

Minutes of the Regular Governing Council Meeting
Date: September 11, 2018. Time: 5:00 pm
Middle College High School
Portable #1 Rm 2
705 Gurley Avenue, Gallup, New Mexico 87301

Governing Council Members

Anthony Major, President- present
Lisa Bracken, Vice President-present
Ms. Valerie Long, Secretary/Treasurer-absent
Mary Lou Mraz, Member-present
Dr. Betty Sutliff, Member-present
Dr. Matthew Mingus, Member-present

Agenda Item I

1. Call to Order; Mr. Major called the meeting to order at 5:03 pm.
2. Roll Call declaring it an open meeting and that a quorum was present for the meeting.

Agenda Item II

1. Approval of the September 11, 2018 agenda; Mr. Major asked for a motion to accept the Agenda. Dr. Mingus moved, and Ms. Mraz seconded the motion to approve the Agenda, and all were in favor.
2. Approval of the August 14, 2018, Regular Governing Council Minutes as presented. Mr. Major asked for a motion to approve the Minutes, so moved by Dr. Sutliff, and seconded by Ms. Mraz, and all were in favor.

Agenda Item III

1. Action Items
 - a. Approval of Accounts Payable Vouchers. Ms. Brown described the charge for voucher #1015 there was a payment made to the American Automobile Association, Inc. in the amount of \$587.53. Ms. Brown further described that we have updated our Driver's Education course, and the teacher had requested new textbooks from the company listed above, and that was the reason for the payment. Dr. Mingus wanted to know what the payment of \$8,936.30 was for, and Ms. Brown indicated it was made to Tyler Technologies, and that the charge was for our i-Visions Accounting Support Systems, for payroll, purchasing and accounts payable, for the 2018-2019 school year. Mr. Major asked for a motion to approve the Accounts Payable Vouchers, so moved by Dr. Sutliff, and Dr. Mingus seconded the motion, and all were in favor.
 - b. Approval of the 18/19 Revised Budget, with Revised Calendar Documents. Ms. Brown acknowledged that Pursuant to the Corrective Action Plan, we were required by the district to make several changes to this year's budget. One major change was to change Dr. Hunter's contract code to be coded entirely to function 2300, which is the administrative function. Ms. Brown further explained that for the previous budget, Dr. Hunter's contract was coded into

the functions that best captured his time and effort. There is no difference whatsoever in compensation, only in the manner in which the district has mandated its coding. Consideration has also been given in this budget to hire another teacher, possibly by January 2019, to be involved with the STEM initiative that the school has undertaken. Dr. Sutliff inquired why \$384,000 was removed from Construction Services. As a result of the district imposed Corrective Action Plan, we've completely eliminated that function for Construction Services there will not be anything in that function at all while under the district's authorization. The Settlement Agreement requires that we hire a Liaison to assist us if we encounter any problems with the Corrective Action Plan. The Gallup McKinley Schools have also mandated that we hire a special Auditor. We are still exploring transportation for our students, as well as food service. According to Ms. Brown, we need to include in the budget packet an updated calendar. According to statute, there is a requirement that our students minimally accumulate 1080 instructional hours per year. The hours that our students spend in courses exceeds the amount of time each student must spend in a class by approximately 4 weeks per year. Mr. Knowles added that one student had accumulated approximately 1,440 hours of instruction last year, while most of the students are taking approximately 1,200 instructional hours. Mr. Major asked for a motion to approve the 18/19 revised budget, Dr. Sutliff moved to approve the 2018/2019 revised budget, seconded by Ms. Bracken, and all were in favor.

- c. Ratification of Past Actions Taken and Documents Signed by the Chief Executive Officer. As per the district imposed Corrective Action Plan, Mr. Major asked for a motion to approve the Ratification of Past Actions Taken and Documents signed by Dr. Hunter. Dr. Sutliff moved to Ratify the Past Actions Taken and Documents Signed by Dr. Hunter, seconded by Ms. Bracken; with two abstaining and they were Dr. Mingus and Ms. Mraz, and those in favor were Dr. Sutliff, Ms. Bracken, and Mr. Major.
- d. Revocation of CEO's Signature Authority under 2018/2019 Authorized Signers Resolution, except those signatures relating to personnel contracts (May 23, 2018.) Mr. Major asked for a motion to approve the Revocation of the CEO's Signature Authority under 2018/2019 Authorized Signers Resolution, except those signatures relating to the personnel contracts (May 23, 2018.) Dr. Mingus moved to approve, and Ms. Bracken seconded the motion, and all were in favor.
- e. Approval of revised Resolution Regarding 218/2019 Signature Authority for Banking. Mr. Major asked for a motion to approve of the Resolution Regarding 2018/2019 Signature Authority for Banking. Ms. Mraz moved to approve and seconded by Ms. Bracken, and all were in favor.
- f. Approval of revised Resolution Regarding 2018/2019 Authority to Transact Business. Mr. Major asked for a motion to approve the revised Resolution Regarding 2018/2019 Authority to Transact Business. Dr. Mingus moved to approve, seconded by Ms. Mraz, and all were in favor.
- g. Revocation of all MCHS Policies, except those relating to Governing Board Guidance documents, and adoption of all GMCS Policies for 2018/2019

school year, modified as necessary to refer and pertain to MCHS personnel, its Governing Council, and the MCHS early college program, and excepting those GMCS Policies /Procedures inconsistent with MCHS program and or/UNM Gallup student policies and procedures, or those contrary to laws/regulations governing charter schools. Dr. Hunter added that where applicable, we would follow the GMCS policies. For example, in the event of any major disciplinary infractions, we would use the district's Hearing Authority, such as for drugs on campus or if a student should bring a recognized weapon on campus, etc. Contradictorily, the district has also asked for a copy of the school's own policies to be given to the superintendent for review. Mr. Major asked for a motion for the approval of the Revocation of all MCHS Policies, where applicable, and adoption of all GMCS Policies, where applicable, for the 2018/2019 School Year or the period during which the school is under GMCS authorization, whichever concludes earlier. Dr. Mingus made a motion to revoke all of the applicable MCHS Policies and seconded by Ms. Mraz; all were in favor.

