Minutes of the Regular Governing Council Meeting

Date: January 28, 2020 @ 4:00 PM

Middle College High School

Portable 1, Rm 2

705 Gurley Avenue, Gallup, NM 87301

***Governing Council Members:***

Dr. Betty Sutliff, President- Present

Lisa Bracken, Vice President- Present @ 4:06 P. M.

Mary Lou Mraz, Secretary- Present

Monica Yazzie, Member- Present

Dr. Matthew Mingus, Member- Present

Agenda Item I

1. Call to Order: ***Dr. Sutliff called the meeting to order @ 4:01 P. M.***
2. Roll Call declaring it an open meeting and that a quorum was present for the meeting.

Agenda Item II

1. Approval of the January 28, 2020 Agenda: ***Dr. Sutliff asked for a motion to accept the agenda. Ms. Yazzie moved, and was seconded by Dr. Mingus, all present were in favor.***
2. Approval of the December 10, 2019 Regular Governing Board Meeting Minutes, as presented. ***Dr. Sutliff asked for a motion to approve the minutes, Dr. Mingus moved and was seconded by Ms. Mraz, all present were in favor.***

Agenda Item III

1. Student Representative’s Report: ***Joshua Platero- No major issues, students getting started on second semester. One suggestion is that students be able to receive lunch in Gurley Hall, in addition to the current location in Portable #1.***
2. Parents’ Reports: ***Monica Yazzie- indicated classes are going well for her daughter, Dr. Sutliff- reported that she is glad that second semester is smoothly underway.***
3. Teachers’ Reports: ***R. Schali- Things are going well, there are a few changes. Students are excited about classes. MESA on Fridays, there are 2 teams designing projects for competition in Albuquerque, NM on 03/18/2020. There is a new course which is Renewable Energy, students are putting together model wind turbines.***

***Mr. Hunt- The semester is off to a great start, students are great. More collaboration between English, Science and Social Studies. Getting students ready for SAT, ordered drunk goggles for Driver’s Education class. Spending on resources to adapt to students’ needs.***

1. Counselor’s Report: ***T. Knowles- Working on students’ schedules, 97% done on getting student books and materials. Accuracy is better with doing own Powerschool data entry (rather than relying on school district), making sure it matches up with what UNM has.***
2. Principal’s Report: ***Mr. Cunanan- Good news out of 120 students/ 40 have earned a GPA of 3.75 or higher, and those students have made the Honor Roll.***

***On January 27, PED certified the 80th day reporting.***

***Preparing for the 120th day reporting with the window opening on February 13, 2020 and closing on February 26, 2020.***

***Juniors will be testing for SAT on Apirl 14, 2020, Sophomores will be testing for PSAT from April 14-16, 2020. Also Science exam for Juniors will be on April 12, 2020. These tests are state requirements.***

***From January 26 to March 06, 2020 1:1 testing will be taking place for the ELL (English Language Learners) students.***

1. GC Board Members’ Reports: ***Dr. Mingus- CTE going thru curriculum revision, should be completed by end of Fall Semester. Initial draft of master schedule should be ready in March. Dr. Hunter also mentioned that the lottery for MCHS will be held at the Board Meeting at the end of March.***
2. Business Manager’s Report
	1. Financial Report-Written- ***K. Brown- Anna Cress from k12 accounting was present and introduced at this meeting.***

***Written form of the Business Manager’s report is available and was opened up for questions. Ms. Yazzie questioned “How funding is obtained and allocated?” Ms. Brown explained that the primary funding is mostly from the state equalization guarantee, and summarized how that is calculated.***

8. CEO’s Report

* 1. Updates from Legislature and PCSNM- ***Right now short sessions are having conversations about budget. The House & Senate Committee are looking at three different budgets introduced by the Governor, Legislative Finance Committee & Public Education Department. They are wanting to mandate additional raises for Teachers, from 3 to 4%. Many districts and charters support this effort, but are pushing to see if the legislature will sufficiently fund this mandate.***

***Much new money has come in below the line, where charters who frequently have access to fewer grant sources would like to see more coming in above the line.***

***Dr. Hunter & Mr. Cunanan will be attending McKinley Day on Thursday.***

* 1. Lunch Reimbursement Program- ***In touch with Student Nutrition Bureau (SNB). Anna is registered with the SNB and is starting an application for meal reimbursement. Dr. Hunter is collecting data on Household Income, he will tabulate and plug into correct categories. Reimbursement will most likely start in Fall 2020.***

***Ms. Yazzie asked how lunches are being paid, lunches are being paid from Operational.***

***Dr. Mingus asked how many are being served daily, which is about 50- 60 students. Lunches were reduced from 90 per day to 70. New lunch vendor is owner of Fratelli’s Bistro.***

