**MINUTES**

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

**03 May 2017**

**2055 NM 602, Gallup NM 87301**

**In attendance:** Ben Soce, Madeline Leyba, Susan Estrada (via phone),

**Absent:** Neomi Gilmore, Philmer Bluehouse,

**Others in attendance:**

* Head Administrator, Dr. Fonda Charlie
* Director of Operations, Lane Towery

1. Meeting opened at 5:39pm. The mission was read and everyone present introduced themselves.
2. Roll Call
   1. Ben – Here
   2. Madeline – Here
   3. Susan – Here (one the phone because of work obligations in Albuquerque).
   4. Philmer – Not here
   5. Neomi – Not here
3. Approval of agenda:
   1. Agenda approved by acclamation
4. Approval of 4-05-17 Regular Meeting Minutes
   1. Motion to approve: Madeline
   2. Yes: Susan, Ben
   3. No: none
   4. Abstain: none
5. Approval of 4-26-17 Regular Meeting Minutes
   1. Motion to approve: Susan
   2. Yes: Madeline, Ben
   3. No: none
   4. Abstain: none
6. Public Comment
   1. No one is present, no requests for public were made.
7. **Reports**
   1. Financial Report from the Business Manager, Donna Overson
      1. Business Manager is not present
      2. Lane, please make your invitation to her more explicit so that she knows we expect her to attend.
   2. Head Administrator Report, Dr. Charlie
      1. April is a busy time with everything from the state.
      2. PARCC testing is completed as of yesterday. We had two students who were enrolled at Uplift. Those two students were never disenrolled from Uplift in the Pearson system, and so we could not give them the test.
      3. We had one other student who enrolled last week from Uplift, also.
      4. According to what Tom Genne reported to Lane, they should not count against our school.
      5. We still have NWEA test and the curriculum tests the state requires. And then the Tripod survey.
      6. Lane already put them on the calendar for the month of May.
      7. Incidents on students. We had the one incident involving drug paraphernalia which Lane informed you about. I was on leave, which Lane handled the best way regarding the policy. I won’t disclose their names here. The parents came back today because they got a letter from the county, I think from Juvenile Detention. In the future, we need to know the procedure for how that works.
      8. There was another incident shortly after that one, last week. A child claimed they were suicidal. I called 911. The police didn’t help. Apparently in the city there is no protocol for helping students in those cases. I called behavioral health to ask. They said to call the EMTs for diagnoses. I didn’t want to release to parents without doing everything we could. So, the EMTs came and took the student to the hospital for treatment. I think this student needs specific help, and they are seeing a counselor outside of school according to the parents. I think we need a protocol for students who are thinking about suicide. We have to take that statement literally from a student, so we need a protocol in place for how we handle it and who we call. First, the police. Second the medical authorities. This time revealed we needed a release from the parents to have emergency vehicles transport them. I had a certified teacher accompany this student so that we had custody until the family arrived. We should have in policy explicit how we handle that. A sheet that names the steps exactly, so that we’re not liable. I don’t want a parent to say we did something wrong. But the father was happy with our steps in this case. We are failing as SDIS in terms of supporting the emotional side of the child with counseling. We have involved behavioral health in Zuni, and I don’t know if the Navajo Nation has something here in Gallup. I had a parent come today to express that their child was not speaking with them and I recommended they seek counseling services. Those are the major things that happened.
      9. I attended the spring budget conference, which was really good for me. I would recommend the GC to attend. They have booklets for how to properly do the procurement process, claiming mileage, the basic things. I shared all that with our Secretary to keep her abreast. I know this year it isn’t perfect.
      10. Another thing I worked on this month is to work on making sure our contracts are better. We’re in non-compliance because we don’t say in contracts how much leave a person carries over. We could add that to the June meeting so that staff can carry over their leave. Right now if they don’t use it, they lose it. And that’s not fair to me. I’ve been working with NACA to try to use what they use with their teachers.
      11. For people that are non-certified, we need to either buy a time clock to clock in so that we can clock in and out. That’s something that needs to be figured out for next year. So anticipating that from the review items that I’m going to have to be grilled about. There’s still a lot of learn, and I’ve been listing priority items as to what we’ve done correctly and what we need to change for next school year.
