



Board of Trustees
MINUTES – Regular Meeting

April 12, 2018 @ 3:00 p.m.

Navajo Preparatory School
Farmington, New Mexico

4 **Board Members Present:** Anderson Yazzie, Sherrick Roanhorse, Matthew Tso and Ian Teller
5 **Board Members Absent:** Charley Long, Sr.

6 ***I-III. Call to Order, Roll Call & Invocation***

7 The meeting was called to order at 3:52 p.m. by Board President, Anderson Yazzie, Jr. All elected
8 board members were present. A quorum was present. The invocation was provided by Leland
9 Becenti. Ms. Wilson announced roll call in which four board members were present; and the
10 student representative.

11 ***IV. Approval of Agenda***

12 The agenda for Thursday, April 12, 2018 was approved with no changes or additions.
13 Motion/Second: Charley Long, Matthew Tso
14 **Motion carried 4-0-0.**

15 ***V. Approval of Minutes***

16 The minutes for March 15, 2018 was approved with no changes or additions.
17 Motion/Second: Sherrick Roanhorse/Charley Long
18 **Motion carried 4-0-0.**

19 ***VI. Introduction of Guests, Public Comments & Announcements***

20 Ceceilia talked about the change in date to Wednesday, May 2nd for the Hozho Naasha Banquet.
21 Betty stated May 2nd is the Annual Awards Banquet. Tacey Atsitty will be the keynote speaker.

22 ***VII. Unfinished Business***

23 **A. Head of School**

24 **B. Dean of Instruction**

25
26 Ms. Ojaye stated at the work session, job descriptions for Head of School and Dean of Instruction
27 were finalized and posted for advertisement.

28
29 Motion/Second: Charley Long/Sherrick Roanhorse

30 **Motion carried 4-0-0.**

31 ***VIII. Reports***

32 **A. Administration, Betty Ojaye**

33 **B. Business Operations, Sheryl John**

34 **C. Development/Fundraising, Ceceilia Tso**

35 **D. Residential Advisor, Leland Becenti**

36 **E. Student Affairs Program, Joann Begay**

37 **F. Interscholastic Activities Program, Rainy Crisp**

38 **G. Facility Management & Support Services, Stacy Irwin**

39 **H. Technology Services, Lander Morris**

40 **I. Contract Reports: Colby Smith, Athletic Trainer & Pamela Begay, Licensed Clinical Social**
41 **Worker**

42

1 Ceceilia updated the Board on the Admissions process. A selection will be made from the
2 applications submitted. We will be at full capacity and possibly have a waiting list. The online
3 system, Open Apply, is working well. Mr. Roanhorse asked for a breakdown of males and females.
4 Ms. Tso stated she does not have the numbers but will get them. An email is requested with this
5 information with what agencies and schools the students are coming from. Mr. Roanhorse stated
6 there should be a balance of males and females. Mr. Anderson asked about the budget. Ms. John
7 went over the budget. Mr. Anderson discussed with Mr. Teller graduation details.
8

9 Motion/Second: Sherrick Roanhorse/Matthew Tso
10 **Motion carried 4-0-0.**

11 **IX. New Business**

12
13 Mr. Anderson called for executive session at 4:13 p.m. Executive session ended at 5:08 p.m.
14

15 **A.**

16 **Approving Resolution: Approving the FY 2018-2019 Operating Budget effective July 1, 2018 to** 17 **June 30, 2019**

18
19 Discussion on difference between last year and this year's budget with Ms. John. Mr. Anderson
20 requested information on administrative costs for current year and past years on next report
21 from Ms. John.
22

23 Motion/Second: Sherrick Roanhorse/Charley Long
24 **Motion carried 4-0-0.**
25

26 **B. Approval: 2018-19 School Calendar**

27
28 Ms. Ojaye stated teachers requested to have the week of Thanksgiving off. Ms. Ojaye approved
29 this request. Students will also return from Christmas break on January 8th instead of January
30 7th.
31

