

Agenda/ Minutes of Hózhó Academy Governing Council

Date: September 25, 2018

Time: 8:00 pm

Location: 104 E. Aztec Ave., Gallup, NM 87301

Meeting Type: Regular Special Proposed Approved

I. Meeting was brought to order at 8:08 pm

II. Pledge of Allegiance led by J. Boucher

III. Roll Call

[SECRETARY]

Members:	Present	Absent
Jeremy Boucher	x <input type="checkbox"/>	<input type="checkbox"/>
Erin Montano	x <input type="checkbox"/>	<input type="checkbox"/>
Amanda Tanner	x <input type="checkbox"/>	<input type="checkbox"/>
Brinn King	x <input type="checkbox"/>	<input type="checkbox"/>
Eric James	x <input type="checkbox"/>	<input type="checkbox"/>
Rebecca Boucher	<input type="checkbox"/>	x <input type="checkbox"/>

Other Attendees: [Patrick T. Mason, Juliane Hillock, Katie Rarick, Becky Holland, Nicholis Wagner]

IV. Approval of Agenda:

[CHAIRPERSON]

Action Requested: Approve agenda

Motion: motion to approve the agenda by Tanner

Second: by King

Amendments: [BLANK]

x **Unanimous** or **Ayes:** **Nays:**

V. Approval of Consent Agenda Items

[CHAIRPERSON]

Action Requested: Approval of minutes from 9/6 meeting

Motion: Motion to approve minutes from September 6th meeting by King

Second: Second by James

No correction or objection: [BLANK]

x **Unanimous** or **Ayes:** **Nays:**

VI. Comments from the community:

a. none

VII. Open Action Items

a. none

VIII. New Action Items

a. Long Term Substitute Teacher salary/position

Action Requested: Approve Substitute teacher

Motion: Motion to approve long term substitute teacher policy where teachers will be paid a minimum of \$15 with max salary to be commensurate with already established licensed teacher pay scale by Montano

Second: by King

Discussion: Need a policy in place for minimum pay for long term substitute with additional pay for someone with more experience and or qualifications. This would be helpful for our existing long term substitute teachers. Doesn't need a salary chart can be discretionary. Budget is covered for these positions based on the instructional hours submitted to PED.

x **Unanimous** or **Ayes:** **Nays:**

b. Residency Determination Approval

Action Requested: Approve Residency Determination

Motion: Motion to approve residency determination based on family's providing proof of a lease, mortgage, utility bill, and if not then choose 2 options from the Hozho list by Montano

Hozho Academy Proof of Residency Documents

1. Current real property rental or purchase agreement

Or

2. Utility bill; Does not include cell phone bills (*must be dated within 60 days*)

Or any two of the following:

1. Current Insurance bill, card, or binder
2. Local property tax statement

3. Original documents from a city, county, state, tribal or federal government organization attesting to the fact that the applicant is a New Mexico resident
4. New Mexico medical assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency.
5. Document evidencing eligibility and proof that the applicant is currently receiving services from a non-profit organization qualified pursuant to Section 501(c)(3) of the Federal Internal Revenue Code of 1986 provided the document displays the applicant's address
6. NM Public Assistance card with address on card, letter from issuing agency that came with card showing name and address, or profile printout from issuing agency.
7. Bank or credit card statement *(must be dated within 60 days)*
8. Employment pay stub containing applicant's name and address *(must be dated within 60 days)*
9. Documentation from an education institution such as a transcript, report card or enrollment confirmation. *(must be dated within 60 days)*
10. Living with someone else: Resident has a utility bill and signs an "address verification form" notarized statement that child is living with a resident in the District.

Second: by King

Discussion: Decision on ways to determine residency of our students that will be compliant with the states regulation. Drivers license is not sufficient due to our proximity to the Arizona state border. Utility bill or lease will be sufficient and if a family cannot provide one of these then they can select 2 options from list we provide based on the policy we write, #4 from Rio Rancho list and add to MVD list.

x **Unanimous** or **Ayes:** **Nays:**

c. Mentor Stipends

Action Requested: Approve stipends for mentors

Motion: motion to approve \$500 stipend policy for mentors per mentee by

James

Second: by Tanner

Discussion: Every teacher who is a new teacher in the state of New Mexico must have a level 2 teacher licensed in New Mexico to be their mentor with the mentor receiving a stipend per mentee per year. Observations are made and logs created by mentor of mentee.

x **Unanimous** or **Ayes:** **Nays:**

d. After School Program Instructor Stipends

Action Requested: Approve After school program stipends

Motion: motion to approve after school program stipends policy of \$15 minimum up to the teachers current salary hourly rate.

Second: by James

Discussion: Some teachers are providing additional after school classes.

Discussion of setting minimum pay for stipends at \$15 an hour up to the teachers current rate dependent on their salary. Already built in to budget.

x **Unanimous** or **Ayes:** **Nays:**

IX. Finance Committee Report

e. Financial Presentation [EdTec]

Potential financial problem would occur in February, our SEG will be cut in half due in January due to smaller enrollment than what the initial projection was. Some money will be made up from our free and reduced lunch, CSP grant, and Daniels fund. Non profit side of the school will have numbers to present to the board about fundraising hopefully by December.

X. School Principal Report [Juliane Hillock, Principal]

f. Discussion of possible education cooperative with 6 Directions

i. Dr. Rob Hunter with Middle College and Stephanie Bacenti with 6 Directions and Juliane Hillock met to possibly help each other with things such as food, transportation, lobbying effort, and contracting for certain services. Just a conversation at this point.

g. Discussion of exterior lighting at school building

i. Site improvements are specific to things that you can “take with you”. Possibly could put motion lights on the building. Will look into building light fixtures or possibly deem them “security lights” into CSP grant.

h. Gallup Express is working out well for now- still need to work something out for a more permanent option.

i. Need to determine enrollment periods for 2019-2020 school year- board may want to consider a fall and spring enrollment periods. Would also help budget that will need to be submitted in May.

Enrollment is 119 with possible additions made this week. Cyle Balok has been shuttling the food for the free and reduced meals from Rehoboth. November 7th first visit from the state will happen. Estancia Valley uses ACR to help them with their Stars reporting which we may want to hire for the first submission. Formation of a Parent organization is something that has been discussed.

XI. Other Report

j. **Governance** – [Blank]

k. **Audit** –

- i. **Bank Reconciliation-** needs to be reviewed and signed by Julianne and board treasurer every month as well as the check register needs to be reviewed and signed and file them to avoid fraud.
- ii. **PO process by Ara Green** is very well organized. There is nothing with bids at this time to review. Contract potentially needs to be included with the security PO because it is a service.
- iii. **Employee Files-** still waiting on background checks on teachers to be fully processed by the state. Need to have them finished by the 30th day but the state has been slow at sending formal document. Finger prints were taken at the beginning of September.

l. **Other Committees** – [Blank]

XII. Other Business and Announcements

XIII. Training (Time Permitting)

m. [Blank]

XIV. Adjourn

Motion: motion to adjourn by James

Second: by King

Discussion: [Blank]

x **Unanimous** or **Ayes:** **Nays:**

Meeting adjourned at 9:34 pm