NORTHEAST ARIZONA TECHNOLOGICAL INSTITUTE OF VOCATIONAL EDUCATION (NATIVE)

NATIVE Special Board Meeting

Date: **Friday, December 28, 2012**
Time: **9:00 AM (MST)**
Place: **NATIVE District Central Campus, Conference Room, NATIVE District, Kayenta, AZ**
One or more Governing Board members will participate via teleconference. The public will be able to attend at the NATIVE District office or may call (928) 697-2500 for teleconference information.

AGENDA

1. **CALL TO ORDER:** Board President Margaret Yazzie will call the meeting to order. Roll call by Board Secretary. Members may participate by conference call.

2. **CONSENT AGENDA:**
   - 2.1. **Consideration to approve site FY12 carryover and FY13 allocation budget requests
     - 2.1.1. Ganado HS—Doris Nelson
     - 2.1.2. Chinle HS—Sheila Betz
     - 2.1.3. Monument Valley HS—Clyde McBride
   - 2.2. **Consideration to approve resignation of CTE Coordinator, effective January 28, 2013
   - 2.3. **Consideration to approve Business Manager position and job description
   - 2.4. **Consideration to approve rescheduling of January Governing Board meeting from January 9, 2013 to January 23, 2013

3. ***ADJOURNMENT**

**Denotes Action Items*
***Denotes Consent Agenda Items*

Northeast Arizona Technological Institute of Vocational Education

BUDGET REQUEST FOR FY13

P.O. Box 710, Kayenta, Arizona 86033 928-697-2500

Site CTE Director | **School Site, District** | **FY12 Carryover M&O, 610, FY13 Allocation**

Doris Nelson, Ganado HS, Ganado USD 20 FY12 C/O M&O 47,710.63, FY12 C/O 610: 3,410.88, FY12 TOTAL C/O $51,121.51, FY13 Allocation $129,283.53, TOTAL $180,405.04

Function Code Instruction 1000	Object Code	Description	Program(s) Impacted and Goal Impacted	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Salaries	6100	Certified Nursing Assistant and Welding teachers (FTE *pending revision*), AG (FTE .50)	CNA, Welding, AG 1, 2,		$ 76,677.50	$ 76,677.50
Employee Benefits	6200	Benefits for Nursing Assistant, Welding (*pending revision*), and AG	CNA, Welding, AG 1, 2,		$ 27,831.38	$ 27,831.38
Purchased Prof Services	6300					$ -
Prchsd Property Services	6400					$ -
Other Purchased	6500					$ -
Supplies	6600	General Supplies for Instruction	NATIVE Programs 2 3 4	$ 12,283.09	$ 9,098.85	$ 21,381.94
Other Expenses	6800	Students Travel and Registration and DE tuition expenses	NATIVE Programs 3 4 6	$ 8,000.00	$ 6,000.00	$ 14,000.00
			SUBTOTAL INSTRUCTION 1000	**$ 20,283.09**	**$ 119,607.73**	**$ 139,890.82**
Support Services 2100, 2200, 2600 - 2900						
Salaries	6100	PD stipends for Math in CTE training on Saturdays for AG teacher	Agriscience 2, 12		$ 2,000.00	$ 2,000.00
Employee Benefits	6200	Benefits for AG teacher participation in PDs	Agriscience 2, 12		$ 375.80	$ 375.80
Purchased Prof Services	6300	Registration fees for CTE teachers and staff include Math in CTE-AG	NATIVE Programs 2 3 8	$ 2,500.00	$ 800.00	$ 3,300.00
Prchsd Property Services	6400					$ -
Other Purchased	6500	Travel expenses for CTE teachers and staff	NATIVE Programs 2 3 8	$ 2,500.00	$ 3,000.00	$ 5,500.00
Supplies	6600					$ -
Other Expenses	6800					$ -
			SUBTOTAL SUPPORT SERVICES 2100, 2200, 2600-2900	**$ 5,000.00**	**$ 6,175.80**	**$ 11,175.80**
Support Services - Admin 2300, 2400, 2500						
Salaries	6100	NATIVE-JTED Secretary--Classified (FTE .5)	NATIVE Programs 5 6	$ 14,800.50	$ -	$ 14,800.50
Employee Benefits	6200	NATIVE-JTED Secretary--Benefits (FTE .5)	NATIVE Programs 5 6	$ 6,627.04	$ -	$ 6,627.04
Purchased Prof Services	6300	Registration fees for CTE/NATIVE Satellite Director	NATIVE Programs 8 9 11	$ 500.00	$ -	$ 500.00
Prchsd Property Services	6400			$ -		$ -
Other Purchased	6500	Travel expenses for CTE/NATIVE Satellite Director	NATIVE Programs 8 9 11	$ 500.00	$ 500.00	$ 1,000.00
Supplies	6600			$ -		$ -
Other Expenses	6800			$ -		$ -
			SUBTOTAL NON-INSTRUCTIONAL SERVICES - 2300, 2400, 2500	**$ 22,427.54**	**$ 500.00**	**$ 22,927.54**
Operation for Non-Instructional Services--3000						
Salaries	6100					$ -
Employee Benefits	6200					$ -
Purchased Prof Services	6300					$ -
Purchased Prof Services	6400	Repairs & Maintenance on CTE Equipment and AG truck	NATIVE Programs 4		$ 3,000.00	$ 3,000.00
Purchased Prof Services	6500					$ -
Supplies	6600					$ -
Other Expenses	6800					$ -
			SUBTOTAL NON-INSTRUCTIONAL SERVICES - 3000	**$ -**	**$ 3,000.00**	**$ 3,000.00**
			TOTAL M&O	**$ 47,710.63**	**$ 129,283.53**	**$ 176,994.16**

