

Governing Council Members:

1. Dale Buser, President, present
2. Lisa Bracken, Vice President, present
3. Laverne Chischilly, Secretary/Treasurer, present
4. Mary Lou Mraz, Member, absent
5. Dr. Betty Sutliff, Member, present

Davis Scholarship Fund: Just prior to the regular governing council meeting, two representatives from the Davis Scholarship Fund were here at the Middle College High School, to finalize scholarship paperwork for Dineah Peterson. Ms. Peterson will be attending Lawrence University in the state of Wisconsin. A representative from the Davis Scholarship Fund thanked Dr. Hunter and the Board for all the work they do to help the students to become successful in College and beyond. Dr. Hunter also thanked the Faculty and the Counseling Department because they have been working hard in Seminar Classes to prepare the students to apply for various programs and to discover what's out there.

AGENDA ITEM I

1. Mr. Buser, President called the meeting to order at 4:00 p.m., declaring it an open meeting, and that a quorum was present for the meeting. Approval of the April 18, 2017 agenda. Mr. Buser asked for changes to the agenda. There being no changes to the agenda, Mr. Buser asked for a motion to approve the agenda. Ms. Chischilly made the motion, Ms. Bracken seconded the motion to approve the agenda, and all were in favor.
2. Approval of the March 21, 2017 Governing Council Minutes as presented. Dr. Sutliff moved and Ms. Bracken seconded the motion to accept the minutes as presented, and all were in favor.

AGENDA ITEM II

1. Consent Agenda
 - a. Accounts Payable Vouchers – all members received copies of the School's Accounts Payable Vouchers. Ms. Brown provided information on two payments, she felt were worth mentioning. Voucher Batch Number 1083 to the Albuquerque Publishing Company, this may seem an odd vendor to send a payment to; it was for \$66.10 to the Albuquerque Journal. We advertised the RFP for the school's legal services, the advertisement ran two times in the Journal. The other, Voucher Batch Number 1093 there are two payments, one to the Navajo Technical University for \$260.00. This was a payment to NTU for them processing transcripts, and then forwarding the transcripts to UNM-Gallup for inclusion on our student's UNM transcripts. Another payment in the amount of \$8,109.82 to UNM-Gallup Business Operations for the leased land that the portables sit on and for classroom space in Gurley Hall. Ms. Brown asked the members if they had any questions. Dr. Sutliff wanted to know why we have two separate dollar amounts for the electric and telephone bills and why they aren't all on one. Dr. Hunter explained that because the portables are two separate buildings we have two separate electric and telephone bills. No other questions were raised concerning other payments.
 - b. Requests for Budget Increases & Budget Adjustments – Ms. Brown explained that there are two increases and two budget adjustments. The first increase is for, \$16,164.00 this is the final state match distribution from the Public Education Department. We will allocate the funds for, supplies and for Building & Grounds. The second increase is for the cash carry over from last year's budget, for \$77.00, we would like to make sure that the budget is clean and it does not include the cash carry over into the next fiscal year. The third and fourth items are adjustments we need to move money around to make sure all of our individual accounts are in the black and not in the red. Mr. Buser Asked for a motion to approve the Consent Agenda. Ms. Bracken made the motion and Dr. Sutliff second the motion to accept the Consent Agenda, and all were in favor.
2. Action Items
 - a. Adoption of Revised Policy Manual (through Personnel Section.) Dr. Hunter indicated that he realizes the Policy Manual is a massive document but having to take documents from various Manuals, he put all the documents in to one consolidated Manual. If you look ahead to Action Item (b,) and should the Council give their approval of the Policy Manual, then we would give it to the experts to look through, and give any recommendations they may have. At this time, Dr. Hunter would like to entertain any discussions or questions the Council may have. Dr. Sutliff raised a question, she said that most of the Manual seems very thorough but if she recalls correctly, Dr. Hunter said that the Policy Manual came from GMCS.

