

# United States Department of the Interior

## BUREAU OF INDIAN AFFAIRS

Office of Indian Education Programs

CHEMAWA INDIAN SCHOOL

3700 Chemawa Road N.E.

Salem, Oregon 97305-1199

IN REPLY REFER TO:

May 10, 2011

### Letter of Reprimand

**Celeste Karzon  
Teacher (English)  
Chemawa Indian School**

This official Letter of Reprimand is being issued to you in accordance with 62 BIAM for the following reasons.

#### **Charge:**

#### **Failure to follow the Chain of Command**

On August 30<sup>th</sup> to September 3<sup>rd</sup> of 2010 you were given an academic staff handbook during staff orientation. The academic staff handbook under professional responsibilities section (3) states, "Employees who have concerns are to follow the Chain of Command in seeking resolutions to those concerns." An email sent from you to Mr. Jon Claymore, Education Line Officer on April 11, 2011 indicates you went outside of your Chain of Command. With this action you failed to follow the Chain of Command.

43 CFR § 20.502, which states as follows:

**Employees are required to carry out the announced policies and program of the Department and to obey proper requests and directions of supervisors. While policies related to one's work are under consideration, employees may and are expected to, express their professional opinions and points of view. Once a decision has been rendered by those in authority, each employee is expected to comply with the decision and work to ensure the success of programs or issues affected by the decision. An employee is subject to appropriate disciplinary action, including removal, if he or she fails to:**

- (a) Comply with any lawful regulations, orders, or policies; or**
- (b) Obey the proper requests of supervisors having responsibility for his or her performance.**

Your actions are also inconsistent with 44 BIAM 735, which provides, in pertinent part,

**"2.2 Employee's Responsibilities. Each employee is responsible for conduct that will reflect credit on the Federal Government and the BIA, therefore; BIA employee shall observe the following rules of conduct..."**

**C. Respond promptly to directions and instructions received from the supervisor.**

This memorandum will also serve as a directive for you to follow the proper chain of command by contacting me, your immediate supervisor or designated acting, concerning all workplace assignments, issues or questions/concerns.

As a Bureau employee you are expected to maintain especially high standards of honesty, integrity, and conduct to ensure the proper performance of government business and the continued trust and confidence of citizens in their government. These expectations include following the chain of command. You did not meet these expectations.

For these reasons and to promote the efficiency of the service, I am issuing you a Letter of Reprimand, which will be effective upon your receipt. It will remain in your Official Personnel Folder (OPF) for not more than one (1) year from the date of issuance. I would like to impress upon you the seriousness of your actions and inform you that if you continue to correct students in this manner, further action will be taken, up to and including removal.

This action is being taken in effort to correct the deficiencies identified above. Future infractions may result in more severe disciplinary action, including removal from the Service. If you are having difficulties of which I am unaware or seek my assistance in any area relating to your position or employment with the Bureau, please advise me and I will provide you assistance where possible or direct you to those who may be able to do so. If you are seeking or desiring assistance with problems which may be personal in nature, you may contact the Employee Assistance Program (EAP) for assistance. They may be reached at (800) 222-0364.

Should you feel that this disciplinary action is unwarranted, you have the right to grieve this action and be represented by the union through their grievance procedures as found in the negotiated agreement. If you wish to discuss the matter with your union representative or if you wish to file a grievance over this matter, you may contact your union representative who will provide you with additional information concerning your rights under the negotiated agreement. Your union representative is Michael Ashley, FISE Representatives, 2309 Renard SE, Suite 202, Albuquerque, New Mexico 87106, or at telephone numbers (916) 930-3749 and/or (505) 243-4088. If you chose to file a grievance through this procedure, your grievance must be presented to me within the timeframes specified in the negotiated agreement. Consult with me to arrange for release on official time.

If there is anything in this notice you do not understand or wish explained in more detail, you may contact Jodi Tomhave, Human Resources Specialist, Employee/Labor Relations, Bureau of Indian Education, 1011 Indian School Road NW, Suite 150, Albuquerque, New Mexico 87104, or by telephone at (505) 563-5327.

You are requested to sign and date below to acknowledge receipt of this letter as evidence that you have received it. By doing so, you will not forfeit any of the rights mentioned in this letter. However, failure to sign will not void the contents of this letter. Your signature does not mean you agree with the contents of this letter, but merely shows that you received it.

I acknowledge receipt of this letter:

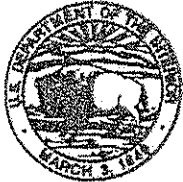
**Please  
Sign & Return**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

Distribution List:

Employee  
Deciding Official  
Proposing Official  
HR Specialist (E&LR)-Tomhave  
File



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May 10, 2011

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Office of Indian Education Programs

CHEMAWA INDIAN SCHOOL

3700 Chemawa Road N.E.

Salem, Oregon 97305-1199

### Letter of Reprimand

Tamara O'Renick  
Teacher (English/Language)  
Chemawa Indian School

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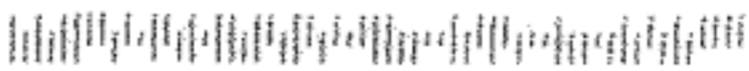
\_\_\_\_\_  
Signature

