

Minutes

Date: April 10, 2018. Time: 5:00 pm.

Student Services Technology Building, Room #200

705 Gurley Avenue, Gallup, New Mexico 87301

Governing Council Members:

Lisa Bracken, President-present

Dr. Betty Sutliff, Vice President-present

Mary Lou Mraz, Secretary/Treasurer-present

Dr. Matthew Mingus, Member-present

Ms. Valerie Long, Member-absent

Agenda Item I

1. Approval of April 10, 2018 agenda; Ms. Bracken called the meeting to order at 5:04 pm, declaring it an open meeting and that a quorum was present for the meeting. Ms. Bracken asked for a motion to approve the Agenda. Dr. Mingus moved to approve, and Ms. Mraz seconded the motion to approve the agenda, and all were in favor.
2. Approval of the Governing Council Minutes, March 20, 2018, as presented. Ms. Bracken asked for a motion to approve the Minutes. Ms. Mraz moved, and Dr. Sutliff seconded the motion to approve the minutes as presented, and all were in favor.

Agenda Item II

1. Consent Agenda

- a. Accounts Payable Vouchers: Ms. Brown asked the Council to look through several vouchers she felt were worthy of bringing to their attention.

Ms. Brown explained that on Voucher #1090, there was a payment made to Mechanical Southwest Plumbing Company, we had a problem with the Hot Water Heater in Portable #1, and the repair was classified as an emergency.

On Voucher #1099 there was a payment to CC's Pizza this was the dinner meal for our MCHS juniors, who went on the field trip to visit New Mexico Tech University and University of New Mexico Main Campus.

On March 23, 2018, Dr. Hunter had to run a charge in the amount of \$66.50 on his personal credit card, to New Mexico Tech University, as they would not take a purchase order for the meals served to our students. Consequently, Dr. Hunter had to pay for the meals with his credit card.

A payment in the amount of \$649.88 was made to James Smith who taught First Aid Class/Health here at the MCHS on March 16, 2018 and March 23, 2018, for a number of MCHS students.

There was a payment made to the Navajo Times Publishing Company the amount was \$693.00, advertising for today's meeting, encouraging those students interested in attending our school to apply.

A payment made to Pay and Save in the amount of \$70.16, to restock the water and the snack cabinet for our MCHS students.

On Tuesday, March 27, 2018, we had an Open House for families and students; the amount of the charge was \$252.00 made to Subway Sandwiches of Gallup.

A payment was made to UNM-G Business Operations in the amount of \$6742.31, for leased land and leased classrooms in Gurley Hall. Dr. Mingus made a statement when were the lease payments made, quarterly. Ms. Brown's response was yes the lease payments were made quarterly. Ms. Brown asked the members if they had further questions regarding the Accounts Payable Vouchers, none of the members had questions. Ms. Bracken asked for a motion to accept the Accounts Payable Vouchers. Dr. Mingus moved to approve, and Ms. Mraz seconded the motion to approve the Accounts Payable Vouchers as presented, and all were in favor.

- a. Acton Items
 - Old Business
 - i. None
- b. New Business

- i. 2018/2019 Student Lottery

Ms. Bracken, council president, turned this portion of the meeting over to Dr. Hunter to proceed with the lottery for today's meeting participants.

Dr. Hunter said that he had a few words of introduction in that we had more applicants than the 29 available spots. Dr. Hunter said that the way it works is we draw numbers we do not divulge the names of the applicants and put the numbers down as they are being drawn. Dr. Hunter and the Business Manager keep track of the numbers as they are called, so we will have two lists to reference. Dr. Hunter explained that there are a couple of things he wanted the participants to keep in mind and they're two sets of siblings who are to be drawn. The New Mexico Administrative Code has a sibling rule for all Charter Schools. If one name is drawn, the other sibling will get in automatically. We are bound by the Charter School Regulations, and it's in there to mitigate hardships for families that may have transportation issues to send their students/children to separate schools. Dr. Hunter mentioned that if there is a student who is graduating, and if they have a sibling who has applied for the program the sibling rule would not apply because both students would need to be attending the school simultaneously. Dr. Hunter asked the students/parents to keep in mind that the majority of the students are currently freshman. There is an eligibility piece in there. It would be to the benefits of these students to do the very best they can for the second half of the semester because we are still bound by the eligibility processes that we must adhere to. And that is, the student must have 6 credits to qualify. And the student must pass English I, Algebra I or higher, Social Studies and Science. Once the lottery is complete, Dr. Hunter and the Business Manager will put the names in order based on how they're drawn. Dr. Hunter further explained what will happen next the Registrar will telephone all the students in the order that they were chosen, and give each student an opportunity to accept or decline. If they accept, then we will send their applications to UNM-G Student Services Department in order to have them create a Banner ID number. Dr. Hunter asked if anyone had any questions before concluding this portion of the meeting. No one had questions.