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Function Code	Object Code	Description	Program(s) Impacted and Goal Impacted	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Unrestricted Capital (610)						
Property	6700	Mac Pro 2.8GHz Quad-Core Intel Xeon (2)	Graphics Design/ Multimedia Tech 1 3 4	$ -	$ -	$ -
Property	6700	Apple LED Cinema Display (27-inch flat panel) (2)	Graphics Design/ Multimedia Tech 1 3 4	$ -	$ -	$ -
Property	6700	iMac 27-inch; 2.7GHz quad-core Intel (Core i5 (11)	Graphics Design/ Multimedia Tech 1 3 4	$ 2,031.00	$ -	$ 2,031.00
Property	6700	Apple Thunderbolt cable (2.0 m) (11)	Graphics Design/ Multimedia Tech 1 3 4	$ 49.00	$ -	$ 49.00
Property	6700	OS X Lion Volume Licenses: 20+ seats, price per seat (40)	Graphics Design/ Multimedia Tech 1 3 4	$ -	$ -	$ -
Property	6700	TAX and Shipping/Handling	Graphics Design/ Multimedia Tech 1 3 4	$ 230.88	$ -	$ 230.88
Property	6700	Universal Series Seating, Low Back 1 1/2" Dome (20)	Culinary Arts 4 6	$ 1,000.00	$ -	$ 1,000.00
Property	6700	TAX and Shipping/Handling	Culinary Arts 4 6	$ 100.00	$ -	$ 100.00
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
			TOTAL UNRESTRICTED CAPITAL - 610	**$ 3,410.88**	**$ -**	**$ 3,410.88**
Soft Capital (625)						
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
			TOTAL SOFT CAPITAL (625)	**$ -**	**$ -**	**$ -**
			TOTAL M&O, 610 AND 625	**$ 51,121.51**	**$ 129,283.53**	**$ 180,405.04**

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Northeast Arizona Technological Institute of Vocational Education

BUDGET REQUEST FOR FY13

P.O. Box 710, Kayenta, Arizona 86033 928-697-2500

Site CTE Director | School Site, District | FY12 M&O, 610, 625 Carryover | FY13 Allocation 001 & 610

Sheila Betz, CTE Director, Chinle HS, Chinle USD FY12 M&O Carryover ~~$144,563.18~~ $146,932, FY13 Allocation $275,865.40, TOTAL $422,797.40

