**Minutes of the Governing Council Meeting**

Date: September 29, 2021 at 5:00 p.m.

Location: Middle College High School via videoconference

Meeting was a videoconference call with all materials available at mchsgallup.com

**Governing Council Members**:

Dr. Betty Sutliff, President – Present

Lisa Bracken, Vice President – Present

Monica Yazzie, Member – Present @ 5:11 pm

Dr. Matthew Mingus, Member – Present

Olin Kieyoomia, Member – Present

Agenda Item I

1. Call to Order-***Dr. Sutliff called the regular meeting to order at 5:03 pm.***
2. Roll Call video-declared open meeting, quorum was present for the meeting.

Agenda Item II

1. Approval of the September 29, 2021 Agenda: ***Dr. Sutliff asked for a motion to approve the agenda. Dr. Mingus moved to approve, Ms. Bracken seconded, roll call vote with all members in favor.***
2. Approval of the August 25, 2021 Governing Board Regular Meeting Minutes, as presented: ***Dr. Sutliff asked for a motion to approve, Dr. Mingus moved to approve, Ms. Bracken seconded, roll call vote with all members in favor.***

Agenda Item III

1. Public Comment: ***No public comments given.***
2. Teacher’s Report:  ***No teacher comments given.***
3. Counselor’s Report: ***Mr. Knowles reported he has been meeting with seniors and reviewing credits for graduation, inquiring about the student’s post-secondary plans and if they have taken the ACT or SAT. Students will be signing a Senior Agreement with a copy given to the student and another copy mailed to the parent(s). Preparations are being made to give the PSAT on Saturday, October 16, which occurs during fall break (no school on October 14 and 15). The ASVAB test will be given on October 8th. There will be a FAFSA presentation on October 21st from 5:30 pm to 7pm for seniors and their parents.***
4. Principal’s Report: ***Mr. Cunanan reported that the WIDA ACCESS testing for 16 students who are English Language Learners has been completed. Also reported was the school’s attendance rating at 96% from August 16 to September 20. Mr. Cunanan is preparing templates for 40th day reporting and will begin submitting the data templates on October 13th.***
5. GC Board Member’s Report: ***Dr. Mingus reported that some divisions will be shifting from UNM instructors teaching five courses to teaching four courses a semester. The spring schedule is being drafted and should go live in early November. Dr. Mingus would like to thank MCHS staff for the fairly high vaccination rates among the high school students which is around 73-74%, which is also higher than the non-high school student population rate which is around 55%.***
6. Business Manager’s Report
   1. Financial Report-Written: ***Written report presented by Ms. Katie Rarick. Ms. Yazzie asked if the school was covered by insurance to protect the organization from any lawsuits and is this in the school budget? Ms. Rarick answered that the D & O insurance is included in the Risk Insurance amount that MCHS pays every year in July.***
7. CEO’s Report-
   1. Consultation with Department of Diné Education: ***Dr. Hunter, Mr. Cunanan, and Ms. Thompson will be meeting with the department on October 13 and have developed a presentation to answer questions about school progress and to ask the department what kind of services they would like to see the school offer to students and families, the school is interested in any trainings and sharing any resources they may have. Dr. Hunter would also like to inquire if they have any opportunities for student internships, and plans to offer MCHS as a student teaching site for any college students studying to work in secondary education.***
   2. School Updates: ***Dr. Hunter is pleased with how the lunch program has gone so far. The meal service has been providing healthier, made-from-scratch lunch options. There is going to be a cost increase for lunch services due to transportation and packaging. Estimation seems to be a little under $500 a week for the remainder of the school year. Dr. Sutliff asked for a number of how many students are participating in the lunch service? Dr. Hunter responded that approximately 55 a day. Dr. Hunter also reports that he is happy with the teacher-led faculty professional development that happens each week. Dr. Hunter stated that Mr. Hill is in the process of updating the MOU with UNM because renewal is approaching.***
   3. Special Programs and National Honor Society: ***Dr. Hunter reported that National Honor Society is returning. Mr. Kempton has made the application available and has communicated this with the upper classmen in the Seminar classes.***
   4. PED Requirements and Updates: ***Dr. Hunter reported that a lot of information is and has been posted on the MCHS website, and that this is favored by the NMPED on how to communicate information and for us to get access to all available funds. The enhanced Covid safety protocols, Indian Ed Systemic Framework, Quarter 4 financials for transparency purposes, and various other required information.***
   5. Proposed Updates to By-Laws: ***Dr. Hunter reported that the board has been operating under the same by laws that were inherited from previous years. There have been no substantial changes in the current language. Maybe a couple of updates and revisions would make sense regarding the language of membership demographics and the election of officers. Dr. Hunter asked the members to review and offer any recommendations, edits, or revisions and send to Dr. Hunter or Dr. Sutliff. Dr. Hunter suggested to make revisions regarding one of the board members being either a current or former parent of an MCHS student. Ms. Bracken concurred, indicating that it worried her that the language was unclear and might be interpreted to mean that this member must be the parent of a current student, causing a need for frequent turnover. Dr. Sutliff stated that the original by laws also stated that the school servces grades 10th -12th and would need to be updated to say 9th -12th.***

