

Minutes

Date: February 13, 2018. Time: 4:00 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

1. Approval of February 13, 2018, agenda; Ms. Bracken called the meeting to order at 4:06 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. Ms. Mraz made the motion, and Ms. Long seconded the motion to approve the agenda, and all were in favor.
2. Approval of the Governing Council Minutes, January 9, 2018, as presented. Ms. Bracken asked for a motion to approve the Minutes. Dr. Sutliff moved, and Ms. Mraz 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 wanted to bring to the attention of the Governing Council the following Vouchers: Voucher #1066, there was a payment made to Kendal Hunt Publishing Company for \$2,784.34 for a set of geometry textbooks for a new geometry class that is being taught by Mr. Schali this semester. Voucher #1075 a payment to Apple in the amount of 178.95 for an Apple TV for remote access from laptops. Voucher #1077 for \$70.26 to purchase used history textbooks for Mr. Hunt's class. Because we do not have a credit card to make those kinds of purchases, Ms. Brown ordered the books with her credit card. Ms. Mraz asked if the Middle College had its own credit card to make purchases. Ms. Brown let all know that we do not have a credit card, but we should set up a P-Card to make it more convenient for the school. Voucher #1077 for payment made to Matthews Fox in the amount of \$5231.72. Ms. Mraz wanted to know how long does it take to go through the appeal process with the Secretary of Education's office. Dr. Hunter said that he did not know how long the process would take, but that statute identifies a 60-day timeline. Ms. Bracken asked for a motion to approve the Accounts Payable Vouchers. Ms. Mraz moved and second by Dr. Sutliff to approve the Accounts Payable Vouchers as presented, and all were in favor.
- b. Budget Increase-14000 (Instructional Materials.) Ms. Brown reported that this was the final allocation of the MCHS'S Instructional Materials budget as allotted by the Public Education Department. And the amount was based on the 40th-day enrollment count. The entire amount is allowed to remain in the budget for the 2017-2018 school year. You are also allowed to take into consideration what was left over from the previous year. Ms. Bracken asked for a motion to approve the Budget Increase. Dr. Sutliff made the motion, and Ms. Mraz seconded the motion to approve the budget increase for Instructional Materials, and all were in favor.
- c. Reschedule March Governing Council Meeting to March 20, 2018. Ms. Bracken stated that because of Spring break we'd like to change the date to that listed above.

Ms. Bracken asked for a motion to change the meeting date to March 20, 2018. Ms. Mraz moved, and Dr. Sutliff seconded the motion to change the date of the next month's meeting to March 20, 2018, and all were in favor.

2. Acton Items

a. Old Business

i. None

a. New Business

- i. Proposed revision to the Lottery Policy: Dr. Hunter said the proposed portions had been highlighted, and he asked if anyone had questions as to why we need to make the changes to the Policy. Dr. Hunter contacted the UNM registrar to find out when the fall schedules will be available. The fall schedules will be available on April 16, 2018. Our applications will be available on this Friday. The lottery deadline will change to April. It may shorten up our seats to enter UNM, i.e., if we do not adjust our lottery policy. We are making sure we have the courses available for our students. Ms. Bracken asked for a motion to approve the proposed revision to the Lottery Policy. Dr. Sutliff moved, and Ms. Mraz seconded the motion to approve the proposed revision to the Policy as so stated, and all were in favor.
- ii. Proposed Change of Governing Council Meeting Times to 5:00 for March, April, and May. Dr. Sutliff moved, and Ms. Mraz seconded the motion to change the time for the meeting until 5:00 pm, and all were in favor.

Discussion Items

None

Agenda Item III

- Student Representative Report: Mr. Bracken was not in attendance because he needed to study for a test.
- Parent's Report: No report today.
- Governing Council Members' reports; Dr. Sutliff made a statement that Ms. Brown was fabulous because she fought to get the Coalition to change her hours of training to get her certificate of completion.
- Mr. Knowles absent today. Dr. Hunter made the report on behalf of Mr. Knowles. On Thursday, February 15, 2018; we have scheduled a FAFSA workshop with parents.
- Mr. Cunanan reported there was a spike in the visitors on our website, since January 2018. The increase is 78%. Students, parents and the community were inquiring about the application process. Testing will begin on February 20, 2018-March 16, 2018 for four students who qualify for the WIDA assessment. Dr. Sutliff asked how will the school notify the students. Mr. Cunanan said that he would email all of the students. And the notices would be placed in the student's mailboxes here in the office.
- Ms. Shack talked about her becoming the coordinator for ELL for next year. Ms. Shack will also create an assistance program for ELL. The National Honor Society has a canned food initiative going on now. The food will be going to the Food Pantry. Most of the students are showing how selfless they are, and they are doing all the work. The NHS members are working on a used toy drive for those kids who are less fortunate. NHS members and what drives they're involved in are in the Gallery Section of the website. Two NHS Members are working a financial literacy program. The students are arranging the location and the communication for the financial literacy program. Ms. Shack said that she was becoming more proactive as far as the students completing their Job Shadow Projects; they must contact her before the students even go to their desired place to participate in the Job Shadow Project. If the students do not schedule themselves, she will set up a presentation time, and she holds the student to it. Ms. Shack will be doing a newsletter for the school. Ms. shack will be

working on her gifted endorsement sometime in the very near future; she is already registered for the class.