Function Code / Instruction 1000	Object Code	Description	Program(s) Impacted	Program Goal #	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Salaries	6100	Teacher Salaries: Electronics Teacher (50%), Drafting Teacher (70%), Nursing Teacher (70%) Agriculture Teacher 90%;			$ 50,000.00	$ 115,189.30	$ 165,189.30
Employee Benefits	6200	Employee Benefits			$ 18,000.00	$ 56,335.18	$ 74,335.18
Purchased Prof Services	6300	Purchased Professional/Technical Services – .80 FTE Multimedia Teacher			$ –	$ 34,387.00	$ 34,387.00
Prchsd Property Services	6400				$ –		$ -
Other Purchased Services	6500				$ –		$ -
Supplies	6600	Instructional Supplies			$ 15,800.00	$ 34,738.74	$ 50,538.74
Other Expenses	6800	Student Travel			$ 3,000.00	$ 1,400.00	$ 4,400.00
				SUBTOTAL INSTRUCTION 1000	**$ 86,800.00**	**$ 242,050.22**	**$ 328,850.22**
Support Services 2100, 2200, 2600 – 2900							
Salaries	6100	CTE Counselor @ 50% ($33,000); Extra Duty Certified ($5000)			$ 17,500.00	$ 20,500.00	$ 38,000.00
Employee Benefits	6200	Employee Benefits @36% ($10927), @ 20% ($1000)			$ 5,900.00	$ 8,020.00	$ 13,920.00
Purchased Prof Services	6300	Registration for instructional staff to attend PD			$ 1,500.00	$ (500.00)	$ 1,000.00
Prchsd Property Services	6400	Repair/Maintenance Services			$ 12,000.00	$ 7,000.00	$ 19,000.00
Other Purchased Services	6500	Travel and per diem for instructional staff to attend PD			$ 3,000.00	$ –	$ 3,000.00
Supplies	6600	Office Supplies/Support Supplies			$ 4,000.00	$ (1,500.00)	$ 2,500.00
Other Expenses	6800	Student Travel			$ 5,000.00	$ 1,400.00	$ 6,400.00
				SUBTOTAL SUPPORT SERVICES 2100, 2200, 2600-2900	**$ 48,900.00**	**$ 34,920.00**	**$ 83,820.00**
Support Services – Admin 2300, 2400, 2500							
Salaries	6100	12.5% of CTE Secretary Salary			$ 3,558.00	$ 1,228.00	$ 4,786.00
Employee Benefits	6200	Benefits @ 36%			$ 1,280.00	$ 2,036.00	$ 3,316.00
Purchased Prof Services	6300	Registration for non instructional staff to attend PD			$ 1,500.00	$ (1,000.00)	$ 500.00
Prchsd Property Services	6400				$ –		$ -
Other Purchased Services	6500	Travel and per diem for certified staff to attend PD			$ 2,525.18	$ (1,000.00)	$ 1,525.18
Supplies	6600				$ –		$ -
Other Expenses	6800				$ –		$ -
				SUBTOTAL NON-INSTRUCTIONAL SERVICES – 2300, 2400, 2500	**$ 8,863.18**	**$ 1,264.00**	**$ 10,127.18**
Operation for Non-Instructional Services--3000							
Salaries	6100						$ –
Employee Benefits	6200						$ –
Purchased Prof Services	6300						$ –
Purchased Prof Services	6400						$ –
Purchased Prof Services	6500						$ –
Supplies	6600						$ –
Other Expenses	6800						$ –
				SUBTOTAL NON-INSTRUCTIONAL SERVICES – 3000		**$ –**	**$ –**
				TOTAL M&O	**$ 144,563.18**	**$ 278,234.22**	**$ 422,797.40**

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Function Code	Object Code	Description	Program(s) Impacted	Program Goal #	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Unrestricted Capital (610)							
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
				TOTAL UNRESTRICTED CAPITAL 610	$ –	$ –	$ –
Soft Capital (625)							
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
Property	6700						$ –
				TOTAL SOFT CAPITAL (625)	$ –	$ –	$ –
				TOTAL M&O, 610 AND 625	$ 144,563.18	$ 278,234.22	$ 422,797.40

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Northeast Arizona Technological Institute of Vocational Education

BUDGET REQUEST FOR FY13

P.O. Box 710, Kayenta, Arizona 86033 928-697-2500

Site CTE Director	School Site, District	FY12 Carryover M&O, 610, FY13 Allocation
Clyde McBride	Monument Valley HS, Kayenta USD	FY12 Carryover ~~$88,206~~ $54,094.00, FY13 Allocation $217,808.58, FY12 610 Carryover $164,525.37, TOTAL $436,427.95