- h. Approval of updated Parent/Student Handbook. Mr. Major asked for a motion to approve the updated Parent/Student Handbook. Ms. Mraz moved to approve the Handbook with the addition of a parent signature line for acknowledgement of its contents, and seconded by Dr. Mingus, and all were in favor.
- i. Approval of Revised 18/19 Employment Contract for Dr. Hunter. Mr. Major asked for a motion to approve the revised 18/19 Employment Contract for Dr. Hunter. Ms. Brown clarified that the contract has been coded pursuant to the mandate in the district imposed Corrective Action Plan. Dr. Sutliff moved and Ms. Mraz seconded the motion, and all were in favor.
- j. Ratification of CEO execution of 18/19 Seventh Amendment Lease with UNM. Mr. Major asked for a motion to approve the Ratification of CEO execution of the 18/19 Seventh Amendment License Agreement with UNM. Mr. Major indicated that he would provide his signature beneath the CEO's to reaffirm agreement and ratification of the Seventh Amendment to the License Agreement. Dr. Sutliff moved and seconded by Ms. Mraz, and all were in favor.
- k. Approval of the Lobbyist Services Contract for 18/19 Legislative and Interim Sessions. Mr. Major asked for a motion to approve the Lobbyist Services Contract for the 2018/2019 Legislative and Interim Sessions. Ms. Mraz made the motion and seconded by Ms. Bracken, and all were in favor.
- l. Approval to apply to the Public Education Commission for State Charter Renewal; Authorization for CEO and Business Manager to submit the PEC application and comply with the review process requirements. Mr. Major asked for a motion for the Approval of the PEC for State Charter Renewal and Authorization for the CEO and the Business Manager to submit the PEC application and to comply with the review process requirements. Dr. Sutliff moved to approve and seconded by Ms. Mraz, and all were in favor.
- m. Approval of Employee Out-of-State/In-State Travel; pre-approved by the CEO.

- a. Timothy Knowles; Albuquerque, NM August 31, UNM Counselling Workshop.
- b. Kim Brown, Santa Fe, NM September 12-14, NMASBO Fall Conference.
- c. Dr. Robert Hunter, Santa Fe, NM, September 23-25 STARS Training.
- d. Michael Cunanan, Santa Fe, NM, September 23-25 STARS Training.
- e. Kim Brown, Albuquerque, NM September 25, NM Edge; Ethics & Public Funds, Ethics & Professionalism.

Mr. Major asked for a motion to approve the Out-of-State/In-State Travel for Employees. Dr. Mingus moved to approve the Out-of-State/In-State MCHS Employee travel, seconded by Ms. Mraz, and all were in favor.

Agenda Item IV

- 1. Student Representative Report, no report this day.
- 2. Parents Reports, no report today.
- 3. GC Members' Reports, no reports today.
- 4. Teachers' Reports, no teachers' report today.
- 5. Counselor's Reports, Thursday, October 4, 2018, 5:30 to 7:30 pm, there will be a FAFSA workshop. The workshop will be in Mr. Schali's room.
- 6. Dean of School's Report, update to what is happening we are at 80% completion pertaining to the student demographics information into PowerSchool. We now are able to input the new students into PowerSchool. Last Thursday we had about 122 persons who attended a cookout for our parents and students. Assessment calendars are out, and Mr. Cunanan will build ours according to the state regulations. TieNet, the student information platform for Special Education Students can only be set up when PowerSchool is 100% fully operational. As the district has locked us and our students' parents out of our students' records, many of which are federally required, we have had to recreate these plans in order to be in compliance with students' educational rights. We are at the point where students and teachers can access PowerSchool. By next week parents will have access to PowerSchool for their student.
- 7. Business Manager's Report
 - a. Financial Report Written, Ms. Brown explained the report was written, and she asked if anyone had any questions. There were no questions.
- 8. Dr. Hunter added that there are deadlines that we must meet, according to the Corrective Action Plan. The first deadline is September 15, 2018. For every GMCS Board Meeting, we will need to submit a report that addresses the items on the Corrective Action Plan's timeline.

Mr. Major chatted briefly about the upcoming Governing Council Training in November.

Dr. Sutliff asked how are the students doing. Dr. Hunter replied, "Very Well." And because of the continued interest in our school (especially given the high profile media attention) and the substantial waitlist we have carried, we continue to be almost fully enrolled.

According to Mr. Major, there is no Executive Session scheduled for this meeting.

Adjourn

There being no further business to discuss, Mr. Major asked for a motion to adjourn. Dr. Sutliff moved to adjourn and seconded by, Ms. Bracken, and all were in favor, to adjourn the meeting at 6:59 pm. The next meeting will be October 9, 2018, at 5:00 pm at Student Services Building 200.

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the Administration Office of the Middle College High School at least 24 hours prior to the meeting. Public documents , including the agenda and minutes, can be provided in various accessible formats. Please telephone the Administration Office at 505-722-9945, if an accessible format is needed,

Anthony Major, Council President

Attest:

Michelle Etsitty, Recording Secretary

Date Approved 10/09/2018