

Minutes

Date: May 8, 2018. Time: 5:00 pm.

Middle College High School

Portable #1 Rm 2

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-present

Agenda Item I (Action)

1. Approval of May 8, 2018 agenda; Ms. Bracken called the meeting to order at 5:03 pm, declaring it an open meeting and that a quorum was present for the meeting. Ms. Bracken informed the members that Agenda Item II, c, will be tabled until the next meeting. Ms. Bracken asked for a motion to approve the Agenda. Dr. Mingus moved to approve as amended, and Ms. Mraz seconded the motion, and all were in favor.
2. Approval of April 10, 2018, Governing Council Minutes as presented. Ms. Bracken asked for a motion to approve the Minutes. Ms. Mraz moved, and Dr. Mingus seconded the motion to approve the minutes as presented, and all were in favor.
3. Approval of April 30, 2018, Special Governing Council Minutes, as presented. Ms. Bracken asked for a motion to approve the Minutes of the Special Meeting. Dr. Mingus moved to approve seconded by Ms. Long, and all were in favor.

Agenda Item II (Action)

1. Consent Agenda
 - a. Accounts Payable Vouchers: Ms. Brown explained that she felt there were a few vouchers worthy of mention to the Council. On Voucher #1111; there was a payment made to Tim Knowles for the same purpose as Dr. Hunter, they both attended 2018 Early College High School Summit in Albuquerque, NM. The next two payments were to UNM-G Bookstore in the amount of \$13,214.20 for textbooks, and to UNM-G Business Operations for student tuition and fees, the amount was \$85,833.50 for this semester. Ms. Mraz had a question for Ms. Brown regarding why are we paying the electric bills twice to the same vendor. Ms. Brown informed Ms. Mraz that we have two buildings. Therefore we have two bills to pay. Ms. Bracken asked for a motion to approve the Accounts Payable Vouchers, Ms. Mraz moved to approve the Accounts Payable Vouchers, and Dr. Sutliff seconded the motion, and all were in favor.
 - b. Budget Transfers – Operational (11000) IDEA-B (24106,) & SB-9 (31700.) Ms. Brown explained that we were trying to accomplish two things. We're looking to hire an additional Counselors Assistant to help with communication between the MCHS and the UNM-Gallup Instructors and keeping up with the progress reports. Dr. Hunter restated what Ms. Brown had talked about. What we were trying to accomplish by hiring a Counselors Assistant, was to help alleviate Dr. Hunter's load, Mr. Knowles's load, and Ms. Sheridan's load. We held interviews, and we selected a candidate, she accepted our offer, and her employment will begin on the 15th day of May 2018.

Additionally, Ms. Brown said that we have a small amount in the budget for IDEA-B it relates to Special Education. According to Ms. Brown, the funds were sitting under professional development, and when she spoke with the Special Education Staff at the District, decided it would be beneficial to move the funds out of the aforementioned account into the requested account for Instructional Materials, Software, and Equipment to be used for IEPs and students on IEPs. Lastly, the SB-9 transfer we're planning on putting more gravel in the parking area. We need to move the funds out of the construction services account into the building, maintenance and grounds account. Ms. Bracken asked for a motion to approve the Budget Transfers. Dr. Mingus moved and seconded by Ms. Mraz, to approve the Budget Transfers into the appropriate accounts, and all were in favor.

- c. Renewal of Legal Service Contract tabled until next month's meeting.
- d. Increase Purchase Order #180073 and amend the purpose of increasing the Purchase Order, to include threatened Litigation, regarding the charter contract between MCHS and GMCS. According to Ms. Brown, we've used approximately 75% of the current Purchase Order. Ms. Brown added that we need to increase the Purchase, including tax. Dr. Sutliff asked if increasing the purchase would it be a challenge to our budget. Ms. Brown's response to the question was no it would not. Ms. Bracken asked for a motion to approve the increase in the Purchase Order #180073. Ms. Long moved, and Dr. Mingus second the motion to amend the Purchase Order, and all were in favor.

