

Minutes

Regular Governing Council Meeting

Date: February 12, 2019 5:00 p. m.

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- Not Present

Valerie Long, Secretary/ Treasurer- Present

Mary Lou Mraz, Member- Present

Dr. Betty Sutliff, Member- Present

Dr. Matthew Mingus, Member- Not Present

Agenda Item I

1. Call to Order: ***Mr. Major called the meeting to order at 5:09 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 February 12, 2019 Agenda: ***Mr. Major asked for a motion to accept the agenda. Ms. Mraz moved, and Dr. Sutliff second the motion to approve the agenda, all present were in favor.***
2. Approval of the December 18, 2018 Regular Governing Board Meeting Minutes, as presented: ***Mr. Major asked for a motion to approve the minutes, Dr. Sutliff moved and second by Ms. Mraz, all present were in favor.***

Agenda Item III

1. Action Items-New Business
 - a. Approval of Accounts Payable Vouchers: (K. Brown)- ***Voucher #1055- page 4, payment to Studio Southwest Architects. That payment was for E occupancy certificate. We were guided to use an Architect who knew the route and how to speed the process up. Voucher #1059- page 2, Large payment to In Accord PC this is 1st half of payment to law firm for which Mr. D. Ivy- Soto works, next invoice will most likely be sent in May. Only two invoices which stood out, opened up for questions. Dr. Sutliff asked about Xerox print charges. Charges might be due to # of copies.***

Motion to approve by Dr. Sutliff, second by Ms. V. Long, all present were in favor.

- b. Approval of Employee Out-of-State/In-State Travel; pre-approved by CEO
 1. Bobbie Shack; Albuquerque, NM; January 14, 2019; PED Language & Culture Bureau – Engaging English Learners: A School-wide Approach for Charter Schools
 2. Dr. Rob Hunter, Santa Fe, NM; January 20-21, 2019; Provide Testimony at Legislative Session
 3. Dr. Rob Hunter, Santa Fe, NM; January 31-February 1, 2019; Legislative Session: American Indian Day Activities
 4. Bobbie Shack, Santa Fe, NM; February 1-2, 2019; Provide Testimony at Legislative Session
 5. Dr. Rob Hunter & Bobbie Shack; Santa Fe, NM; February 8-9, 2019; Provide Testimony at Legislative Session
 6. Dr. Rob Hunter & Tim Knowles; Farmington, NM; February 19, 2019; Early College HS Meeting
 7. Dr. Rob Hunter; Santa Fe, NM; February 21-22, 2019; Legislative Session: Gallup Day

Minutes

Regular Governing Council Meeting

Date: February 12, 2019 5:00 p. m.

Middle College High School

Portable #1 Rm 2

705 Gurley Avenue, Gallup, New Mexico 87301

With the exception of # 6 & 7, all other travel has taken place.

Dr. Sutliff motion to approve all travel, second by Ms. V. Long, all present were in favor.

- c. Approval Budget Increase – Operational (11000)-18/19 Final Unit Value Adjustment: *(Kim)- Notified on January 30, 2019 of an increase of \$31.62. Went through budget and applied amount toward other accounts and got rid of deficit, cleaned up negative account balances. Motion to approve by Dr. Sutliff, second by Ms. Mraz, all present were in favor*
- d. Approval for Dr. Hunter to sign Restated and Amended Joint Powers Agreement with Cooperative Educational Services: *(K. Brown & Dr. Hunter): Dr. Hunter stated we use CES for a lot of things. Kim read what CES is and what they do. CES is amending JPA and that is why we need approval for Dr. Hunter to sign. Mr. Major asked about cost, which Mrs. Brown explained that when you initially sign on there is a \$300.00 fee which is a one time. Sign on occurred when Mr. Feldman was here. Dr. Sutliff moved, second by Ms. Mraz, all present were in favor.*
- e. Cooperative Educational Services:
- f. Approval of Business Pre-paid Card Program, and Policy & Procedure *Kim: Payments going to individual employees for purchases that a PO is not accepted. Example: New MexicoTech field trip, students meal had to be paid with credit card, which Dr. hunter paid using his personal card. And those expenses are reimbursed to Staff. Researched and found a company: Bent over businss. MCHS sends them a payment which establishes an account with them, they'll issue credit cards (prepaid) and purchases made are on that account that is established with them. Small entity 2 cards will do at no cost to us. Website interface to manage the cards, issue to Dr. Hunter and the other to MCHS so any staff going can take the card. You can go into interface and say on this day there can be charges not to exceed a certain amount. Card can be turned off and on. Before group goes on field trip they will need to do a Purchase order. If decided that account is going to be closed, reimbursement will be given back.*

Dr. Sutcliff motioned, second by Ms. Long and all present in favor.