Function Code Instruction 1000	Object Code	Description	Program(s) Impacted and Goal Impacted	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Salaries	6100					$ -
Employee Benefits	6200					$ -
Purchased Prof Services	6300	Presenters for students.	all	$ 10,000.00		$ 10,000.00
Prchsd Property Services	6400	Repair of Equipment	All	$ 10,000.00		$ 10,000.00
Other Purchased	6500	***New!*** Tuition 9 Nursing Travel	Nursing		$ 5,000.00	$ 5,000.00
Supplies	6600	Classroom Supplies	All	$ 20,000.00	$ 21,495.58	$ 41,495.58
Other Expenses	6800					$ -
			SUBTOTAL INSTRUCTION 1000	**$ 40,000.00**	**$ 26,495.58**	**$ 66,495.58**
Support Services 2100, 2200, 2600 - 2900						
Salaries	6100	***New!*** CTE Advisor, 1/2 CTE Assistant, Timesheets for CTE Projects and Substitutes while CTE Teachers are on travel for CTE.		$ -	$ 70,000.00	$ 70,000.00
Employee Benefits	6200	***New!*** Employee Benefits		$ -	$ 19,500.00	$ 19,500.00
Purchased Prof Services	6300	Professional Development for CTE Teachers and Staff	All	$ 10,000.00	$ 6,000.00	$ 16,000.00
Prchsd Property Services	6400					$ -
Other Purchased	6500	Gas and lodging for travel	All	$ 15,000.00		$ 15,000.00
Supplies	6600	***New!*** Supplies for CTE Advisor	A		$ 2,500.00	$ 2,500.00
Other Expenses	6800	Student Travel	All	$ 5,000.00		$ 5,000.00
			SUBTOTAL SUPPORT SERVICES 2100, 2200, 2600-2900	**$ 30,000.00**	**$ 98,000.00**	**$ 128,000.00**
Support Services - Admin 2300, 2400, 2500						
Salaries	6100					$ -
Employee Benefits	6200					$ -
Purchased Prof Services	6300	***New!*** Administrator Professional Development	All		$ 6,000.00	$ 6,000.00
Prchsd Property Services	6400					$ -
Other Purchased	6500	***New!*** Admin. Travel- Motel, Per diem	All		$ 3,000.00	$ 3,000.00
Supplies	6600	***New!*** Supplies for CTE Coordinator	All	$ -	$ 1,200.00	$ 1,200.00
Other Expenses	6800		All	$ -		$ -
			SUBTOTAL NON-INSTRUCTIONAL SERVICES - 2300, 2400, 2500	**$ -**	**$ 10,200.00**	**$ 10,200.00**
Operation for Non-Instructional Services--3000						
Salaries	6100					$ -
Employee Benefits	6200					$ -
Purchased Prof Services	6300					$ -
Purchased Prof Services	6400					$ -
Purchased Prof Services	6500					$ -
Supplies	6600					$ -
Other Expenses	6800					$ -
			SUBTOTAL NON-INSTRUCTIONAL SERVICES - 3000	**$ -**	**$ -**	**$ -**
			TOTAL M&O	**$ 70,000.00**	**$ 134,695.58**	**$ 204,695.58**

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Function Code	Object Code	Description	Program(s) Impacted and Goal Impacted	Latest FY13 Approved Budget	Requested Changes	FY13 Budget Request
Unrestricted Capital (610)						
Property	6700	Washing Machine	Early Childhood Education	$ 900.00	$ -	$ 900.00
Property	6700	Power Washer	Marketing/Agricultu re	$ 500.00	$ -	$ 500.00
Property	6700	Surgical Tables and Epuipment	Agriculture	$ 5,500.00	$ -	$ 5,500.00
Property	6700	Cages	Agriculture	$ 3,200.00	$ -	$ 3,200.00
Property	6700	Capital improvement for Marketing/includes electric	Marketing	$ 8,106.00	$ -	$ 8,106.00
Property	6700	***New!*** Macbook Pro	Marketing		$ 1,450.00	$ 1,450.00
Property	6700	***New!*** Irrigation Pipe and Sprinklers	Agriculture		$ 40,000.00	$ 40,000.00
Property	6700	***New!*** Construction Tools	Construction		$ 5,200.00	$ 5,200.00
Property	6700	***New!*** Plasma Cutter	Welding		$ 4,500.00	$ 4,500.00
Property	6700	***New!*** Slip proof floor in Agriscience Center Concrete lab area	Agriculture		$ 21,963.00	$ 21,963.00
Property	6700					$ -
Property	6700					$ -
			TOTAL UNRESTRICTED CAPITAL - 610	**$ 18,206.00**	**$ 73,113.00**	**$ 91,319.00**
Soft Capital (625)						
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
Property	6700					$ -
			TOTAL SOFT CAPITAL (625)	**$ -**	**$ -**	**$ -**
			TOTAL M&O, 610 AND 625	**$ 88,206.00**	**$ 207,808.58**	**$ 296,014.58**

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NORTHEAST ARIZONA TECHNOLOGICAL INSTITUTE OF VOCATIONAL EDUCATION (NATIVE)

Office of the Superintendent

MEMORANDUM

Date: December 21, 2012
To: NATIVE Governing Board Members
From: Karen C. Lesher, Superintendent
Re: CTE Coordinator retirement resignation

I regret to announce that Mr. Frankie Gilmore, CTE Coordinator, submitted his resignation, effective January 28, 2013 due to eligibility for full retirement. He will be leaving the area and returning to his home in Prescott Valley, AZ. I thank him for his service to NATIVE and congratulate him on his retirement.

