

FIRST MESA ELEMENTARY SCHOOL
 Regular School Board Meeting Minutes
 Tuesday, June 09, 2015 @ 4:00 pm
 FMES Library

#	Agenda Item	Discussion	Action	Follow-Up
I.	Call to Order	Meeting was called to order at 4:14p.m. by President Lucille Sidney.		
II.	Roll Call and Introductions A. School Board Present: Absent: B. Staff Member C. Guests	Lucille Sidney, Priscilla Pavatea, Judy Talawyma Rachel Maho, Angeline Joseph, Carmen Honyouti Dr. Melanie Haskan, Alma Sinqwah Marlinda Silversmith		
III.	Announcements and Correspondence	There are three (3) schools going Grant in July. Training is temporarily scheduled the week of July 6, in Albuquerque NM. Marlinda Silversmith will notify the school as soon as she finds out the exact dates.		Check with Marlinda Silversmith on definite dates for Grant school training in July.

IV.	Approval of Agenda	Change under VIII New Business: d. Move Update of Alma Singuah's Proposal to a, and the rest b through e will follow in alphabetical order. Angeline Joseph arrived at 4:19pm. Acknowledged by Lucille Sidney, School Board President.	Judy Talawyma motioned to approve the agenda with changes under VIII New Business. Priscilla Pavatea second the motion. Vote: 3 Yes - 0 No - 0 Abstained	
V.	Approval of Minutes Meeting Minutes of May 12, 2015	Correct misspellings of names. Rachel Maho arrived at 4:27pm. Acknowledged by Lucille Sidney, School Board President.	Angeline Joseph motioned to approve the meeting minutes with corrections. Priscilla Pavatea second the motion. Vote: 4 - 0 - 0	
VI.	Call to the Public	(3 minute limit) None.		
VII.	Reports A. Dr. Melanie Haskan, Principal (Assigned to First Mesa Elementary School until June 30, 2015).	Report attached. Discussion: Request for enhancement dollars - Dr. Haskan will check with Jim Hastings. Will Indigenous Language training be made available to staff? Training is needed for NEWA, BIA Reads, Saxon Math. A narrative report will need to be submitted 30 days after end of school. Advanced update needed. Alma Singuah will connect with Lena Clark.		

	B. Marlinda Silversmith	To obtain our Tax Exempt Number (TEN) suggest contacting R. Gehl Tucker's Assistant Samantha B. Kelty to help us ASAP. Budget Report attached. Assurances - Non-construction programs information attached.		
VIII.	Unfinished Business	None.		
IX.	New Business			
	A. Update of Alma D. Sinquah's Proposal for Scope of Work for the First Mesa Elementary School Transition to a Grant School, June 2015.	Phase One: June 8-12, 2015 and June 16-19, 2015 (June 15 Not Available). Budget: \$2,880.00. Phase Two: June 22-26, 2015 and June 29-30, 2015. Budget: \$1,152.00. Expenses Duplication: \$15.00. Hours: 8:00am - 4:00pm. Total budget: \$4,047.00.	Judy Talawyma motioned to approve the proposed Scope of Work. Priscilla Pavatea second the motion. Vote: 4 - 0 - 0	
	B. Update Organizational Chart	Administrative Staff: Change Business Tech to Business/Personnel Technician; separate Registrar and Administrative Clerk titles. Staff: Change School Counselor to Intervention Educator, and add Parent Liaison, regular Teaching Assistant. Remove list by grade and change to Teachers K-6. Discussed changing Lead Teacher title to Academic Coach. Delete P/T (Part Time) after each Food Service Workers and School Bus Drivers and make it F/T (Full Time). Delete	Judy Talawyma motioned to approve the chart with the new additions. Angeline Joseph second the motion. Vote: 4 - 0 - 0	

	<p>C. Update Position Descriptions (PD)</p>	<p>Teacher (Substitute, Intermittent). Separate titles of Registrar and Administrative Clerk duties. And develop new PD for: Registrar, Administrative Clerk, Teaching Assistant, Intervention Educator and Parent Liaison positions.</p>	<p>Priscilla Pavatea motioned to table the PDs. Angeline Joseph second the motion. Vote: 4 - 0 - 0</p>	<p>Alma Sinquah will develop new PDs and present them at the next work session/meeting.</p>
	<p>D. Recommendations for Hire</p>	<p>Alma Sinquah recommended the following applicants for hire: Dione Naha, Registrar Kathi Sabot, Nurse Wilmer Kavena II, Head Cook (previously selected Head Cook accepted another position elsewhere). Emily Mutz, Food Service Worker Wilmer Lomayaoma, Food Service Worker Pamela Yazzie, Special Education Assistant</p>	<p>Priscilla Pavatea motioned to approve the recommendations. Angeline Joseph second the motion. Vote: 4 - 0 - 0</p>	
	<p>E. Bank of America Resolution & Signature Page</p>	<p>FMES should be spelled out to read First Mesa Elementary School. School Board should read Governing Board. Correct spelling of Sydney, should be Sidney. Signature page titles should read First Mesa Elementary School Governing Board.</p>	<p>Angeline Joseph motioned to approve the Resolution & Signature Page after corrections are made. Judy Talawyma second the motion. Vote: 4 - 0 - 0</p>	<p>Corrections needed.</p>

X.	Personnel Business	No Executive Session.	
XI.	Upcoming Meeting Agenda Items	<p>Topics:</p> <ul style="list-style-type: none"> Contracts update Budget/Funds/Finances Update Demographics on employees needed Alma Sinquah's Recommendations Tablet Requisitions ISEP Certification & Grant Packet Position Descriptions Update Terra Honanie's budget update. <p>Reminders:</p> <ul style="list-style-type: none"> A. School Board Work Session on June 17, 2015 at 4:00 p.m. B. Special Meeting (if needed) C. Request Davis Shula's assistance for School Board meeting recordings set up. D. Notify applicants of their selection by a telephone call and a personal letter. 	See reminders list.
XII.	Adjournment		<p>Angeline Joseph motioned to Adjourn at 7:55 pm. Priscilla Pavatea second the motion. Vote: 4 - 0 - 0</p>

Prepared by: Priscilla Pavatea and Judy Talawyma, June 11, 2015