The Lottery was completed in an open meeting this day. Ms. Bracken asked for a motion to approve the 2018-2019 Student Lottery. Ms. Mraz moved, and Dr. Mingus seconded the motion to accept the 2018-2019 student lottery, and all were in favor.

- i. Approval of 2018 Graduation Waivers, Mr. Knowles explained that two students transferred from a local BIE School in their senior year.

- ii. They use a different testing system than the State, and they did not pass the PARCC Exam, and they were not able to take the required two attempts to pass the PARCC Exams, and that's why we're requesting waivers. Mr. Knowles presented the Graduation Waivers to the Council for approval. Ms. Bracken asked for a motion to approve the Graduation Waivers for two former BIE Students. Dr. Sutliff moved, and Ms. Mraz seconded the motion to approve the 2018 Graduation Waivers, and all were in favor.
- iii. Acknowledgment of 2016-2017 Financial Audit, Ms. Brown explained, when she attended a state auditors meeting a week or two ago one of the requirements set by the entity is to make sure the group responsible for the school's finances, i.e., the Governing Council must know the results of the audit report.

The MCHS is a component of McKinley County Schools their audit report is about two or three hundred pages. She took a few documents from the Gallup McKinley County Schools Audit Report; that applied to the MCHS only, so that the Governing Council could review it today. Ms. Brown said that overall the audit report was an unqualified opinion that everything was done fairly with no findings. Ms. Brown added that an unqualified opinion is the best. The audit report should be used as a tool, and the Business Manager should be trying to make improvements all year long. Ms. Bracken asked for a motion to approve the Financial Audit for the 2016-2017 school year. Dr. Mingus moved to approve the 2016-2017 Financial Audit, and Dr. Sutliff seconded the motion to approve the Audit, and all were in favor.

Agenda Item III

- Student Representative Report: absent this date.
- Parents' Reports, no report this date.
- Governing Council Members Reports, Ms. Mraz reported that she still needs one more class to complete her Governing Council Member Training. She has enough hours with one exception; she was required to take the right course.
- Dr. Mingus mentioned that on April 16, 2018, students could register for classes for summer and for the fall semester.
- Dean's Report, the students are done with the SBA Science Exams. We are ready for the PARCC exam to be conducted on April 20, 2018, and April 27, 2018. If necessary, the makeup day will be on May 4, 2018.
- Counselor's & Teacher's Reports: Mr. Knowles said he covered most of his report when he spoke about the waivers. Mr. Knowles announced for the week of April 16, 2018; we've finished the pre-registration for the summer and the fall classes. We will be completing all of the student's schedules, during the week of April 16, 2018.

Ms. Shack has been helping our students with scheduling in Seminar. Ms. Shack said she enjoyed helping her students with their schedules because it shows them where they are going. Ms. Shack spoke briefly about the Financial Literacy Workshop that our National Honor Students planned and conducted on their own. Ms. Shack commented on how creative Bryan Collison was with his presentation. Ms. Shack said that Bryan is always the first student to complete a project and he is always the first person to volunteer for a project as well. We had 90% student attendance.

Mr. Schali reported that his science class is going well. Some of the students are getting spring fever; Mr. Schali has been pushing our students through Math, trying to keep the students motivated. Guest Speaker for Environmental Science, the subjects she spoke on was Renewal and Non-renewable energy.