32 Motion/Second: Sherrick Roanhorse/Charley Long
33 **Motion carried 4-0-0.**
34

35 **C. Approving Resolution: Approving the 2018-2019 Organizational Chart**

36
37 Mr. Roanhorse motioned to hold off on approving the organizational chart until the annual
38 meeting. A discussion occurred on why an organizational chart is needed. Mr. Anderson
39 suggested moving this item to X. Personnel: D. Approval- Reassignment of Duties. Mr.
40 Roanhorse changed motion to move this item to X. Personnel after item D. Approval-
41 Reassignment of Duties.
42

43 Motion/Second: Sherrick Roanhorse/Matthew Tso
44 **Motion carried 4-0-0.**
45

46 **D. Approving Resolution: Approving the NPS Program of Study and graduation requirements** 47 **from 30 credits to 28 credits**

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49 Ms. Ojaye stated no credits are eliminated but the electives will go from 7 to 5.5 credits. Navajo
50 Studies is moved up into Social Studies.

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Motion/Second: Sherrick Roanhorse/Charley Long
Motion carried 4-0-0.

E. Approval: New Courses and Course Descriptions

Ms. Ojaye stated the new courses to added are Robotics, Investigations, Art, Conversational Navajo, Psychology, College Success and Elementary Navajo. Some are dual credits.

Motion/Second: Sherrick Roanhorse/Matthew Tso
Motion carried 4-0-0.

F. Approval: Audit Report: Fiscal Year Ending June 30, 2017

Mr. Yazzie recommended deferring the audit report to the May meeting until the final copy is available and ready; also, when the auditors are present for review.

No action taken.

G. Approval: Audit Report: Fiscal Year ending June 30, 2017

Motion/Second: Matthew Tso/Sherrick Roanhorse
Motion carried 4-0-0.

H. Approval: Approving the Memorandum of Agreement between Dine College and Navajo Preparatory School, Inc. for New Mexico Secondary and Post-Secondary Dual Credit Program from July 1, 2018 to June 30, 2018

Motion/Second: Charley Long/Matthew Tso
Motion carried 4-0-0.

I. Site Selection: annual Board/Administrative Work Session, June 2018

Discussion on recommendations. Dates of the meeting would be either June 24-27 or June 27-30, 2018. Recommendation to look at Denver, CO. Suggestions are for Downtown Denver, Aspen, etc.

No action taken.

X. Personnel

A. Approval: New Position & Job Description: Career Counselor/Admissions Coordinator

This will be an 11-month position and aligned with the current counselor’s position. This position will be advertised.

Motion/Second: Sherrick Roanhorse/Charley Long
Motion carried 4-0-0.

1 **B. Approval: Revised Job Descriptions:**

- 2 1. Human Resource Manager
3 2. Business Manager

4
5 Ms. Ojaye stated the HR Manager position will now require a BA degree instead of an AA
6 degree. The HR Manager job description has been enhanced. Motion was deferred.

7
8 Motion reads as, “Approving the revised job descriptions for Human Resources Manager and
9 Business Manager.”

10
11 Motion/Second: Sherrick Roanhorse/Charley Long

12 **Motion carried 4-0-0.**

13
14 **C. Approval: Contract Renewals for NPS Staff for FY 2018-19**

15
16 No salary increases or movement of salary will occur until there is a definite figure from BIA.
17 Mr. Anderson recommends holding off on coaches’ stipends until the May meeting. Ms. Ojaye
18 stated the board approved a tiered level coaches’ stipend plan at last year’s annual meeting.
19 Ms. Ojaye will present the plan at next meeting. Mr. Anderson stated all staff would stay in the
20 same positions with the exemption of Grants Project Manager/Data Collections Specialist and
21 Assistant Manager/Head Cook. Need salary for Assistant Manager/Head Cook.

22
23 Motion to accept contract renewals of all positions with exception of coaches’ stipends, which
24 will be brought forth at the May board meeting. The salary for the Assistant Manager/Head
25 Cook position will be \$13.16/hour.