Agenda Item IV

1. Action-Annual Election of GC Officers: ***Dr. Sutliff asked for any nominations for the office of President, Mr. Kieyoomia***

***nominated Dr. Mingus for President, Dr. Mingus accepted the nomination, Ms. Bracken seconded, Dr. Sutliff asked for a***

***roll call vote with all members in favor for Dr. Mingus to take the position of President. Dr. Sutliff asked for any***

***nominations for the office of Vice President, Ms. Yazzie nominated Mr. Kieyoomia for Vice President, Mr. Kieyoomia***

***declined the nomination. Ms. Bracken nominated Dr. Sutliff for Vice President, Dr. Sutliff accepted the nomination.***

***Dr. Sutliff asked for a roll call vote with all members in favor for Dr. Sutliff to take the position of Vice President. Dr. Sutliff***

***asked for any nominations for Secretary, Mr. Kieyoomia nominated Ms. Yazzie for Secretary, Ms. Yazzie accepted the***

***nomination.*** ***Dr. Sutliff asked for a roll call vote with all member in favor for Ms. Yazzie to take the position of Secretary.***

***Dr. Sutliff stated effective today, September 29, that Dr. Mingus is now President, Dr. Sutliff is Vice President, and Ms.***

***Yazzie is Secretary. Dr. Sutliff asked if Dr. Mingus and Ms. Bracken would like to continue as a member on the Finance***

***Committee and there were no other members to volunteer. Finance Committee will continue as is. Dr. Sutliff inquired if***

***Dr. Mingus wished to take over the present meeting or wait until the October meeting. Dr. Mingus affirmed that he would***

***begin the role of President starting with the October meeting.***

2. Approval of Student Physical Education Waivers with PED: ***Dr. Hunter explained that a Physical Education credit is***

***required for graduation, however, sometimes students cannot participate due to medical issues or various reasons. A PE***

***waiver must be approved by the Board, then submitted to the PED. There are three students for whom waivers***

***are being requested, so they will get the PE requirement waived. Dr. Sutliff asked for a motion to approve, Dr. Mingus***

***moved to approve the three waivers, Mr. Kieyoomia seconded, roll call vote with all members in favor.***

3. Approval of Face Mask Policy: ***Dr. Hunter explained that a face mask policy is required as part of the school’s***

***assurances to the state. In addition to the face mask policy, the school’s Covid safe practices must be posted to the***

***school’s website. The policy has to be a part of the school’s discipline policy for students. Dr. Sutliff asked for a motion to***

***approve, Ms. Bracken moved to approve, Ms. Yazzie seconded, roll call vote with all members in favor.***

4. Action Items-New Business

a. Approval of Check Registers, July WF Bank Rec, August WF Bank Rec, July Bento Bank, August Bento Bank Rec:

***Ms. Rarick presented the statements. Dr. Sutliff questioned the member renewal for MV Learning and what is it?***

***Ms. Rarick thought it was for a subscription. Ms. Rarick will further investigate.***

b. Approval of BARS:

i. 578-000-2122-0004-IB Lease Assistance $26,969

ii. ESSER III BAR

iii. Additional BARs

***Dr. Sutliff asked for a motion to approve, Ms. Yazzie moved to approve, Ms. Bracken seconded, roll call vote with all members in favor. Dr. Sutliff confirmed all BARS and financial documents presented have been approved.***

***No additional BARs to approve***.

c. Business Manager to complete Maintenance: ***Approval from board to allow Ms. Rarick to make necessary***

***adjustments to accounts as necessary. Dr. Sutliff asked for a motion to approve, Ms. Yazzie moved to approve, Ms. Bracken seconded, roll call vote with all members in favor.***

Adjourn: ***With no further business, a motion to adjourn was made by Mr. Kieyoomia, seconded by Ms. Yazzie, roll call vote with all members in favor. Meeting adjourned at 6:13 pm. The next regularly scheduled meeting is set for October 27, 2021 at 5:00 pm.***

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Dr. Betty Sutliff, Council President

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Recording Secretary