A copy of the resignation letter is attached.

After the Board accepts his resignation, NATIVE will be able to post an advertisement in the Navajo Times, and send notices to sites for posting in schools. A copy of interview questions is included for Board review and comments. We would like to find a candidate to recommend to the Governing Board at the January meeting.

It is recommended that Mr. Frankie Gilmore's resignation be accepted, effective January 28, 2013.

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REC'D DEC 0 5 2012

December 1, 20012

TO: N.A.T.I.V.E. SCHOOL BOARD
and
Karen Lesher (Superintendent N.A.T.I.V.E. School District)
P.O. Box 710
Kayenta, Arizona 86033

FROM: Frankie J. Gilmore
N.A.T.I.V.E. CTE Coordinator
P.O. Box 710
Kayenta, Arizona 86033

SUBJECT: Letter of Resignation

20 years in education, I have enjoyed the pleasure and benefits of being an educator. With mixed feeling I am submitting my resignation, to be effective January 28, 2013.

I will miss the challenge and adventure my life was as an educator and will also miss the many wonderful people with whom I worked. All of which have had a desire to educate and train our young people, in becoming our next leaders and workforce.

I wish the best for N.A.T.I.V.E.

Sincerely,

Frankie J. Gilmore

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NORTHEAST ARIZONA TECHNOLOGICAL INSTITUTE OF VOCATIONAL EDUCATION (NATIVE)

Office of the Superintendent

MEMORANDUM

Date: December 21, 2012
To: NATIVE Governing Board Members
From: Karen C. Lesher, Superintendent
Re: Creation of Business Manager Position and Job Description

NATIVE District has utilized the services of C&S Financial Services for District financial services since 2003.

With the expansion of NATIVE, and increased administrative responsibilities for the NATIVE District Office and Central Campus, the need for an onsite full time Business Manager is evident. However, to ensure smooth continuation of the NATIVE District Business Department, C&S Financial Services will continue to consult for NATIVE District to ensure continued compliance.

In order to advertise for a Business Manager, the position must be created by the Governing Board. A position description for NATIVE District Business Manager is included for Board review.

Once created, the position will be advertised first in-house, and if no qualified applicants, then ads will be placed in newspapers, NATIVE web site, and notice sent to the sites. The NATIVE procedure for position advertising, interviewing, and recommendation will be followed by District personnel.

It is recommended that the position of Business Manager be created and its Position Description be approved.

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Northeast Arizona Technological Institute of Vocational Education (N.A.T.I.V.E. District)

POSITION DESCRIPTION

Business Manager—Business Office

QUALIFICATIONS

1. Bachelor's or master's Degree (or equivalent experience) with major in Accounting or Business Administration preferred
2. Knowledge of Arizona and Federal educational reporting requirements
3. Knowledge of State and federal payroll and financial reporting requirements

REPORTS TO

Superintendent of Schools

JOB GOAL

To administer the business affairs of the District by providing the best possible educational services with financial resources available.

PERFORMANCE RESPONSIBILITIES

1. Acts as advisor to the superintendent on all questions relating to the business and financial affairs of the District.
2. Assumes responsibility for the budgetary, financial, accounting, SAIS, satellite and central student attendance, and internal control policies and procedures of the school district.
3. Develops, establishes, and refines the financial processes for receiving, business office, housing, facility rental, program generated funds, and student sponsored activities.
4. Assists and trains District staff members in understanding regulations, policies, and procedures relating to school finance.
5. Prepares, revises, as appropriate, and submits the annual school expenditure budgets and the annual financial reports to proper State and Federal agencies.
6. Arranges for and conducts preparation, publication, and distribution of budget as approved by the superintendent and Governing Board.
7. Implements within the school district the Uniform System of Financial Records prescribed by the Arizona Auditor General and the State Board of Education assuring the District is in compliance.
8. Prepares and monitors monthly reports to proper District staff member concerning the status of their budgetary amounts to guard against over spending of any budgeted accounts.
9. Assists in the implementation of enacted budget, including the recommendation of administrative controls when required.

