**Minutes of the Governing Council Meeting**

Date: August 31, 2022 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. Matthew Mingus, President – Present

Dr. Betty Sutliff, Vice President – Present

Monica Yazzie, Secretary – Not Present

Lisa Bracken, Member – Present

Olin Kieyoomia, Member – Not Present

Agenda Item I

1. Call to Order-Dr. Mingus called the 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 August 31, 2022 Agenda: ***Dr. Mingus asked for a motion to approve the agenda. Dr. Sutliff motioned to approve, seconded by Ms. Bracken. Roll call vote with all members in favor.***
2. Approval of the June 29, 2022 Governing Board Regular Meeting Minutes, as presented: ***Dr. Mingus asked for a motion to approve the minutes. Ms. Bracken motioned to approve, seconded by Dr. Sutliff. Roll call vote with all members in favor.***

Agenda Item III

1. Public Comment: ***No public comment***.
2. Teacher’s Report:  ***Mr. Hunt reported that a mandatory tutor time/study hall has been created for freshman in English and Math. The freshmen seem to appreciate the extra time to receive help. Mr. Hunt gives thanks for the approval for all the new textbooks and classroom materials that have been ordered. He also reported on school safety and that there will be an evacuation drill for students and staff this week. There have been discussions with Ms. Thompson to work with students to help them build skills to get into more college classes as they become Sophomores and Juniors. Students are working on how to build and send out professional emails to professors. It has also been decided as a staff that there will be a rotation of teachers to be in attendance to all board meetings.***
3. Counselor’s Report: ***Mr. Knowles reported that he attended a Counselor’s Conference last Friday at The University of New Mexico Main Campus in Albuquerque. College freshman enrollment was up 39% this year. Mr. Knowles also reported that in the upcoming week he will have a scheduled meeting with McKinney Vento and will update MCHS staff, faculty, and GC Board members on training. September ACT testing has been cancelled at UNM Gallup due to only having 4 students who signed up. 60 ACT fee waivers have been ordered and received. ACT fee waivers will be available to students who want to sign up for the October test. Mr. Knowles also spoke with an ASVAB representative to set up a day to do ASVAB testing for Juniors.***
4. Principal’s Report: ***Mr. Cunanan reported that MCHS is looking to replace students’ laptops as we are awaiting the award letter from the Emergency Connectivity fund grant that was applied for. Security software has been purchased so that the school can monitor the student's use of the internet, which is consistent with the State’s requirement to ensure that students learn safely, and stay focused and engaged in learning. Teacher software has also been ordered for teacher’s instructional needs. Lastly, the school's internet connectivity in the two portable buildings is being upgraded.***
5. GC Board Members’ Reports**: *Dr. Sutliff expressed concerned about UNM-Gallup's instructors teaching more online classes than she recalls from previous semesters. She would like to see more of the classes return to in-person. Dr. Mingus explained that part of this is due to specific departments having staff who work remotely from Albuquerque and, in some cases, out of state. While the institution recognizes the need to bring back more in-person courses, there are occasionally some instructors who have been given medical exemptions to teach online. In terms of UNM-G enrollment, he reported that UNM Gallup is about 7% up in student enrollment and 6% up in credit hours.***
6. Business Manager’s Report
	1. Financial Report: ***Written report presented by Ms. Rarick***.
7. CEO’s Report
	1. Commencement of 22-23 School Year: ***Dr. Hunter reported that MCHS is fully enrolled at 140 students and there is a waitlist, should it be needed. Professional Development each Friday has started with teachers. Teachers will be taking turns leading the PD meetings with readings. Teachers are identifying what text they want to share and that is designed to help improve teacher skills. Teacher evaluations have begun, with Dr. Hunter observing two of the three teachers this week, whose content areas are under his supervision. Mr. Cunanan will be evaluating the Math and Science teachers as well. Next year will be the school’s 5-year charter contract renewal and preparation for the renewal will start this year.***
	2. PED Updates: ***Dr. Hunter reported that an intensive attendance plan had to be submitted for having a particular subpopulation that is having a 10% or higher chronic absenteeism rate. Dr. Hunter confirmed with Mr. Cunanan that MCHS had a 97% attendance rate from the 2021-2022 school year. Dr. Hunter also reported that we are still working on transportation and working to meet with Secretary Steinhaus over this issue. The Public Charter Schools of New Mexico will be having a conference on December 8th and 9th. There will be Governing Board training hours available if Board members want to attend conference in-person. Dr. Hunter will send out information. He also mentioned about potentially returning to in-person board meetings for which a policy might be adopted that would allow GC members who must travel more than 30 miles to receive mileage reimbursement, which could be presented at the September board meeting.***
	3. Facility/LPA Update:  ***Dr. Hunter reported that all the approvals have been granted and finalized and anticipates construction is cleared to begin shortly. Mr. Cresto reported that T2 is waiting on final paperwork. Once that is received. a pre-construction meeting will be scheduled with all the relevant planners to establish lines of communication, expectations throughout the project. Fencing will be going up along the construction site along with job office trailer. Mr. Cresto explained that there are 2 items that are currently not on the bid. (1) furniture costs for the new building and (2) the Intercom and fire alarm systems. Mr. Cresto will look into local vendors. Dr. Hunter and Ms. Rarick mentioned that the furniture, intercom, and fire alarms costs could possibly be paid by Capital Outlay funds.***

Agenda Item IV

Action Items-New Business:

 1. Business Office Action Items

1. Discussion and Possible Action on June WF Bank Rec, June Bento Statement, June Check Register: ***Reports presented by Ms. Rarick. Dr. Mingus asked for a motion to approve financial documents as presented. Dr. Sutliff motioned to approve, seconded by Ms. Bracken. Roll call vote with all members in favor.***
2. Discussion and Possible Action on July WF Bank Rec, July Bento Statement, July Check Register: ***Reports presented by Ms. Rarick. Dr. Mingus asked for a motion to approve financial documents as presented. Dr. Sutliff motioned to approve, seconded by Ms. Bracken. Roll call vote with all members in favor.***
3. Discussion and Possible Action on BARs: ***BARs presented by Ms. Rarick. Dr. Mingus asked for a motion to approve the BARs as presented. Ms. Bracken motioned to approve, seconded by Dr. Sutliff. Roll call vote with all members in favor.***
	* 1. 578-000-2223-0001-I
		2. Additional BARS

Adjourn: ***With no further business, a motion to adjourn was made by Dr. Sutliff, seconded by Ms. Bracken. Roll call vote with all members in favor. Meeting adjourned at 5:54 pm. Next regularly scheduled meeting will be on Wednesday, September 28, 2022, at***

***5:00 pm.***

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Dr. Matthew Mingus, Council President

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Recording Secretary