26
27 Motion/Second: Sherrick Roanhorse/Matthew Tso

28 **Motion carried 4-0-0.**

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30 **D. Approval: Reassignment of Duties**

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32 Discussion on Operations and Maintenance positions. Ms. Ojaye recommends Byron Begay to
33 oversee building, maintenance, grounds and custodial areas because he is a Journeyman
34 Plumber and former project manager. Stacy Irwin would focus on support services:
35 security/school safety and transportation. Both will operate on an equal level supported by Bita
36 Roanhorse- Office Coordinator. Mr. Irwin presented how the department is currently operating.
37 Mr. Anderson recommends re-organizing the details and finding the needs of the department
38 before a decision is made. Mr. Roanhorse agrees. There needs to be more discussion.

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40 Mr. Anderson called for an executive session at 6:15 p.m. Executive session ended at 7:12 p.m.

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42 1. Ada Wilson- Promote to Director of Human Resources

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44 Motion reads as, “Approved as written to promote Ada Wilson to Director of Human
45 Resources effective April 23, 2018.” Salary will be adjusted to include travel and board
46 liaison duties in accordance with salary scale/stipends and then back to regular salary when
47 duties are released. Will be retroactive.

- 48
49 2. Fredina Van Winkle- Promote to Administrative Service Manager for Head of School

50
51 This position will stay vacant until the Head of School is hired.

- 1 3. Byron Begay, Reassign to Maintenance Supervisor
2
3 This position will stay as is and no changes will occur.
4
5 4. Stacy Irwin, Reassign to Support Services Supervisor
6
7 This position will stay as it and no changes will occur.
8
9 5. Sheryl John, Reassign to Payroll/Travel Specialist
10
11 Approved as recommended. Salary will be adjusted accordingly and experience as Business
12 Manager and time with Navajo Prep will be taken into consideration.
13
14 Motion/Second: Sherrick Roanhorse/Charley Long
15 **Motion carried 3-0-1.**
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17 **E. Approval: Employment Non-Renewal(s)**
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19 Motion/Second: Sherrick Roanhorse/Charley Long
20 **Motion carried 4:0:0.**
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22 **F. Approval: Resignation(s)**
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24 Motion/Second: Sherrick Roanhorse/Matthew Tso
25 **Motion carried 4:0:0.**
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28 **G. Approval: Supplemental Stipend**
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30 Motion/Second: Sherrick Roanhorse/Matthew Tso
31 **Motion carried 4-0-0.**

32 **XI. Travel & Training Requests**

- 33 A. NIEA Convention, October 10-13, 2018, Harford, Connecticut
34 B. Summer Gifted Education Resource Institute, Purdue University
35 C. UNITY, July 4-10, 2018, San Diego, CA
36 D. National School Safety Conference, July 10-113, 2018, Las Vegas, NV
37 E. College Horizons, University of Rochester, NY, June 20, 2018
38 F. Intel International Science & Engineering Fair, Pittsburg, PA, May 14-19, 2018
39
40 Mr. Roanhorse motioned to consolidate items A-F for approval.
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42 Motion/Second: Sherrick Roanhorse/Charley Long
43 **Motion carried 4-0-0.**
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1 **XII. Future Business, Next Meeting Date & Adjournment**

- 2 • The next regular meeting will be scheduled Friday, May 18, 2018 @ 2:00 p.m.
- 3 • Special meeting on Wednesday, May 2, 2018 @ 3:00 p.m. for a review on final audit
- 4 report with auditors and with any other special items
- 5 • The meeting adjourned at 7:35 p.m.

6 Motion/Second: Charley Long/Sherrick Roanhorse

7 **Motion Carried 4-0-0**

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10 **Minutes approved on _____.**

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12 _____

13 *Anderson Yazzie, Jr., President*

14 Board of Trustees

15 **Minutes prepared by: Ada J. Wilson, Director of HR**