- Mr. Hunt said he appreciates working here. His teacher observation was last week. He's collaborating with Ms. Shack for his History Class and English writing. Mr. Hunt said that he is starting to see changes in the students writing since he and Ms. Shack began their collaboration project. He did say that he was impressed with how the students meet the challenges that he has given them. Mr. Hunt will be participating in a CPR/Health training class in March along with the seniors.
- Dr. Hunter added that we have 12 students who have been chosen to participate in the class because they need the course to graduate.
- Business Managers Report
 - a. Financial Written Reports. In the packet, there was a written report showing an overage in function 2300 in excess of the budgeted amount. We are still waiting for the Public Education Department to approve the exceeded budgeted amount.
- 18/19 Budget Preparation Timeline, we need to have a budget meeting and a community input meeting. Spring budget workshop still needs to occur before the meeting that's mandated by the State of New Mexico and before we come up with the final budget. We will have a couple of months to decide what we want to include or to exclude. We would like to conduct the community input meeting on Thursday, April 5, 2018. On May 8, 2018, we would like to have the board approve the budget. Ms. Brown would like to present the budget to the GMCS board and since they are our authorizers we are required to submit it to them sometime in early June. And by no later than June 20, 2018, we have to send the budget to the New Mexico Public Education Department for their approval.
- CEO's Report
 - a. The NM State Legislative Session: Dr. Hunter spent some time in Santa Fe. And he added that it was an eye-opening experience. He felt it was good to represent our interests with a number of the Legislators. Lots of great things are happening in Santa Fe, as far as them getting to know who we are. Dr. Hunter believes we had some impact with the State Legislators. He thinks that if some of the Legislation would go through, it could be harmful to our school. The Legislative Assistants are pleasant to work with as well. One of the things that we were able to get amended was the fact that the Legislature wanted to change those schools who had a 4 day week to a 5 day week, or some of the funding could be lost. The State Legislature grandfathered in the charter schools having a 4-day week, instead of having a 5-day week. In our case, we do operate on a 5-day student week, with Fridays being lower in attendance. Uncertain of the attendance threshold for that fifth day, we may need to consider additional courses to meet on that 5th day, but for now we are okay regardless. We are still worried about the Geographic piece that they would put on the chopping block. As we speak, the budget bill (HB2) and Senate Bill 147 are being considered in SFC. Dr. Hunter did connect with Jeff Kiley, the assistant to Ms. Patricia Lundstrom, in regards to the HB147. Dr. Hunter is worried about the geographic piece that has been put in there. Basically, the way it's written is if there is another school within a half mile of our school and if the school offers the same classes and with the same grades, we will lose our small school adjustment. We would then lose 30 percent of our budget, and that would be difficult, though not impossible, for our school.
 - b. Native Outreach and Recruitment Committee Update: The committee met this past Thursday and it was a good meeting. One member has been going to chapter house

meetings with his two daughters. When a member of the GMCS Board attends the Chapter meetings and attempts to discredit our school, this committee member informs them that this is not how it really is. The committee member has been working to nullify what the GMCS Board Member has been misreporting about our school. The Outreach committee wants to know about the increase decision as soon as it occurs so they could get to work on our behalf. Ms. Bracken asked Dr. Hunter to keep the Council up-to-date on the State Education Department allowing our school to add 20 more students.

- c. Reminder: CEO Evaluation at the March meeting. Ms. Brown will send out the documentation for Dr. Hunter's evaluation one or two weeks before the council meeting. For the March 2018 meeting, we will have an action item and Executive Session.

Ms. Mraz wanted to know about the status of the school's Policies and Procedures. Dr. Hunter explained that the Policies are up-to-date, except for the Student Handbook, which is undergoing collaborative revision.

Agenda IV Executive Session

- a. None

Adjourn

There being no other business, Ms. Bracken asked for a motion to adjourn. Dr. Sutliff moved to adjourn and seconded by Ms. Mraz to adjourn the meeting at 5:46 pm. The next meeting will be on the 20th of March 2018.



Lisa Bracken, Council President

3/20/2018

Attest:



Nellie Sheridan, Recording Secretary

03/20/2018

Date Approved 03/20/2018