Agenda Item IV

- 1. Student Representative's Report: *No student present to report, however there is a potential student Rep. who is sick.*
- 2. Parents' Reports: *Trying to stay on top of what's going on Politically. But as a parent the purpose is to follow thru and persevere.*
- 3. GC Board Members' Reports
Mr. Major- Emailed about trainings. Training is additional and board members are encouraged to attend.
- 4. Teachers' Reports: *Dr. Hunter reported. Ms. Shack passed her GIFTED endorsement assesement, now we have 2 GIFTED Teachers.*

Minutes

Regular Governing Council Meeting

Date: February 12, 2019 5:00 p. m.

Middle College High School

Portable #1 Rm 2

705 Gurley Avenue, Gallup, New Mexico 87301

5. Counselor's Report: **Mr. Knowles: On Thursday (02/14) McKinley County Bureau of Elections coming to Seminar to talk to Seniorss & register them to vote. On February 20, 2019 there will be a FAFSA night to assist in completing Financial Aid.**
6. Dean of School's Report:
Dr. Hunter reported about 120 day count, the final count of the year is on 02/13/2019.
7. Business Manager's Report
 - a. Financial Report-Written
Kim given in the form of a written report, opened up for any questions. Mr. Major asked about the progress on reserve policy, which at this time there in none.
 - b. 19/20 Budget Community Input
Kim- 01/24/19 Dr. Hunter held a meeting with Parents to update them on Legislative session. He gave a short presentation to parents, and the the 3 items covered were Food Services, Transportation & more degree avenues.
8. CEO's Report
 - a. Legislative Updates
Seen small victories up in Santa Fe specifically with Senate Bill 1, which is attempting to put a statewide cap on # of students that could attend a charter school. Matt Paul wanted people to advocate. Input was given and we were heart, there is no longer an enrollment cap. Presence at these hearings is good. Another small victory was Senate Bill 245 which changes lease reimbursement. McKinley Day is 02/21/2019, encourage to attend if possible.
 - b. Community Presence:
Running weekly ads in Gallup Independent and Navajo Times, anticipating more enrollment of about 60 students. Navajo Times advertisement will begin in March. Our FB page is up and running. Our Public Relations person is targeting specific demographics utilizing the FB page. The goal of this is good media presence.
 - c. ECHS Designation: **Expecting to receive ECHS status in Farmington next week.**
 - d. CEO's Evaluation in March: **Kim and Mr. Major will coordinate. Kim, Disseminate in March, actual evaluation will take place in April.**

Ms. Mraz moved to go into Executive Session @ 6:21 p.m., second by Ms. V. Long, all present were in favor.

Agenda V

1. Executive Session
 - a. The Governing Council Board will meet in Executive Session to discuss pending legal issues and potential/threatened litigation between Middle College High School and its authorizer, Gallup-McKinley County Schools. NMSA 1978 §10-15-1(H)(7).
The matters discussed in the closed meeting were limited only to those specified in the motion for closure. Ms. Mraz moved to close Executive Session, and second by Mr. V. Long @ 6:40 p.m., all present were in favor.
 - b. Potential action relating to Item V.1.a., above.
No action was taken regarding discussion.

Adjourn

Next scheduled Board Meeting is March 12, 2019 @ 5:00 p.m. Meeting was adjourned @ 6:47 p.m.

Minutes

Regular Governing Council Meeting

Date: February 12, 2019 5:00 p. m.

Middle College High School

Portable #1 Rm 2

705 Gurley Avenue, Gallup, New Mexico 87301

Anthony Major, Council President

Michelle Etsitty, Recording Secretary