\_\_\_\_\_  
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Distribution List:

Employee  
Deciding Official  
Proposing Official  
— HR Specialist (E&LR)-Tomhave  
File

SENDER: COMPLETE THIS SECTION	COMPLETE THIS SECTION ON DELIVERY	
<ul style="list-style-type: none"> <li>■ Complete items 1, 2, and 3. Also complete item 4 if Restricted Delivery is desired.</li> <li>■ Print your name and address on the reverse so that we can return the card to you.</li> <li>■ Attach this card to the back of the mailpiece, or on the front if space permits.</li> </ul>	<p>A. Signature</p> <p><i>Tamara J. O'Renck</i> <span style="float: right;"><input type="checkbox"/> Agent <input type="checkbox"/> Addressee</span></p>	
<p>1. Article Addressed to:</p> <p>Tamara J. O'Renck</p> <div style="background-color: black; width: 150px; height: 20px; margin-top: 5px;"></div>	<p>B. Received by (Printed Name)</p> <p>Tamara J. O'Renck</p>	<p>C. Date of Delivery</p> <p>5-31-11</p>
<p>2. Article Number (Transfer from )</p> <p>PS Form 3811,</p>	<p>D. Is delivery address different from item 1? <input type="checkbox"/> Yes If YES, enter delivery address below: <input type="checkbox"/> No</p> <hr/> <p>3. Service Type</p> <p><input checked="" type="checkbox"/> Certified Mail <input type="checkbox"/> Express Mail  <input type="checkbox"/> Registered <input checked="" type="checkbox"/> Return Receipt for Merchandise  <input type="checkbox"/> Insured Mail <input type="checkbox"/> C.O.D.</p> <p>4. Restricted Delivery? (Extra Fee) <input type="checkbox"/> Yes</p>	



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**From:** Orenick, Tamara  
**Sent:** Tuesday, April 12, 2011 7:22 PM  
**To:** Claymore, Jonathan  
**Cc:** Stevens, Bartholomew ←  
**Subject:** Our Conversation Monday

Dear Mr. Claymore,

During our phone conference yesterday, you told me that Mr. Bart Stevens had asked you to investigate current concerns regarding the leadership/management of Chemawa Indian High School. You also made a point to assure me that no one would be listening in on our conversation. However, I am told at Chemawa that, during this phone investigation, Amanda Ward, Ted Mack, and Rae Reynosa were called in to listen to what was said from a phone in a separate office.

If this is the case, it makes me feel very uncomfortable, because it leads me to believe that you had determined not to trust or protect me before the investigation began. With respect, I also fear that giving the school administration inside information makes it very difficult to conduct an unbiased inquiry that is focused on students' interests above that of the adult parties in question.

Unfortunately, I became fairly certain that someone was listening in during the course of our conversation because of the way some questions were framed, even before anyone told me afterward that this had been the case. As a result, I was uncomfortable detailing fully the nepotism and drug dealing matters on which you questioned me most pointedly. Before I am able to do this, I need to trust the represented format of the conversation. As I stated previously, I have no ulterior motivation or potential for personal gain in this situation –in fact, speaking up has only made my professional life increasingly difficult and uncertain. My only goal is to see quality of life and education improve dramatically and sustainably for Chemawa's students. I sincerely hope that that is the primary goal of all involved in this inquiry process. Please let me know how I can proceed. It is very difficult to come to work, as the hostility from administration is palpable, and Amanda Ward has not spoken to me since I emailed her last Thursday. Despite this, I will work to continue doing my best teaching on behalf of our students –no matter how extreme the stress level has become.

Thank you for your time,  
Joy O'Renick

### **PHOTOCOPY/REPRODUCTION**

Photocopy machines are located in the teacher's prep room for school use only. A box of copy paper will be provided to each teacher at the beginning of each trimester. It is up to that teacher to monitor the use of their paper and use sparingly.

Reproduction of any copyrighted material, without written permission of the author and/or publisher is in direct violation of copyright law. The exception to this law is in regard to fair use guidelines for teachers as shown in the policy section of this handbook. Violations of copyright laws are subject to disciplinary action.

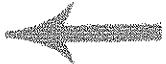
### **PROFESSIONAL DEVELOPMENT**

Staff requesting funding for individual professional development is required to complete the 5 part training form found on the S: network drive in the "Office Forms" folder, as well as a Request for Professional Development form. In addition, a completed and approved Individual Development Plan (IDP) must be on file and attached to all professional development requests.

Completed requests for professional development monies must be received by the employee's immediate supervisor at least four weeks prior to the professional development activity in order to give time for the approval and funding process.

The full professional development policy and examples of forms may be found in the policy section of this handbook.