      12. For the upcoming summer, I’ve got some BARs. The Title I is one of them. The biggest thing I saw this year was that teachers gave a lot of time for tutoring after school and on weekends, so I set aside a portion of Title I for that, and also for reading and math support. What thing we’ve talked about: how are kids who are getting Fs going to get caught up? We’d like to use Title I to buy Edgenuity, which is a credit recovery program. We encourage students and families to log onto Schoology to check their grades. One thing we need to do better about next year is mid-term grades so that we can document that we’ve communicated that to parents. If a parent comes back at the end of the year, and says we haven’t communicated that, even though they have constant ability to check. So we need to mail one out. The school decided to use Schoology, so we have to figure out if there is a way to create mid-term reports. Josh said he would look into it.
      13. The child that went to IHS, are they back in school?
      14. Yes, that student is back now.
      15. I wanted to add that WNMU is closing on June 3rd and they made a request for the tables and chairs that we have to be donated. I don’t want to rely on that, but they submitted two weeks ago, so we’re waiting to hear on that.
      16. But in the Highly Operating Charter Schools grant we got, we have 23,000 for equipment. This money, we have to get in all our requisitions in in two weeks. Marilyn is working on identifying tables and chairs for us.
      17. Our Humanities and STEAM teachers have created a wish list for 6000 of that grant for resources. Dreambox math program is one that we know we’re requesting.
      18. In regard to contracts: when are those expected to go out?
      19. Well, I have the sample already. I would like to give them next week. But I don’t know how New Mexico does it. Some wait until the budget is completely approved. Or we go ahead and give it to them hoping everything goes through. So, I respect to the board, I don’t want to put you in a position where you have signed contracts if the budget doesn’t go through ok. On the basis of what I have learned, I would give it out next week and they have 15 days to decide. As for my contract, that is something that you all put on your agenda when you feel that you want to negotiate that and I don’t know what procedure you all will take in regards to that. For the other stuff, I can do that next week if I have your support on that.
      20. Have you done intent letters?
      21. We did. I was flexible with people. But some people didn’t turn theirs in until two weeks after it went out
      22. Are they given a staff handbook?
      23. The staff handbook and student handbook is on the Drive, and the staff members were made aware of that before I was here.
      24. Does the staff handbook state days of carry over? Or days of vacation?
      25. No, it doesn’t. It doesn’t say days of vacation. In New Mexico usually teachers get two days up front and then one more day each month. I was curious about that for my contract, also. And it didn’t say in my contract.
      26. Is there an attendance record for everyone in the office?
      27. Yes, there is. And for the summer, we need to figure that out so that someone is here. People could do four tens if they wanted. It will just be Marilyn, Lane and me on contract this summer. I wanted to see if other two members are interested in that. We would be taking care of our own time here. If we don’t take no leave then we would submit the full forty hours to Donna.
   3. Director of Operations Report, Lane Towery
      1. The PSCOC Application was recently announced and is due May 17th. We have a big decision to make about facilities. I know you all had requested to learn more about Uplift’s facility. We have a tight timeline to consider. Also, we’ll need to now consider that WNMU is electing to move out of their facility.
      2. We will be able to adopt inventory from Uplift since they are closing. This include the donation of kitchen equipment, which their Governing Council elected to give to give to us. They will in the future put out inventory regarding tables, chairs, computers, everything else they have. So that could help us, as well, if the tables and chairs from WNMU don’t come through.
      3. What about transportation for next year?
      4. As you all know, we have to be able to show data about the number of students in transportation before we can get reimbursed. That means we have to figure out a way to pay for transportation up front. As you all saw in the budget, especially the way it has been reduced with no new program units, we do not have any money reserved for transportation. If we wanted to commit ourselves to this as a priority for next year
8. **Executive Session**
   1. Consideration for approval to convene in executive session pursuant to the Open Meetings Act NMSA 1978 (§10 – 15 – 1 (H) (2)) regarding limited personnel matters for the purpose of action regarding an addendum to the contract between the Governing Council and the Head Administrator, Dr. Fonda Charlie.
