



FIRST MESA ELEMENTARY SCHOOL
Regular Governing Board Meeting
Tuesday, July 7, 2015 @ 5:30 pm
FMES Library

I. **Call to Order/Roll call**

Meeting was called to order at 5:42 p.m. by President Lucille Sidney.

Present: Lucille Sidney, Carmen Honyouti, Priscilla Pavatea, Judy Talawyma

Absent: Rachel Maho-arrived at 5:50pm
Angeline Joseph-arrived at 8:25pm

Quorum Present

Staff Member: Marilyn Lomahaftewa, Business Manager; LaRae Humeystewa, Administrative Assistant.

Guests: None

II. **Announcements and Correspondence**

- Gregg Fendley benefit presentation on 7/8/15 at 5:30pm FMES Library.
- Strategic Planning meeting 2nd day with Asa Begay on 7/9/15 at 5:00 p.m. FMES Library.
- Splash Day on 7/16/15 from 3:00pm-8:00pm
- Stolen items from FMES are under investigation.
- Need inventory from BIA for our Property Insurance.

III. **Approval of Agenda**

Change III Approval of Minutes to Approval of Agenda.

New Business-

A. Approve SY 2015-2016 working budget.

E. Approve in-service days on SY 2015-2016 calendar.

F. Housing rental rates

G. Approve bank account access and signatures

H. Approve credit cards

Personnel-

C. Replace Governing Board member discussion with update organizational chart.

Motion:

Carmen Honyouti motioned to approve the agenda with corrections and additions.

Priscilla Pavatea second the motion.

Vote: 3 Approved 0 Abstained 0 Opposed

VI. **Call to the Public**

(3 minute limit)

None.

V. Reports

Ms. Alma Siquah, Chief School Administrator reports on:

- Alma Siquah will provide written reports on next meeting.
- Alma Siquah will have Occupational, Physical and Counseling bid proposals on next Governing Board meeting agenda.
- Lucille Sidney will send Alma Siquah information on Valrie Jones, Speech Therapist services.
- Gregg Fendley benefit presentation on 7/8/15 at 5:30pm FMES Library.
- Strategic Planning meeting 2nd day with Asa Begay on 7/9/15 at 5:00 p.m. FMES Library.

VI. Old Business

None.

VII. New Business

A. Approve SY 2015-2016 working budget:

Marilyn Lomahaftewa presented the SY 15-16 budget obligated to FMES Amendment 1
see budget attachment

Automated Standard Application for Payment (ASAP) should be going through soon per Marlinda Silversmith on Friday, Monday or Tuesday of this week.

ISEP = 80% ; 15% allocated to SPED; 100% Tribal Support funds \$259, 000 should receive for this School year. Allocate employee salary currently employed with the budget. Can always do an amendment when funds come in, additional funding should be coming through soon.

Motion:

**Carmen Honyouti motioned to approve the school year 2015-2016 proposed working budget.
Judy Talawyma second the motion.**

Vote: 3 Approved 0 Abstained 0 Opposed

B. Governing Board Stipends:

Governing Board will re-evaluate stipend amount. \$70.00 was the prior stipend amount;
\$150.00 is the current amount for all meetings and work sessions.

Motion:

**Judy Talawyma motioned to approve \$100.00 for all Governing Board meetings.
Priscilla Pavatea second the motion.**

Vote: 3 Approved 0 Abstained 0 Opposed

C. Incentive/Bonus Policy:

Unsure if current Policy and Procedures have an incentive/bonus policy.

Motion:

Carmen Honyouti motioned to have Mr. Tucker create an incentive/bonus policy if not in the policy.

Judy Talawyma second the motion.

Vote: 3 Approved 0 Abstained 0 Opposed

D. Coaching/Extra Curricular Stipends:

Alma Siquah recommends \$700.00 for certified employees and \$500.00 for non-certified employees for Coaching/Extra Curricular Stipends.

Motion:

Judy Talawyma motioned to approve \$700.00 for certified employees and \$500.00 for non-certified employees per sport and extracurricular activities.

Rachel Maho second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

E. Approve in-service days for SY 2015-2016 calendar:

see attached calendar for in-service dates

Motion:

Judy Talawyma motioned to approve school year 2015-2016 calendar as amended.

Carmen Honyouti second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

F. Housing rental rates:

Alma Siquah provides BIA rental rates-

1 bedroom=\$232.40

2 bedroom=\$327.35

3 bedroom=\$600.35

Alma Siquah recommended a rental incentive for the certified employees to pay for ½ of the rent. An option is to include it with their salary or issue out 1099 to employees that receive the incentive.

Motion:

Priscilla Pavatea motioned to table item to get more information from Business Manager.

Judy Talawyma second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

G. Approve bank account access and signature:

All Governing Board will be approved for check signers including Alma Siquah. A letter will need to be drafted to Bank of America to authorize Marilyn Lomahaftewa, Business Manager to have access to bank accounts.

Motion:

Judy Talawyma motioned for Marilyn Lomahaftewa, Business Manager to have access to accounts to conduct business for First Mesa Elementary School and to include Alma Siquah and Priscilla Pavatea for check signers.

Rachel Maho second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

G. Approve credit cards:

Alma Siquah is requesting for two Credit cards to be used for travel, incidentals and other school business.

Motion:

Priscilla Pavatea motioned to approve Alma Siquah's request for 2 credit cards in Alma Siquah and Lucille Sidney's name.

Judy Talawyma second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

VIII. **Personnel**

A. Recommendation for Hire:

Alma Siquah presents the interview panel's recommendation to hire Iris Yessilth, Special Education Assistant; Lendrick Lomayestewa, Intervention Educator; LouVina Maho, Counselor.

Motion:

Carmen Honyouti motioned to approve to hire Iris Yessilth, Special Education Assistant; Lendrick Lomayestewa, Intervention Educator; LouVina Maho, Counselor.

Judy Talawyma second the motion.

Vote: 3 Approved 0 Abstained 0 Opposed (1 member not voting)

B. Conflict of interest:

Mr. Tucker recommends reviewing the Conflict of Interest policy with the Governing Board. Mr. Tucker will attend the next regular Governing Board meeting.

Motion:

Judy Talawyma motioned to table the conflict of interest item.

Carmen Honyouti second the motion.

Vote: 4 Approved 0 Abstained 0 Opposed

C. Organizational Chart-Receptionist

Governing Board recommended the Receptionist position to be in the organizational chart. Alma Siquah will draft the Receptionist job description. Alma Siquah recommended the Administrative Clerk title to be changed to Administrative Assistant per the Policy.

Motion:

Carmen Honyouti motioned to update the organizational chart, change Administrative Clerk to Administrative Assistant and add a Receptionist position.

Priscilla Pavatea second the motion.

Vote: 5 Approved 0 Abstained 0 Opposed

IX. **Announcement**

Agenda items for next meeting

PT/OT/speech/Counseling services on 7/9/15 @ 4:30pm

Conflict of interest

PE Teacher to PE Technician

Receptionist position description

Housing rentals

X. **Adjournment**

Rachel Maho motioned to Adjourn at 8:41 pm.

Angelina Joseph second the motion.

Vote: 5 Approved 0 Abstained 0 Opposed

Prepared by: LaRae Humeyestewa, Board Secretary

Humeyestewa

Approved minutes: Regular Governing Board Meeting 7/7/15

Motion to approve minutes: Judy Talawyma Date: 8.4.15

Second by: Carmen Honyouti

Vote: 3 Approved 0 Abstained 0 Opposed Motion carried: YES

Governing Board President Signature: Lucille Sidney