### **PROFESSIONAL RESPONSIBILITIES**

1. Each employee is expected to be knowledgeable of and to adhere to the Standards for Competent and Ethical Performance of Oregon Educators as published in OAR Chapter 584, Division 20 – Teacher Standards and Practices Commission.
2. Each employee is expected to follow the established guidelines set forth by BIA/BIE, ISEP Regulations, Public Law 103-227 (Title I), 25 CFR, 62 BIAM, Public Law 99-457 (Individuals with Disabilities Education Act), Public Law 107-110 (No Child Left Behind Act of 2001), Chemawa Policy, Central Area and Agency Policies.
3. Employees who have concerns are to follow the Chain of Command in seeking resolutions to those concerns. 
4. Employees are expected to work toward total school improvement in a cooperative manner.
5. Employees are expected to assist in creating and maintaining a safe environment for staff and students.
6. Employees are encouraged to support student activities.
7. Teachers are expected to maintain weekly lesson plans.
8. Positively stated classroom rules and procedures are to be posted.

### **SCAN (SUSPECTED CHILD ABUSE/NEGLET) PROTOCOL**

In 2002, the Assistant Secretary – Indian Affairs established the SCAN protocol in order to supplement the Child Protection Handbook of 1998. This protocol affects all staff persons at Chemawa in their capacity as a Mandated Reporter. Mandated Reporters must follow the SCAN protocols when being informed of abuse or suspected abuse. Training will be conducted annually with staff on the specifics of the protocol.



**From:** Wellman, Craig

**Sent:** Wednesday, September 01, 2010 2:34 PM

**To:** Aispuro, Margaret; Anderson, Anna; Austin, Warner; Bailey, Donald; Beach, Jeffrey; Blackman, Douglas; Blackmoon, Norma; Bonito, Erica; Bonito, Pascal; Bostwick, Larry; Bower, Cheryl; Boyd, Crystal; Carter, Kimberly; Causey, Denna; Cook, Carol; Cox, Ryan; Duran, Minerva; Elliott, Janet; Flagg, Marvin; Gales, Robert; George, Lorraine; Gonzalez, Sarah; Jackson, Don; Jackson, Natalie; John, Margaret; Kaiser, Lee Ron; Karen Serna; Karzon, Celeste; Krise, Thomas; Lacy, Christine; Ledesma, Theresa; Line, Sandra; Lozano, Cynthia; Mack, Gerald; Mack, Theodore; Marconi, Karlene; Martinez, Debora; Mathews, Charlotte; Mccoy, Esther; Melinda Puerta; Miller, James; Moccasin, Donald; Moffet, Sandra; Morgan, Dora; Naranjo, Shaun; Olson, Sonya; O'Renck, Tamara; Patterson, Steven; Patton, Janis; Paul, Harold; Pigsley, Sara; Pratt, David; Rachenda Reynosa; Red Fox, Sharon; Redhorn, Lita; Renteria, Jessie; Rivas, Marcelina; Robert Hlavinka; Rowe, Billie; Sawyer, Theodore; Senter, Jesus; Singer, Jeannette; Singer, Rosalind; Smith, Alexandria; Smith, Jamesina; Stinnett, Cheryl; Stone, Tamara; Taylor, Jacquelyn; Thomas, Mary; Ward, Amanda; Warde, Frederick; Wellman, Craig; Wellman, Renee; Williams, Noah; Yellow Bird, Janice

**Subject:** Chain of Command



Effective immediately all staff will follow the chain of command. If you have any questions regarding the day to day operations of Chemawa Indian School, talk to your immediate supervisor and they will assist you with your questions. The Supervisors are responsible for maintaining their departments.

Thank you,

Craig Wellman

School Supervisor-Acting

From: Ward, Amanda

Sent: Tuesday, November 02, 2010 1:21 PM

To: Orenick, Tamara

Cc: Wellman, Craig

Subject: RE: Student Behavior

I am currently away and cannot effectively answer this email right now but please be assured it will be addressed when I return. Some of these issues I have not heard about and in the case of the two girls - I thought we had dealt with and had heard nothing more about it (it would have been good to know that they've been skipping the past weeks, or that the changes I requested hadn't been made). This highlights that there are some glitches in the discipline system that I will need to address when I return.



In the future, please give me the opportunity to address issues when they arise or if they need followup before taking them to the next level in the chain of command.

Thanks for the heads up,

Amanda

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**CHEMAWA INDIAN SCHOOL  
INTEROFFICE MEMORANDUM**

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TO: ALL CHEMAWA INDIAN SCHOOL STAFF  
FROM: THEODORE MACK, ACTING PRINCIPAL *Theodore Mack*  
SUBJECT: CHAIN OF COMMAND  
DATE: APRIL 13, 2011  
CC: JON CLAYMORE, EDUCATION LINE OFFICER, SEATTLE  
CHARLOTTE MATHEWS, H.R. SPECIALIST CHEMAWA INDIAN SCHOOL

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Please be advised of the Chain of Command for your department. All staff are required to follow the Chain of Command.

The chain of command is as follows;

1. Your Immediate Supervisor or Manager (or designated acting)
2. Principal (Acting), Theodore Mack
3. Jon Claymore, Education Line Officer Seattle

All issues shall be addressed at the lowest level.

Staff not following the chain of command may be subject to disciplinary action. If you have any questions on this, please let me know.

I read and understand this requirement.

Signature: \_\_\_\_\_ Date \_\_\_\_\_