401K Team includes:</p> <ol style="list-style-type: none"> 1. <i>Administration & Recordkeeping.</i> Must have an administrator. Recordkeeping – someone has to account for the money. 2. <i>Investments – Stellar Capital Management (Capital Management Company).</i> Makes investments. 3. <i>Custodian – Charles Schwab Company.</i> Has bank authority. 4. <i>Education – Fendley & Sons</i> | | <p>Parents need additional training in SpEd.</p> |

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| | <p>4. Updates from Alma Sinquah.</p> | <p>Employee Benefit Consultants. Shows plans with explanations.</p> <p>5. <i>Legal</i> – Yoder & Langford (Attorney) Will develop Plan Document (Governmental vs. Commercial). Governmental protects sovereignty. And Commercial is ARISA, document for the enterprise.</p> <p>Two ways to do it:</p> <ol style="list-style-type: none"> 1. Bundle - a company that does it all. 2. Unbundled - is Open Architecture, you choose. i.e., see above 5 items. <p>ARISA 338 – takes over and recommends but your responsible for monitoring.</p> <p>ARISA 321 – makes suggestions and you are responsible for the rest.</p> <ol style="list-style-type: none"> a. Bank of America has not contacted us with account number. b. For fingerprinting, seven were sent in and they will bill us later. Fee is \$45.00 to \$100.00. Need to order the Identicator (fingerprinting) machine and ink pad when funding is available. c. Five parents and alternates were selected to help with Strategic Planning. A brief conference call was placed with Asa Begay, proposed facilitator for strategic planning. Questions were asked to determine where to focus during the work session. The School Board is strong in the areas of Structure, Leadership and Finances. Lacks in Planning, Organization, Fundraising, Communication and Evaluation. | | |
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| VIII. | Unfinished Business | None. | | |
| IX. | New Business A. Recommendations for Hire: B. Harshwal proposals: 1. IT services/management 2. Accufund accounting system 3. Agreement for accounting service | Alma Sinquah suggested waiting until all applicants have been considered. Alma Sinquah recommended that the lawyer review the proposals before the Board approves them. Will ask for cost review for three to six months services. FYI: Interviews will continue tomorrow, Thursday, June 25. Schedule is 8:30 am, 9:30 am, and 2:30 pm. Carrie Watahomigie mentioned that Havasupai scheduled NEWA Training in Flagstaff at Double Tree on July 7, 2015. | Carmen Honyouti motioned to approve waiting until all applicants have been considered. Judy Talawyma second the motion. Vote: 4 - 0 - 0 | |
| X. | Personnel Business | Executive Session. No action needed. | Priscilla Pavatea motioned to go into Executive Session at 8:10 pm. Carmen Honyouti second the motion. Vote: 4 - 0 - 0 Carmen Honyouti motioned to come out of Executive Session at 8:19 pm. Judy Talawyma second the motion. Vote: 4 - 0 - 0 | |

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| XI. | Upcoming Meeting Agenda Items | | <p>A. Mahoney Proposal B. Workman's Compensation C. New Hires D. June 30, 2015 Potluck at FMES. Ask Wilmer Kavena if he can help prepare a meal. E. Meet with Jim Hastings at 2:30 pm on June 30, 2015. F. Carrie Watahomigie would like to be notified if Jim Hastings is definitely coming.</p> | |
| XII. | Adjournment | | <p>Carmen Honyouti motioned to Adjourn at 8:46 p.m. Judy Talawyma second the motion. Vote: 4 - 0 - 0</p> | |

Prepared by: Priscilla Pavatea and Judy Talawyma, June 29, 2015