

## Minutes

Date: June 12, 2018. Time: 5:00 pm  
Middle College High School  
Portable #1 Rm 2  
705 Gurley Avenue, Gallup, New Mexico 87301

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### 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  
Mr. Tony Major, Member-present

Ms. Bracken called the meeting to order at 5:03 p.m., declaring it an open meeting and that a quorum was present.

### Agenda Item I (Action)

1. Approval of June 12, 2018 agenda: Ms. Bracken asked for a motion to approve the Agenda. Dr. Mingus moved to approve the agenda, Dr. Sutliff seconded the motion, and all were in favor.
2. Approval of May 8, 2018, Governing Council Minutes as presented: Ms. Bracken asked for a motion to approve the Minutes. Dr. Mingus motioned to approve the Minutes, as presented, Ms. Long seconded the motion, and all were in favor.
3. Approval of May 23, 2018, Special Governing Council Minutes, as presented: Ms. Bracken asked for a motion to approve the Minutes of the Special Meeting, as presented. Dr. Sutliff motioned to approve. The motion was 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 #1113, the payment to Meow Wolf for \$123.62 was for the year end trip for the Enrichment Class. On Voucher #1114, the payment to Blakes Lotaburger for \$95.44, and to Subway Restaurants for \$83.34 were for meals for the students on this trip. Also, on Voucher #1114, the payment to Kim Brown was for the reimbursement of a credit card transaction to *uConfirm*, for an employment verification on Ms. Shack. Dr. Sutliff asked about the payment to Matthews Fox, P.C. relating to NM Charter Schools joining together in a public comment against NM Charter School Division regarding proposed new rules. Dr. Hunter provided detailed information about the proposed regulations, and he explained how this effort did somewhat help to reduce the negative impact the rules would have had on charter school autonomy. Ms. Bracken asked for a motion to approve the Accounts Payable Vouchers. Ms. Mraz motioned, Ms. Long seconded the motion, and all were in favor.
  - b. Certification of 17/18 Capital Assets: Ms. Brown explained that this particular list reflects assets costing \$5,000 or more. Middle College High School maintains another list of assets costing less than \$5,000, that could be considered at high risk of theft. Dr. Hunter has signed the Certification since he observed the physical inventory process, however our GC Board must also certify the inventory per state statute. Dr. Mingus asked questions about the differing costs of the multiple portable buildings listed. Mr. Major and Ms. Brown explained that the buildings with the higher costs were for the actual buildings, and

the lower costs were for the set up of the portables, including the awning and skirting. Ms. Bracken asked for a motion to approve the Certification of the 17/18 Capital Assets. Dr. Sutliff motioned, Dr. Mingus seconded the motion, and all were in favor.

## 2. Action Items

- a. Renewal of the FY18/19 Legal Service Contract: Ms. Brown explained that the contract for 18/19 is the essentially the same as that of 17/18, with minor changes to dates, etc. There were no questions about the contract, therefore Ms. Bracken asked for a motion to approve the Legal Services for FY18/19. Dr. Mingus motioned to approve the Contract, Ms. Mraz seconded the motion, and all were in favor.
- b. Approval of the Chief Executive Officer's 18/19 Employment Contract: Mr. Major suggested a change in the number of days for employee's notification of intent to resign from 30 days to 90 days. A discussion ensued about the challenges that may occur if Dr. Hunter was required to provide only 30 days' notice of intent to resign. All agreed that a change in the contract language to 90 days' notice would be in the best interest of the Charter School. Ms. Bracken asked for a motion to approve the Chief Executive Officer's 18/19 Employment Contract. Dr. Mingus motioned to approve the Employment Contract with a change in the number of days for employee's notification of intent to resign from 30 days to 90 days. Ms. Long seconded the motion, and all were in favor.
- c. 18/19 Student Lottery: No lottery was necessary since the number of new applicants added with currently enrolled students addresses the maximum 100 student enrollment cap. No Action was taken.