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10. Takes the lead in developing improvements in the financial management of the school system, including methods, format, and preparation.
11. Arranges for and oversees the internal auditing of school accounts and reconciles all bank accounts maintained by the Governing Board.
12. Acts as payroll officer for the District.
13. Helps interpret the financial concerns of the school district to the Governing Board and community.
14. Monitors all purchase requisitions to determine correctness of information, price extensions, coding information, etc., and maintains records of Due Diligence.
15. Prepares all bid documents including notice to bidders, specifications, and form of proposals.
16. Purchases through use of competitive sealed bid, written or oral quotations of goods and services necessary for the operation of the school district.
17. Monitors all purchasing activities.
18. Develops and maintains appropriate records such as, vendors register, commodity register, bidder's list, etc.
19. Participates in staff negotiations with professional and non-professional personnel.
20. Conducts necessary research for wage and salary administration.
21. Certifies eligibility of employees for the District health plan, dental plan, and income protection plan.
22. Reviews and approves for payment invoices submitted by vendors for goods and services supplied to the District.
23. Reviews and maintains insurance policies secured by contractors, and verifies appropriate coverage for public liability, property damage, fire, and workers' compensation.
24. Ensures the District maintains insurance coverage such as health, life, workers' compensation, liability, etc. as approved by the Governing Board.
25. Coordinates, processes, and controls transfers of budgeted funds as recommended by program directors to the superintendent and approved by the Governing Board.
26. Prepares for and conducts special elections for budget overrides and bonds.
27. Interprets the policies of the Districts to staff, students, and the community at large.
28. Oversees cash management controls over Federal and State grants.
29. Reconciles and prepares completion reports for Federal and State grants.
30. Collects cash due to the District from grants, housing, sanitation collections, central campus programs and student organizations, etc.
31. Oversees receiving and inventory of goods and services ordered, and property and equipment maintained by the district.
32. Maintains General Fixed Assets records and ensure all equipment is tagged, recorded, and inventoried annually at District office, Central Campus, and satellite sites.
33. Ensures the District is audited annually by external auditors hired by the Governing Board.
34. Receives, maintains, and updates as needed all Intergovernmental agreements approved by the Governing Board.
35. Oversees attendance reporting, accounts payable, accounts receivable, student activity accounts, payroll, receiving reports, purchasing, budgeting, capital assets, mail, and telephone services for the District.

Community Relations

- Develops and maintains a positive communication system with the community and is responsive to meaningful input.
- Encourages all staff to be sensitive to the community and to be aware of the public relations responsibilities and opportunities inherent in their positions.

Other

A. Other duties as assigned by the superintendent.

TERMS OF EMPLOYMENT

Twelve (12) months (260 days) a year, Administrative Salary Schedule, Step 7. Exempt Status Position. Flex schedules will be arranged to supervisor's recommendation and contract dates. The Governing Board will establish salary and work year.

EVALUATION

Performance of this job will be evaluated in accordance with provisions of the Board's policy on Evaluation of Professional Personnel.

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NORTHEAST ARIZONA TECHNOLOGICAL INSTITUTE OF VOCATIONAL EDUCATION (NATIVE)

Office of the Superintendent

MEMORANDUM

Date: December 21, 2012
To: NATIVE Governing Board Members
From: Karen C. Lesher, Superintendent
Re: January Board meeting date conflict

Due to County Board candidate interviews and agenda items requiring late January review, it is recommended that the January 9, 2013, NATIVE Board meeting date be rescheduled to Wednesday, January 23, 2013.

The Winter Break has interrupted normal flow and operations at the Counties and Districts.

New Board members will be appointed for Ganado and Tuba City, and the County personnel indicated they may need additional time to review applications and interview candidates. Also, more time is needed to prepare for CTE Coordinator position recommendations, and for site Directors to prepare budget requests for Board consideration. The extended time provides both Counties and Board candidates time to schedule interviews, the site personnel to return to work for budget preparation, for Vacancy Announcements to be advertised, applications received and reviewed, interview candidates and offer a recommendation to the NATIVE Governing Board.

A seamless transition to a replacement CTE Coordinator is critical to maintain quality oversight to Red Mesa Basic Grant, Priority, and NATIVE operations and funding, and to the management and preparations for SkillsNATIVE 2013 scheduled for the end of February.

It is recommended that the January 9, 2013 NATIVE Board meeting be rescheduled to Wednesday, January 23, 2013, Red Mesa USD, Red Mesa.

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