Dr. Hunter said that only the Personnel Section was captured directly from GMCS, with having to change only a few of the policies, and the highlighted pieces capture all of our stuff. Dr. Sutliff wanted to know just for clarification only, about Article III Section 3.02 Performance Evaluations; Dr. Sutliff read the following; the Governing Council President will evaluate the MCHS Chief Executive Officer in consultation with the MCHS Council Members. The CEO will evaluate all other employees. Dr. Sutliff said that nowhere in the Policy Manual does it indicate how frequently. Is it annual, bi-annual it does not specify a timeline? Mr. Buser said that usually it is annual because it is a contract year. Dr. Sutliff said that she was not sure if it was necessary for documentation but that was her thoughts. Dr. Hunter specified that the intent is annual. According to Dr. Hunter, teachers need three or four more observations and a few other domains to complete their evaluations. Dr. Hunter, will insert the word annually into the Personnel Section of the Policy Manual.

Dr. Sutliff wanted to know, just for clarification and for her benefit. In reference to, Section 4.05 Compensation C. Administration of the Salary Schedule, Letter F and J, both indicate, that Official Transcripts for employees must be submitted, to the Business Manager prior to October 1 of each school year or 45 workdays after employment begins. Dr. Sutliff wanted to know why an employee would submit the verifications after they are hired and employment begins, it seems like they would want all of their details before they are hired. Dr. Hunter said that it happens quite frequently. Dr. Sutliff wanted an explanation because it does not make sense. Dr. Sutliff stated that if students have to have all of their details why are teachers not required to have all of their credentials. According to Dr. Hunter, the contract is contingent upon the new employee presenting their training or experience. Dr. Hunter explained that many times what happens is, say you have someone who leaves employment just prior to the beginning of the school year, and if you are trying to hire a person from out of state, it may take some time for that person to get their hands on their credentials and transcripts. Dr. Hunter did say that many employers give new hires 90 days to come up with the documents. Additionally, the new hires must provide proof that they have applied for the New Mexico State Licensure. Dr. Hunter did say that if a new hire cannot present credentials after 45 days the new hires salary would be adjusted accordingly or in accordance with State Law the employee could be released from employment. Mr. Buser asked for a motion to approve the Revised Policy Manual in order to send the Manual to our legal team for review. Ms. Bracken made the motion, Dr. Sutliff seconded the motion to approve the Revised Policy Manual, and all were in favor.

- b. Award Legal Services Contract, the recommendation that Matthews and Fox become the legal team for the MCHS. Ms. Brown said that they put together a request for proposals and the proposals were advertised in the in the Albuquerque Journal from March 10, 2017 through April 6, 2017. On April 11, 2017, we evaluated the proposals of which we received four proposals. In the final evaluation, the legal firm of Matthews and Fox came out on top. Matthews and Fox are a New Mexico Law Firm and they are located in Albuquerque. The partners are Patricia Matthews and Susan Fox, between the two of them; they have 50 years of experience. Patricia Matthews started the firm in 1999, and began by practicing Education Law. The Law Firm of Matthews and Fox have many Charter Schools as clients. Another area we felt they were strong in is, that their rates are very competitive. The Law Firm of Matthews and Fox work almost exclusively with Charter Schools and they are very active in the Charter School Coalition. Ms. Brown asked Dr. Hunter to recommend the Law Firm of Matthews and Fox to represent the MCHS. According to Dr. Hunter they took a look at all four Firms and their responses to our needs, the committee of three comprised of, Ms. Brown, Mr. Knowles and Dr. Hunter decided on the Law Firm of Matthews and Fox because they are more suitable to our needs. Dr. Hunter reiterated what Ms. Brown had said in her previous statement that the committee looked at all four responding Law Firms. The Law Firm work almost exclusively with Charter Schools. And because we have our reauthorization coming up next year. We will need their support and expertise on the Policy Manual. Dr. Hunter would like to recommend that our top choice be Matthews and Fox. Dr. Sutliff wanted to know, what are the five points of New Mexico Business or Contractor. In the request for the proposal, State Law requires that anytime a Law Firm practices law in New Mexico they're supposed to be certified to practice law in this state. If a firm has the Certification, the firm will be awarded extra points and that is why Modrall and Sperling have five extra points. Matthews and Fox did produce documentation that the have applied for a New Mexico State Certificate but when the four Law Firms were reviewed they did not have the Certificate. Mr. Buser asked for a