## 3. Discussion Items

- a. None

## Agenda Item III

### 1. Business Managers Report

- a. Financial Report: Ms. Brown explained that the Financial report was distributed to the Governing Council in a written form. Ms. Brown asked if anyone had questions. Dr. Mingus commented that the cash balance decreased somewhat. No questions were asked.
- b. Operating Reserves Policy: Ms. Brown explained that the development of an Operating Reserves Policy is currently in progress, and should be ready for approval by the GC Board in August or September, 2018. She also explained that there are many facets included in the policy that will need to be thought through carefully to make sure the policy is in the best interest of the Charter School. Ms. Mraz suggested organizing a committee to finalize the policy.

### 2. CEO's Report

- a. ECHS Designation Submission: Dr. Hunter reported that the application for early college high school designation was completed and submitted to the College and Career Readiness Bureau of the Public Education Department. He remarked how the application gave Mr. Cunanan, Mr. Knowles, and him the opportunity to describe all the things that MCHS has been doing throughout the years. In addition to outlining MCHS' partnerships, the application explains how MCHS has been addressing a problem stemming from the days of *The Kennedy Report*, in which Robert Kennedy identified that Indian education has overemphasized career and technical education for Native students. In the case of MCHS, the aim has been much higher,

as the school continues to have a higher than 90% success rate with Native students graduating, going onto a four-year college, and continuing to be enrolled in college more than six months after high school graduation. The designation application may serve as an exemplar for other early college high school models to follow.

- b. Necessary Facilities Repair and Improvement: MCHS is in need of facilities repair and improvement, particularly with respect to re-leveling the portable buildings, which may necessitate some additional repair or replacement of roofing panels, as well as a plan to re-gravel the main parking lot. As structural architects have noted, much of the campus is situated on clay shale, which tends to shift over time. Over the past few years, MCHS has intentionally set aside excess cash reserve to address this need. One quote has been received thus far from Huntington Construction, with others expected to follow.
- c. STEAM Curriculum Mapping, Training, and Materials: As MCHS proceeds with its plan to offer aligned coursework in renewable energies, professional development has been scheduled for co-planning and mapping curricular offerings, all of which are expected to carry dual credit status. As startup costs to get going in wind and solar carry additional expenses, such as the purchase of new instructional and physical materials, cash reserve has also been intentionally set-aside in anticipation of these expenses. In addition, students will receive opportunities to travel to MESA events and MCHS faculty will be able to attend renewable energy conferences, some of which are out-of-state, in order to support this initiative and its projected growth. Because wind, solar, and energy-wise fabrication are receiving a great deal of attention in postsecondary education and our students have expressed a great deal of interest in it, it is important that we offer this high-interest pathway to our students.
- d. Student Information System Trainings: Our new counseling assistant began her employment on May 15 and has been doing very detailed data work. She is set up to work in our student information system, and her background in TieNet and Medicaid billing has made the shift to PowerSchool a rather easy transition. Nonetheless, she will be attending additional training in the use of this system from the company itself. Having the ability to manage our own student reporting will be invaluable as we continue to move forward as a high-performing charter school.

#### Ageneda Item IV

##### 1. Executive Session

- a. Matthew Mingus motioned and Valerie Long seconded for MCHS to meet in executive session at 6:07 pm to discuss pending legal issues and potential/threatened litigation regarding the charter contract between MCHS and its authorizer, GMCS. NMSA 1978§10-15-1(H)(7).
- b. Matthew Mingus motioned, seconded by Mary Lou Mraz, to return from executive session at 7:00 pm. The Governing Council indicated that only those matters aforementioned were discussed and that no action was taken during executive session.

#### Adjourn

There being no further business to discuss, Ms. Bracken asked for a motion to adjourn. Dr. Sutliff moved to adjourn and, seconded by Dr. Mingus, the meeting adjourned at 7:01 pm. The next meeting will be on August 14, 2018, at 5:00 pm at the MCHS building #1 Rm 2.

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Lisa Bracken, Council President

Attest:

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Kim Brown, Recording Secretary

Date Approved 08/14/2018