**MINUTES**

**Six Directions Indigenous School Governing Council Special Meeting**

**14 June 2017**

**2055 NM-602, Gallup, NM 87301**

**In attendance:** Ben Soce, Madeline Leyba, Susan Estrada

**Absent:** Neomi Gilmore, Philmer Bluehouse

**Others in attendance:** Tom Genne, Lane Towery, Oliver Tapaha

1. Meeting opened at 5:36 PM
2. Roll Call
   1. Ben, Madeline, and Susan are present
   2. Philmer and Neomi are absent
3. Approval of the Meeting Notes
   1. Regarding the following: 5-3-17 Regular Meeting, 5-12-17 Special Meeting, 5-18-17 Special Meeting
   2. Motion to approve May 3 Minutes: Susan
   3. Yes: Madeline, Susan and Ben
   4. No: None
   5. Motion to approve May 12 Minutes: Susan
   6. Yes: Madeline, Susan and Ben
   7. No: None
   8. Motion to approve May 18th Minutes: Susan
   9. Yes: Madeline, Susan and Ben
   10. No: None
4. Public Comment
   1. Oliver introduces himself. Speaks about background and time teaching at SDIS. Describes current travels to graduation ceremony. Just earned Ph.D.
5. Reports
   1. Head Administrator Report (Tom Genné)
      1. Student recruitment: Only have slots in 6th and 7th grade (8th grade is full). Actively planning on retaining students. Talking about not limiting 6th and 7th grade enrollment.
      2. Staff recruitment: Some people are coming by the school and filling out applications. This week Lane’s position was clarified. Non-instructional support of head admin. Last week Tom was instructed to post position for Head Admin. He is working on that posting tonight.
      3. Facility update:
      4. Business services: progress will be reviewed later on in the meeting
      5. Contracts: Offered founding teacher a full time contract for next year.
      6. Policies: This year had demonstrated weaknesses in policies. One that is a concern is a leave policy. Tom drafted policy that would appear in staff handbook. We want to increase community engagement. Working to establish a family advisory committee (top priority for the coming school year).
      7. Other updates: School supplies are being ordered. We have contracted for curriculum development over the summer. We need to finish our GC training. Tom is going to do an hour of the arranged training for principal training.
      8. Questions: How do we encourage applicants to apply for the Head Admin position? Tom instructed Lane to get an application up. Lane can do that. We have not as a group had a discussion about the job description or application process. Lane is going to get something basic up. Tonight we will decide on description and application details. Tom things we should request a letter of interest/introduction and resume. That should be sufficient in order for us to decide whether or not we want to proceed.
6. At 6:05 PM Same Crowfoot joins and introduces. Current judge for the Zuni tribe and parent of SDIS student.
7. Reports continued:
   1. Finance Reports
      1. 2016-17 Detailed Expenditure Report. While a business manager can produce these reports, we have not received one from our current business manager. We see expected increases across the board on all line items. This one does not show staff increases but, since we’re going to increase enrollment, we will see staff increases. This budget reflects 85 students. State will not be funding based on new review programs but it will be adjusted according to enrollment. We know our 8th grade class will be filled after tonight’s lottery. We get reimbursement funds separate from operational funds. We will have to devote some operational funds to fill in difference (because this amount increases in relation to enrollment incrementally over time). There are questions about tax codes and leases. Tom can look into it. How does the 40th day of enrollment work? Monthly amount adjusts but that didn’t happen till February this past year. By increasing number of 6th graders, we are planning to hit our enrollment amount. We can move line items around as needed. Movement has to be approved. Current business manager resigned.
      2. Questions: Should we keep our business manager on our email chains. Yes, she needs to be able to train the next business manager. July checks need to be issued on time. Tom will make sure this happens.
8. Executive Session
   1. No need to move into Executive Session tonight
9. Action Items
