

**EAST MOUNTAIN HIGH SCHOOL
GOVERNING COUNCIL MINUTES**

June 24, 2019

I. CALL TO ORDER

Chair Brent McCall called the regular meeting of the 2018-19 East Mountain High School Governing Council at 6:03pm in the EMHS Community Conference Room. Council members present were, Brent McCall, Susan Millsap, Karen Thompson, Michael Wismer, Douglas Darner, Harley McDaniel and Lindsay Schwebke. Brad Hosmer and James Salsbury were absent. In addition to GC members, the following were in attendance: EMHS Principal-Elect Trey Smith, EMHS Vice- Principal Amanda Millea, and community members Cathy Kidder, Michele Velarde and her daughter Katelyn.

II. APPROVALS

A motion was passed unanimously to approve a modified agenda which included moving items D&E from New Business to the top and adding a discussion of the charter renewal process; approval of the minutes from May 20, 2019 meeting.

New Business

- D. Future Governing Council Meetings will be held in the Community Room
 - More room for public participation
- E. Establish Governing Council Recognition of Excellence
 - Add recognition of excellence on the part of students, faculty and public participation as appropriate to meeting agendas.

III. OPENING COMMENTS

Chair Brent McCall spoke about the fact that Principal-Elect Trey Smith takes over his new position as Principal on July 1, 2019.

Chair McCall also relayed a message from Monique Siedschlag thanking the Governing Council for their support over the years.

IV. REPORTS [Highlights, Questions, Comments]

- a. Ex-Officio Council Members and Staff
 - 1. Faculty Representative Report – Stephanie Schuette
 - Ms. Schuette was not present so there was no report.
 - 2. Foundation Report-Lindsay Schwebke
 - The Foundation may use the local newspaper to advertise upcoming events.

- The Foundation will form a Trust to create an endowment.
- Foundation has hired an attorney to assist with the formulation of a trust and to help with revamping their bylaws.
- Attorney has proposed providing services for both the Foundation and the School. This may be a topic for future consideration.
- There is a possibility for a facilitator for the July 20th Strategic Planning Session with the Foundation and the Governing Council.

3. Principal's Report – Trey Smith

- Update and handout on New Principal Orientation Checklist.
- Acting Principal Update with handout. Mr. Smith covered the following topics:
 - Transition
 - Hiring
 - Facilities
 - Policies
 - Foundation
 - Upcoming School Year
 - Faculty Survey & attached draft
 - Leadership Teams
 - Evaluation System (Peer Assistance Model)
 - Leadership Cabinet/Administrative Council
 - Role of Staff rep to GC
 - HR/Personnel Team

B. Council Committee Reports on Activity

1. Finance/Budget/Audit – Chair, Michael Wismer

- Presented the Encumbrance report. As of June 4, 2019 there is \$522,550.24 Available Operational Fund Budget in the Operational Fund and the remaining unencumbered budget is \$44,175.24.
- May bank statements and financial were reviewed and reconciled.
- The following Budget Adjustment Requests were approved by the NM Public Education Department:
 - Doc. ID: 001-024-1819-0029-M
 - Doc. ID: 001-024-1819-0033-1
- The Foundation provided a copy of the Foundation Financial Policy Manual to the members of the Finance Committee for review.
 - Pursuant to EMHS/GC Policy D-110: Education Foundation, the Finance Committee reviewed the EMHS Foundation Financial Policy Manual and found it fulfills accountable fiscal management practices aligned with GAAP (Generally Accepted Accounting Principles) for a 501 © 3 non-profit organization.
- On behalf of the EMHS Finance Committee, a motion was made, seconded and passed that the Governing Council approved the review of EMHS Foundation Financial Policy Manual submitted to the Finance Committee on June 19, 2019.

2. Facility & Asset Management – Chair, Principal Smith
 - The hallway floor in building 3 is being repaired
 - Water leak in the ceiling of Building 4; insurance claim filed

V. PUBLIC COMMENT and RECOGNITION

Michele Velarde introduced herself as a parent of an incoming freshman, her daughter Katelyn. Ms. Velarde stated she was pleased to be a part of the East Mountain High School community.

VI. OLD BUSINESS- None

VII. NEW BUSINESS

- A. July 20th Foundation/Governing Council Joint Retreat.
- B. Discussion of Policy Governance.

Chair McCall provided handouts and led a discussion “Carver’s Policy Governance Model in Nonprofit Organizations. He provided an overview covering the following topics:

- Why I bring Policy Governance Forward for consideration
- Core Principles of Policy Governance
- Recommended next steps

Chair McCall asked that each GC member read the handout provided for future discussions.

VIII. CLOSED SESSION/OPEN SESSION

- A. Consideration for Approval to Adjourn to Closed Session Pursuant to the Open Meetings Act relating to the Principal evaluation discussion in closed session.

Chair Brent McCall requested to convene in closed session. Board member Wismer made a motion and Board Member Darner seconded the motion. The roll-call vote resulted in agreement to convene in closed session for the purpose of discussing the Principal Evaluation form with the board members McCall, Wismer, Millsap, Thompson, Darner, McDaniel and Schwebke voted for approval of the motion. The meeting proceeded into closed session at 8:03pm.

A motion was passed to reconvene into Open Session and a roll call vote was taken with unanimous approval of all present to return to open session at 8:39pm. Chair McCall stated the only matter discussed in the closed session was the Principal evaluation. No action was taken.

IX. FINAL COMMENTS & ANNOUNCEMENTS – None

X. ADJOURNMENT.

A motion was made and seconded that this regular meeting of the Governing Council be adjourned. The motion was approved unanimously, and the Chair declared the meeting adjourned at 8:41pm.

GOVERNING COUNCIL MEETING

Next Regular Meeting

Monday, July 22, 2019 – 6:00-8:30 p.m.

Brent McCall, Chair

Michael Wismer, Secretary