motion to approve the Law Firm of Matthews and Fox. Ms. Bracken made a motion and Ms. Chischilly seconded the motion to have Matthews and Fox become Legal Representation for MCHS, and all were in favor.

- c. Approval of Graduation Waivers, Dr. Hunter said what he would like to do with the graduation waivers, is have Mr. Knowles talk about the waivers because he is more prepared to do them, through the PED. We are requesting that the State PED approve the Graduation Waivers because we have four seniors that we are requesting that the PED approve the Graduation Waivers. We have students that have come to the MCHS from private schools, or from out of state. Most of the students mentioned above, did not have the option to take the required number of State Exams but while they have been here, they have taken what they could, so we are asking the PED to apply waivers so our students can receive regular diplomas. We have about 20 students who did not pass all of their PARCC exams. We do have other means that the PED can use to show that a student is competent enough to graduate. Alternate Demonstration of Competencies for example, if a student has taken a College Level Math Course and passed the course with a C or better, which is another way of determining if a student can graduate with a waiver. Mr. Buser asked if there is a chance that the PED would deny waivers. Mr. Knowles said that he could not speak for the PED but in his experience, from Gallup High School, they have granted the waivers. Dr. Hunter added that two of our students have gone through this process already. Dr. Sutliff wanted to know if the students were aware of this process, in order to meet graduation requirements. For the majority of the students they know about the waiver process for graduation. Mr. Knowles had each student attest to the process, in his Seminar Class. Mr. Buser asked for a motion to request waivers to graduation. Ms. Chischilly made the motion, Ms. Bracken seconded the motion, to request graduation waivers, and all were in favor.

AGENDA III

1. Student Representative Report

- a. Ms. Mallory Bayless, student representative for National Honor Society Chapter. Ms. Bayless said that this was their first community event. The National Honor Society fed the homeless. On the 28th day of April UNM Gallup will sponsor a (Hoe Down) the NHS will volunteer for that event. Another event the NHS will volunteer for, is the fun run to take place on the 7th day of May, they will make sure that it runs smoothly. Ms. Shack added that Ms. Peterson recommended the event for the NHS students. The meals are prepared to last throughout the day. Ms. Peterson feeds the homeless every Saturday. Ms. Peterson knows the community personally, because she does this often. Dr. Hunter thanked Ms. Bayless for being good Ambassadors for the school.
- b. Mr. Brandyn Bracken talked about how few issues are coming from the students. According the Mr. Bracken, the Job Shadow Projects have been awesome. Job Shadowing is very enlightening after doing the Job Shadowing Project. Mr. Bracken highly recommends that each student do the Job Shadowing Project, in a field they are interested. Yearbook photos of students to put in the yearbook, and we will bind them. The seniors have sent in their pictures along with a quote. The Faculty and the Board Members can send pictures to Mr. Bracken and his email address is brackenb@unm.edu. The printing will begin by the end of April or by the beginning of May 2017. Dr. Hunter thanked Ms. Shack for taking on the Job Shadowing Project and making it more meaningful for the students.

2. Parent's Report

- a. No parent report this date, Ms. Bracken said that she had nothing and it is running smoothly. Dr. Sutliff no issues, but she has heard from a student who commented that Dr. Hunter looks tired this year.