      1. Motion to enter executive session regarding limited personnel matters: Susan
      2. Yes: Madeline, Ben
      3. No: none
      4. Abstain: none
      5. Motion to come out of executive session: Madeline
      6. Yes: Susan, Ben
      7. No: none
      8. Abstain: none
      9. Motion to not approve the addendum to the contract: Ben
      10. Yes: Madeline, Susan
      11. No: none
      12. Abstain: none
9. **Action Items**
   1. Action regarding approval of two student field trips, May 10th to Grants, NM and May 22nd to Santa Fe, NM.
      1. In the future, we need to know at least 10 days ahead of time on the chaperone list so that we can cover them on insurance. We don’t have parents confirmed for this. It will be $84 and is coming from the line item for insurance and field trips.
      2. What funds are this coming from?
      3. It is the Running Strong Grant for the first one and a Davis Foundation grand for the second.
      4. Motion to approve the two trips: Susan
      5. Yes: Madeline, Ben
      6. No: None
      7. Abstain: none
   2. Approval of business travel for the Head Administrator, Dr. Charlie, to attend the Technical Budget Review in Santa Fe, NM May 11th.
      1. Will Donna be attending also?
      2. Yes, she will.
      3. I’m curious because we have had issues raised about the budget. So will you be receiving information about the budget or will you be representing the budget?
      4. I’m new to this process, but there will be 26 questions that we will have to answer. In my opinion, because you all changed it line item by line item you all should send someone to represent your decisions because only you can represent the conditional items that you changed.
      5. I asked Donna to look into it, you can choose to send someone besides the Governing Council President.
      6. Susan, would you be available?
      7. What time does it start?
      8. 8:30 or 9:00 on May 11th.
      9. How long will it last?
      10. I’ve heard anywhere from 1.5 hours to 4 hours.
      11. I’m taking the next week off of work, so I’m a little nervious about getting time off, but I can request it.
      12. Madeline: if you absolutely can’t, let me know and I’ll see what I can do because I’ll be on a plane coming back from a conference and I’ll need to change my flights.
      13. Motion to approve Dr. Charlie’s travel: Susan
      14. Yes: Madeline, Ben
      15. No: none
      16. Abstain: none
   3. Approval of Budget Adjustment Requests (BARs)
      1. Bar #12 for an increase in revenue of $1000 for the Dream Starter / Running Strong Grant, to be used for recording equipment and field trip expenses.
         1. Motion to approve BAR #12: Madeline
         2. Yes: Susan, Ben
         3. No: None
         4. Abstain: None
      2. Additional BARs as needed to close out the fiscal year.
         1. This will be just to close out the books for this school year. You would be giving blanket approval for BARs between today and June 30th, the end of the fiscal year. Donna asked us to get all our Purchase Requisitions in within the next two weeks.
         2. What is the item I see here about an increase in revenues for Title I?
         3. That will be the increase for next year. We just found this out. As mentioned in my previous report, I’d like to put this toward additional compensation to cover tutoring.
         4. The rest are for this school year?
         5. Yes. And this is to get it on our books so that we can actually use the money.
         6. Motion to approve any necessary BARs to close out the fiscal year from now until June 30th: Susan
         7. Yes: Madeline, Ben,
         8. No: None
         9. Abstain: None
   4. Action regarding approval of a Responsible use of Technology Policy
      1. I’ve read this policy three times in a row. I think Neomi has had plenty of time to see it.
      2. Motion to Approve: Susan
      3. Yes: Madeline, Ben
      4. No: None
      5. Abstain: None
   5. Action regarding approval of a McKinney Vento Complaint Policy
      1. We have not finalized a policy.
      2. Motion to table it until next meeting: Susan
      3. Yes: Madeline, Ben
   6. Action regarding approval of the draft Governing Council Code of Ethics
      1. Motion to approve our draft GC code of ethics: Susan
      2. Yes: Madeline, Ben
      3. No: None
      4. Yes: None
10. **Discussion Items**
    1. Discussion about planning for upcoming Technical Budget Review
       1. We discussed them some already.
       2. Susan, you will request time off and if you can’t, Madeline you will be on standby?
       3. I’ll try, but that will be a big cost if I have to try to change flights.
       4. I will request time off tomorrow.
       5. I would like to see the questions. Can we get those?

Motion to close the meeting: Madeline

Yes: Ben, Susan

No: none

Abstain: none

Meeting closed at: 8:15pm