* 1. Facilities Maintenance and Repair- ***Mr. Johnty Cresto has been helping out. Dr. Hunter asked UNM facilities about re- graveling the lot and they are considering the request. MCHS will contract someone to install seamless gutters for better roof drainage that may alleviate the need for frequent shoveling and salting of the main walkway.***
	2. Site Visits—CSD and ECHS (2/27 and 3/24)- ***Charter School Division will be at MCHS on February 27, 2020, for their annual site visit and evaluation.***

***Early College High Schools (ECHS) meet every quarter, currently have them scheduled to visit MCHS on March 24, 2020. We should be expecting people from College & Career readiness, as well as leadership from other early college high schools. We will give them a tour, feed them, and host workshops.***

Agenda Item IV

1. Action Items-New Business

* 1. Approval of Accounts Payable Vouchers – ***K. Brown- Voucher #1066 is for payment to UNM- Gallup which includes several payments for space lease/ classroom space, Tuition for Fall Semester 2019, Text books for Fall 2019 & Postage. Another payment will happen at the end of this semester. The 2nd payment that was made to UNM- Gallup was for a missed student, which has been corrected. Question for payment to Gallup Chamber was a contribution for McKinley Day. Ms. Yazzie questioned transportation which is for students utilizing Navajo Transit, Zuni- Ashiwi and Gallup Express. Voucher #1053 was for payment to Flakcatcher (J. Cresto) for services such as safety audit & facility issues. Payment to ACES is for Services from K12 Accounting.***

***Ms. Yazzie moved, seconded by Ms. Bracken, all present were in favor for approval of accounts payable vouchers.***

* 1. Approval of Employee Out-of-State/In-State Travel; pre-approved by CEO

1. Rob Hunter; Albuquerque, NM; 12/30/19; Potential MCHS Gallup Development

2. Rob Hunter; Albuquerque, NM; 2/3/20-2/5/20; 2020 Conference: Pathways to the Legal Profession: Identifying, Advising, & Supporting Native American Pre-Law Students

3. Rob Hunter; Santa Fe, NM; 1/30/20-1/31/20; Gallup-McKinley County Day @ NM Legislative Session

4. Michael Cunanan; Santa Fe, NM; 1/30/20; Gallup-McKinley County Day @ NM Legislative Session

5. Michael Cunanan; Albuquerque, NM; 1/31/20-2/1/20, 2/28/20-2/29/20, 4/3/20-4/4/20; Administrator Leadership Development Program

***Ms. Bracken moved, and seconded by Dr. Mingus, all present were in favor of approval of Employee travel.***

* 1. Approval of Operating Reserves Policy- ***K. Brown- we need to have a target***

***Minimum operation reserve, which is recommended to cover at least one semester of operating expenses, while additional reserves can be built for planned capital projects.***

***Dr. Mingus moved, seconded by Ms. Mraz, all present were in favor of the approval of operating reserves policy.***

* 1. Approval of Revised 19/20 Resolution Regarding Signature Authority for Banking- ***K. Brown- Revising to add K12 Accounting staff.***

***Moved by Ms. Yazzie, seconded by Ms. Mraz, all present were in favor of approval of revised 19/20 resolution regarding signature authority for banking.***

* 1. Acknowledgement of 18/19 Financial Audit Report- ***K. Brown- This report is required. Audit complete, reviewed by New Mexico State Auditors office and release to the public. Board to acknowledge receipt and review of copy. The highlights: We were given an unmodified opinion which is the best you can have. The final section of the report shows no new findings.***

***Ms. Yazzie moved, seconded by Ms. Bracken, all present were in favor of the acknowledgement of 18/19 financial audit report.***

Agenda Item V

1. Discussion Items

a. Audit Committee: ***Dr. Hunter- Meets twice a year and has to be comprised of 2 Governing Council Members, a person with a financial background, CEO, and parent of a student. Recommended deadline is to identify “outside” audit committee members by next board meeting.***

***Need to start working with audit firm around March/April, Audit firm is whoever state chooses. There is one accounting firm for all state charters. Need two members from Governing Board, which will be Ms. Yazzie & Dr. Sutliff.***

***Dr. Mingus moved to enter into Executive Session, seconded by Ms. Mraz @ 5:10 P. M., all present were in favor.***

Agenda Item VI

1. Executive Session - The Board will meet in executive session on matters limited to discussion of real property for Middle College High School pursuant to NMSA 1978 §10-15-1(H)(8).

***The matters discussed in the closed meeting were limited only to those specified in the motion for closure. Ms. Yazzie moved to return from Executive Session, seconded by Ms. Bracken @ 5:21 P. M., all present were in favor.***

Adjourn:

***Next scheduled Board Meeting is set for February 25, 2020 @ 4:00 P. M.***

***Adjorn @ 5:23 P. M., moved by Ms. Mraz, seconded by Ms. Yazzie, all present were in favor.***

***Dr. Betty Sutliff, Council President***

***Michelle Etsitty, Recording Secretary***