Acton Items

- a. Old Business
 - i. None
- b. New Business
 - i. Approval of the CEO's 2018-2019 Position Description. Ms. Brown explained that a couple of months ago she wanted to give the council a chance to review the CEO'S Position Description. Dr. Sutliff asked if Dr. Hunter's many duties were adequately captured in the description. Dr. Hunter said that the description was general enough in some parts to allow inclusion of everything he's doing. Ms. Bracken asked for a motion to approve the CEO'S 2018-2019 Position Description. Dr. Sutliff moved, and Ms. Mraz seconded the motion to approve the CEO'S 2018-2019 Position Description, and all were in favor.
 - ii. Ratification of 3/21/17 Discussion to Seek Increase of MCHS Enrollment Cap. After a brief discussion in which council members questioned why action was needed on something they had already discussed more than a year ago, Ms. Bracken explained that although Dr. Hunter had informed the Council of the date that he had set with Mr. Hyatt to ask the GMCS Board for an enrollment increase, it had not appeared on the agenda as an action item. Dr. Hunter explained that the ratification offered the board an opportunity to acknowledge support of the previous request, if they so desired. Ms. Bracken asked for a motion to approve the Ratification of the 03/21/17, an increase of MCHS Enrollment Cap, by 20 students. Dr. Sutliff moved and seconded by Ms. Mraz to approve the Ratification of the 03/21/2017 meeting to support the decision to approve MCHS'S enrollment by 20 students, and all were in favor.
 - iii. Approval of the 2018/2019 Operating Budget. Ms. Brown talked extensively on the Operational Budget for the 2018-2019 school year. Ms. Bracken asked for a motion to approve the Operating Budget for the 2018-2019 school year, with a few minor

changes. Ms. Mraz moved and seconded by Dr. Sutliff, to approve the operating budget, and all were in favor.

Agenda Item III

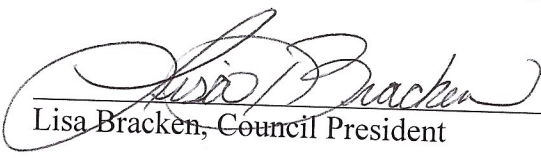
1. Student Representative Report: Brendyn gave a short talk about passing the torch to another student because he will be graduating high school on Saturday. Many students will graduate with the Associate Degrees. The yearbook will be out on Friday, May 11, 2018.
2. Parents' Reports, no report this date.
3. Governing Council Members' Reports; No reports today.
4. Dean's Report, the PARCC testing is now complete. Seniors are completing check out equipment, and textbook forms. The MCHS website is continually being updated. The 2018 graduates are being featured on the website.
5. Counselor's & Teachers' Reports, Mr. Knowles reported that we requested through the state of New Mexico to have waivers issued for two of our seniors. The waivers have been approved by the State PED. Some students are waiting on grades to be posted by the UNM Instructors. Grades should be in by early June 2018, and transcripts will be available at that time. Mr. Schali, Science and Math Instructor reported the Gifted Enrichment Class (Students) are having a contest on building best candle blowing out machines.
6. Business Managers Report
 - a. Financial Report-Written Ms. Brown explained that the Financial report was handed out to the Governing Council in a written form. Ms. Brown asked if anyone had questions. No questions were asked.
7. CEO's Report
 - a. Graduation and Proficiency Rates, Dr. Hunter shared some data with the Council, which was pulled from the NM PED website. This data was included in the council's binders, showing comparative proficiency rates in math and reading, as well as comparative graduation rates. The Council indicated appreciation for our students for exhibiting such high marks in graduation and academic proficiency.

Agenda IV

1. Executive Session
 - a. None

Adjourn

There being no further business to discuss, Ms. Bracken asked for a motion to adjourn. Ms. Mraz moved to adjourn and, seconded by, Dr. Mingus, the meeting adjourned at 6:25 pm. The next meeting will be on June 12, 2018, at 5:00 pm at the MCHS building #1 Rm 2.


Lisa Bracken, Council President

6/12/18

Attest:

Nellie Sheridan, Recording Secretary

Date Approved 06/12/2018