5. Business Managers Report

- a. Financial Written Reports. In the packets, there were written reports showing a slight increase in the monies received because our enrollment increased one year ago to 100 students. Ms. Brown asked for questions on the written report. Dr. Hunter and Ms. Brown provided information on plans for an instructional program that would include travel-training costs, equipment purchases, student field trips, textbook purchases, and supply purchases.
- b. Community Budget Input Meeting Results, Ms. Brown explained that community input is a requirement in order for the Public Education Department to approve our budget. Ms. Brown said the meeting was productive, and we received positive publicity from the Gallup Independent. We advertised in the Gallup Independent, and we mailed out letters to each of our student's families.

6. CEO's Report

- a. Dr. Hunter acknowledged US Senator Martin Heinrich's visit, explaining that he had selected Middle College High School as the place to announce his "degrees not debt" initiative, as Middle College is a high performing New Mexico school where the majority of students go on to a four-year degree program and have an interest in not accumulating student loan debt. Senator Heinrich explained that he was thoroughly impressed with the sophisticated questions he received from our students.
- b. Fall 2018 Scheduling has commenced, Dr. Hunter and Mr. Knowles have been scheduling classes for our students, one on one. It is a collaborative effort with our students. We sit down with the student to find out what courses that student may need to graduate with a high school diploma and what courses they need to obtain an AA Degree. There was a discussion about new requirements for AA Degrees. We ask the students what are their future plans, what classes are going to help them earn a Degree. Dr. Mingus added if any of our students would like to switch from the old catalog to the new catalog they can switch. There is a form the student would fill out and turn it into the registrar's office. The students will leave the meeting with their class schedules, and once the classes open up on April 16, 2018, they can plug the CRN numbers into the UNM Website.

A new Financial Literacy Course will be taught by Mr. Schali as a High School Math class. In an attempt to free up Mr. Cunanan some, Driver's Education will shift to Mr. Hunt.

- c. We attended the Spring Budget Workshop in, Albuquerque New Mexico. The Secretary of Education facilitated a Conversation with Charter Leaders; during our visit with Secretary Ruskowski, he asked for help from Charter Leaders to establish priorities.
A question asked by the Secretary of Education he asked the Charter Leaders, what were the students doing after they graduate from High School. Dr. Hunter let all know including Secretary Ruskowski that about 83% of our students are in attendance at a four-year college six months after graduating from our school. The Secretary of Education Ruskowski acknowledged this as an impressive matrix of what our students do after they graduate and indicated that it is terrific that MCHS tracks this type of data.

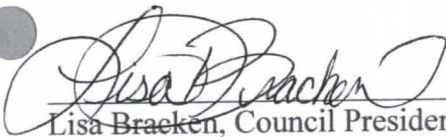
- d. PEC Update, PEC is trying to place new requirements on Charters to empower them to weed out the charters that are not so good. Many charters are concerned that too much emphasis is being placed on the sub factors of the school letter grades, rather than students' actual proficiency rates. Many charters continue to be amongst the highest performing in the state, yet the current letter grade system can penalize schools with smaller sample sizes, especially those that have set a high bar year after year.
- e. Departmentalizing Early Intervention, our staff has been talking amongst themselves and some department leaders regarding intervention. First, we asked the student to go talk to their instructors. Secondly, Individual Faculty members will be the point of contact to loop around students to their instructors to find out more about how the student is doing. Dr. Mingus said that this is an excellent idea for early intervention.

Agenda IV

- 1. Executive Session
 - a. None

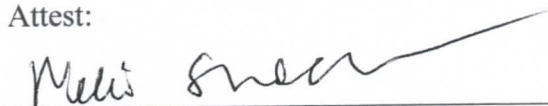
Adjourn

There being no other business, Ms. Bracken asked for a motion to adjourn. Ms. Mraz moved and seconded by Dr. Mingus adjourn the meeting at 6:24 pm. The next meeting will be on May 8, 2018, at 5:00 pm at the MCHS building #1 Rm 2.



Lisa Bracken, Council President

Attest:



Nellie Sheridan, Recording Secretary

Date Approved 05/8/2018