3. Counselor's & Teachers' Reports

- a. Mr. Schali – Mr. Schali is still in the process of evaluating the testing materials to identify the gifted students. Mr. Schali passed out invitations for all members to attend the gathering on May11, 2017 from 6-8 pm. The student's projects will be showcased for the year, at the event on May 11. The NHS and other students will volunteer to serve for the event.
- b. Mr. Knowles talked about the Campus tour at NAU. Twelve students experienced the campus tour on the NAU Campus. Mr. Knowles said the Campus tour was a major success. The students loved it.
- c. Ms. Shack did say that the NHS students are very driven. The Job Shadow Projects are also a major component in the Seminar Classes. Ms. Shack talked about two of her students that were failing her

class and she asked these individuals if they want graduate and now they are passing her class are ready to graduate. Ms. Shack indicated that she would get in their faces if necessary letting them know that they need to take their future serious.

4. Business Manager's

- a. Financial Report; our beginning cash balance for the month was \$425,378.36 and the ending cash balance is, \$465,096.14. The reason for the difference is that we had to watch our budget real close because in the summer we are going to have to pay employee salaries. The funds that have negative balances, we are going to ask the PED to adjust the balances. Ms. Brown is planning to ask the PED to adjust the accounts this week.
- b. Budget Preparation Timeline & Budget; From the Community Input most parents are concerned about how they are going to pay for College. Most of the parents do not want their students to take remedial courses just to get through college. Financial Aid is a major area where the Middle College does a great job in. Ms. Brown did say that was everything she had to talk about. Ms. Brown said that Dr. Sutliff was present for the meeting and if she had anything to report. Dr. Sutliff said that she was shocked at the lack of parental involvement regarding their student's education. Dr. Sutliff said that our staff is doing a good job of educating our children. Dr. Sutliff said that she really appreciates that.

5. CEO's Reports

- a. Fund raising events are in need of attendees and participation. Since fundraising is done in the name of "MCHS," Lions Hall Fundraisers Mallory had reported that we need volunteers to help serve at the Hoe Down. Dr. Hunter talked about the need for attendees, to attend the event at the Red Rock State Park. UNM has been working very hard to advertise the event. Call Era Green if you would like to attend the Hoe Down the office telephone number is, 863-7519.
- b. MCHS Courses sanctioned by UNM, this is a bit of good news and three classes will be taught by the MCHS teachers. We have three courses formerly recognized and taught by NTU and now the courses will be taught by UNM.
- c. GMCS Board Update, Ms. Brown and Dr. Hunter met with GMCS Board. At the last minute, the GMCS moved the MCHS decision on the agenda from an Action Item to discussion only. There seems to be discrepancy in funding to the MCHS and GMCS. Dr. Hunter and Ms. Brown met with Mr. Hyatt today and asked if Business Managers to come together to discuss the funding process. The Gallup Board seems to have shifted. Dr. Hunter tried to keep the discussion on education not budget. Some negative historical issues between UNM and GMCS on dual credit. There isn't any cooperation between UNM and GMCS. Jamie McMann from UNM has attempted to work with GMCS unsuccessfully. The superintendent called Dr. Hunter on the fact the he informed the board that many of the GMCS's teachers and administrators have their children attend our school.
- d. Lottery Preparation; we have cleaned up some pieces of the application process. We will not take any applications if a student is not eligible to apply. Most of the applicants understand that once they become eligible they can apply. The wait list is for the academic year only. If a student's name is not drawn during the lottery they can reapply the following year. After giving it more thought and preparation. Dr. Hunter wants to have a policy that would state the above, as well as he would like to bring some proposals for new the new lottery process to the May meeting.

AGENDA ITEM IV

1. Executive Session – None required.

Adjourn

There being no further business, Mr. Buser called for a motion to adjourn the meeting. Ms. motioned to adjourn, Ms. Chischilly seconded the motion, and all were in favor. The meeting adjourned at 5:40 p.m.

Attest:

Nellie Sheridan, Recording Secretary

Date approved: _____