Minutes of the Regular Governing Council Meeting

Date: June 24, 2020 at 5:00 PM

Middle College High School

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

***Governing Council Members:***

Dr. Betty Sutliff, President—Present

Lisa Bracken, Vice President—Present

Mary Lou Mraz, Secretary—Present (joined at 5:28)

Monica Yazzie, Member—Not Present

Dr. Matthew Mingus, Member—Present

Agenda Item I

1. Call to Order ***Dr. Sutliff called the meeting to order at 5:04 pm.***
2. Roll Call declaring it an open meeting and that a quorum was present for the meeting.

Agenda Item II

1. Approval of the June 24 Agenda: ***Dr. Sutliff asked for a motion to accept the agenda. Dr. Mingus moved, Ms. Bracken seconded, roll call vote with all members in favor.***
2. Approval of the May 26, 2020 Regular Governing Board Meeting Minutes, as presented: ***Dr. Sutliff asked for a motion to approve the minutes. Ms. Bracken moved, seconded by Dr. Mingus, roll call vote with all members in favor.***

Agenda Item III

1. Counselor’s Report: ***Mr. Knowles unavailable, working on student schedules and overrides.***
2. Principal’s Report: ***Mr. Cunanan indicated that End of Year reporting is completed, and that summer reporting is underway for 18 students who are continuing to take courses. He is also drafting an enrollment update form that students and families can complete online.***
3. GC Board Members’ Reports: ***None.***
4. Business Manager’s Report
   1. Financial Report-Written: ***Written report presented by Ms. Anna Cress.***

5. CEO’s Report

1. New Hires: ***Dr. Hunter informed the Board that two hires were made to fill vacant positions, English teacher and registrar. Mr. Collier Kempton has been hired to teach English. He and his wife will be relocating from Colorado in July, where she has been recruited by a former supervisor to teach in Zuni. Mr. Kempton recently completed his master’s degree at the University of Sussex in England. His photo and bio are already uploaded to the website. Ms. Yolanda Wargo joins us with 26 years in the field, most of which were spent at Gallup High. Her veteran expertise in managing student information systems will be extremely valuable as she fills the registrar’s seat.***
2. Updates from Special Legislative Session: ***Not as much to report as might have been expected. School year 2020-21 funding levels will remain pretty flat from previous year. A one-percent salary increase is mandated with an anticipated one-percent reduction in the SEG (final unit value from PED is due to be communicated by August 1). Next year’s salary increase of four-percent, approved by the Board previously, keeps MCHS in good shape, as the raise will more than cover the rising cost of insurance (in which no employee is allowed to be paid less in the upcoming year than was paid during the current year). But the legislature’s budget solution is potentially kicking the problem down the road, as cuts to school year 2021-22 are anticipated to be more significant. The school’s recent enrollment increase and awards from federal applications, however, are expected to provide a buffer against appropriated losses.***
3. Facilities: ***Estimated cost for new facilities construction is $225 per square foot (inclusive of land purchase). MCHS expects to hold a special meeting within the next 30 days to review and potentially revise the Operating Reserves Policy and to act on a proposed facilities plan. Dr. Mingus inquired if the school had any future plans to add staff and/or increase the percentage of instructional dollars. Dr. Hunter affirmed that this is a desired goal following the acquisition of a larger facility built to meet the recent and projected increases in enrollment, and that program space has been included in the square footage for anticipated additional staff.***
4. School Reentry Recommendations: ***In discussions with the school leadership team, MCHS has been planning to return in a hybrid model, with half-time face-to-face and half-time remote instruction. MCHS plans to split classes into smaller sections, to reduce the amount of student-to-student contact. This is especially necessary, given the smaller physical spaces of most classrooms. Guidance from PED, just released today, confirms that a hybrid model is the allowable way to return. Face masks and social distancing will be required, as well as daily temperature checks of all staff. The school has asked if flexibility will be given for families who do not wish for their students to return face-to-face. Preliminary responses indicate that this flexibility is likely to be granted.***

Agenda Item IV

1. Action Items-New Business

1. Approval of Accounts Payable Vouchers: ***Motion to approve by Dr. Mingus, seconded by Ms. Bracken with a roll call vote of all in favor.***
2. Approval of Revisions to GC Policy: ***This policy changes the dates of meetings to occur on the last Wednesday of each month. Motion to approve by Dr. Mingus, seconded by Ms. Bracken with a roll call vote of all in favor.***
3. Ratification of Revised 2019-20 Authorized Signers Resolution: ***Dr. Hunter explained that since Mr. Major moved away and Ms. Etsitty was no longer employed by MCHS, it was necessary to change the signatures on checks for banking, adding the signatures of current administrators. Ms. Mraz motioned to approve, seconded by Ms. Bracken with a roll call vote of all in favor.***
4. 2020-21 Authorized Signers Resolution: ***Motion to approve by Ms. Bracken, seconded by Dr. Mingus with a roll call vote of all in favor.***
5. 2020-21 Open Meetings Act Resolution: ***Motion to approve by Dr. Mingus, seconded by Ms. Bracken with a roll call vote of all in favor.***
6. Certification of Capital Assets: ***Motion to approve by Ms. Bracken, seconded by Ms. Mraz with a roll call vote of all in favor.***

Recognition of Service and Retirement: ***Dr. Sutliff acknowledged Ms. Mraz’s service to the Board, as this is Ms. Mraz’s final meeting as an MCHS Board Member. Ms. Mraz expressed that she will continue to advocate for MCHS and has enjoyed all that she has learned while in service to the School. Dr. Sutliff also acknowledged Ms. Brown, who is retiring as business manager. Board Members expressed their personal gratitude for Ms. Brown and her tireless service to the School.***

Agenda Item V

1. Executive Session—The Board will meet in executive session to discuss the CEO’s evaluation and contract pursuant to NMSA 1978 §10-15-1(H)(2). ***Motion to enter into executive session to discuss the CEO evaluation was made by Ms. Mraz, seconded by Dr. Mingus with a roll call vote of all in favor. Board entered into executive session at 6:29 pm, returning from executive session at 6:41, as motioned by Ms. Mraz and seconded by Dr. Mingus, with a roll call vote of all in favor. The Board announced that only those matters as indicated in the motion for closure were discussed.***
   1. Potential discussion and action on CEO’s evaluation: ***No action was taken related to the executive session. The CEO has completed the first year of the three-year contract that was approved last spring.***

***Meeting adjourned at 6:46 pm, following reiteration of a special meeting to occur in July. The next regularly scheduled meeting is set for August 26 at 5:00 pm.***

***Dr. Betty Sutcliff, Council President***

***Recording Secretary***