   1. Staff Leave Policy: Our current policy is more like procedure. Tom could not find a policy specific to leave. Our current policy/procedure allows for annual leave (which shouldn’t be the case because teachers have summers off). We need at least 50 employees at an organization in order to have FMLA. Tom wrote a policy for our consideration and proposed revisions for the staff handbook. This list represents original holiday list. Vacation days do not need to be listed. We have a student absence policy that includes language surrounding culturally affiliated excused absences.
   2. Conditioned motion to approve new Leave Policy with revision to include culturally affiliated leave (using the language from student policy on excused absences): Susan
   3. Yes: Madeline, Susan and Ben
   4. No: None
   5. IDEA-B Application: We are applying for our Special Education student. We have developed an application. Coversheet shows how much we are requesting. If GC approves application, we will submit. This is their application that we fill out. The person we contract special ed services with right now helped us prepare the application.
   6. Motion to approve the IDEA-B application: Madeline
   7. Yes: Madeline, Susan and Ben
   8. No: None
   9. Naming the Tom Genné as the Clerk of the Governing Council
   10. Yes: Madeline, Susan and Ben
   11. No: None
   12. Move to name Head Administrator (generally, specific to the role rather than the person) as the Clerk: Madeline, Susan and Ben
   13. Yes: Madeline, Susan and Ben
   14. No: None
   15. Removal of Philmer Bluehouse as a GC member: We could reference our bylaws. According to our Bylaws (Article 1, Section 3, Part E, Part iii), GC members need to give prior notice before missing four meetings.
   16. Move to remove Philmer Bluehouse as a GC member in accordance with our Bylaws (Article 1, Section 3, Part E, Section iii): Susan
   17. Yes: Madeline, Susan and Ben
   18. No: None
   19. Addition of new member of the GC: Ben, Madeline, and Susan introduce self. Lane describes founding of the school. Oliver and Sam introduce selves. We have realized our strengths and weakness this year. We are here and we are committed. We are lacking legal experience. Sam cannot provide formal legal advice. He would also be learning about the educational arena. That’s okay. Go gets legal council from someone else. We are looking for input in general, on all fronts. We will also need to learn together as a board. Oliver describes extensive teaching experience. Oliver is interested in joining the board. Tom describes our responsibility (hiring an admin, not a passive advisory board, we hold fiduciary responsibility of oversight, the budget). Neomi resigned because of moving and work responsibilities. Philmer is being removed because he hasn’t been attending, not entirely sure why. Sam will be traveling a lot for work. There is a question about our lease. Our original lease was for five years (half the building we’re in). Since Western is pulling out of Gallup, we will either need to create an addendum or find a new facility. State law requires five GC members. We can call into meetings. We need to recruit for more GC members. All GC members are also required to do five hours of training. Next year we will need to do ten hours of training. Our budget pays for GC training.
   20. Motion to approve Sam Crowfoot as a new member of the SDIS governing council: Madeline
   21. Yes: Madeline, Ben, and Susan
   22. No: none
   23. Motion to approve Oliver Tapaha as a new member of the SDIS governing council: Susan
   24. Yes: Madeline, Ben, and Susan
   25. No: none
10. Discussion Items
    1. Madeline suggests that we move our next meeting to July 12th. We will announce.
    2. Tom has been in contact with other business management organizations. We will get more information at our next meeting. One-year contact and cost are reviewed. We are losing our business manager before our next meeting. We need someone for the transition. Current business manager is provided by NISN. If we want to reject the contract with NISN, we can sign a conditional contract so that we can transition seamlessly. We can pay for the months of service that we use them for. If we go with alternative option, money would need to come from SIDS budget. NISN will not be providing business management in the future. Vigil Group is proposed.
11. At 7:45 PM Same Crowfoot leaves.
12. Discussion Items Continued
    1. We can work the Vigil Group into our budget now. Ben directs Tom to pursue services with the Vigil Group.
    2. Thanks expressed to Sam and Oliver for joining the team.
13. Meeting closed at 7:50 PM.