

**Minutes of Regular Meeting  
The Board of Education  
Gallup McKinley County Schools  
March 19, 2018**

A Regular meeting of the Board of Education of Gallup McKinley County Schools was held March 19, 2018, beginning at 6:00 PM in the cafeteria of David Skeets Elementary School, Rt. 45 Jones Ranch Road, Vanderwagon, NM 87326.

**BOARD MEMBERS PRESENT:**

Charles Long, President  
Christopher Mortensen, Vice President - absent  
Michael W. Schaaf, Secretary  
Kevin Mitchell, Member  
Priscilla Manuelito, Member

**NEWS MEDIA PRESENT:**

Shaquana Desiderio, Gallup Independent

**GUESTS**

Sarah Curley

**STAFF MEMBERS PRESENT:**

Mike Hyatt, Superintendent  
Pauletta White, Assistant Superintendent of Student Services  
Jvanna Hanks, Assistant Superintendent of Business Services - absent  
Tim Bond, Assistant Superintendent of Support Services - absent  
Gerald Horacek, Assistant Superintendent of Curriculum and Instruction  
Joan Nez, Recording Secretary

**CALL TO ORDER – PLEDGE OF ALLEGIANCE - ROLL CALL**

Charles Long called the Board of Education meeting to order at 6:00 p.m. on Monday, March 19, 2018, in the cafeteria of David Skeets Elementary School, Rt. 45 Jones Ranch Road, Vanderwagon, NM (Four board members were present for roll call)

**APPROVAL OF AGENDA**

Michael Schaaf moved the agenda be approved, with amendments to remove item 6.b as presented. Upon roll call vote, motion carried unanimously. (Four board members present and voting)

- a. Recognition (Student, Staff and Other) - none

Charles Long asked for a moment of silence for the late Joshua Harvey, Gallup Central High School student.

**APPROVAL OF MINUTES**

Michael Schaaf moved the minutes of the Board of Education regular meeting of March 5, 2018 meeting approved as amended. Upon roll call vote, motion carried unanimously. (Four board members present and voting) The amendments were to have legal opinion on “deconsolidation and redistricting”, and have the superintendent talk with Secretary of Education from PED prior to the meetings. The listening tour will not reflect redistricting or deconsolidation.

**APPROVAL OF CONSENT AGENDA ITEMS**

Priscilla Manuelito moved the consent agenda items be approved as presented. (4a, 4b, 4c, 4d, 4e, 4f) Upon roll call vote, motion carried unanimously. (Four board members present and voting)

- A. Approval of Student Activity Travel: CONSENT
  1. Crownpoint Elementary, 50 students, 3 chaperons, Holbrook, AZ, April 12, 2018 to see the Petrified Forest. (JOM) Trip 17727
  2. Thoreau Mid, 98 students, 9 chaperons, Durango, CO, May 4, 2018 to visit Fort Lewis College. (JOM) Trip 17262
  3. Thoreau High School, 41 students, 4 chaperons, Anaheim, CA, May 11-15, 2018 for a Senior Trip and tour Northern Arizona & California Institute of Technology. (JOM) Trip 17690
  4. JFK Mid, 38 students, 7 chaperons, Ganado, AZ, March 27, 2018 to visit the Hubble Trading Post as to experience Navajo history and art. (JOM) Trip 17737
  5. Crownpoint Elementary, 64 students, 3 chaperons, Holbrook, AZ, April 10, 2018 to see the Petrified Forest. (JOM) Trip 17728

- 6. Navajo Pine High School, 40 students, 4 chaperons, UNM, Albuquerque, NM, April 26-27, 2018 for University of New Mexico Campus Tour. (JOM) Trip 17698
- B. Approval of Out-of-State/In State Travel: CONSENT Board Policy D-3150(10.8.1-10.8.8) Travel Approved by Superintendent
  - 1. Mavis Yazzie, Thoreau High, Tulsa, OK, April 7-13, 2018 to attend the National Johnson O'Malley Conference. (JOM)
  - 2. Nemia Tan, Hannah Streeter, Tohatchi Mid, Voorhees, NJ, April 29, 2018-May 2, 2018 to attend Bureau of Education Research Two Day Trainer Institute.
  - 3. Rachel Rodriguez, SSC, Washington, DC, April 9-12, 2018 for EdWeek Leaders to Learn From. (No Cost to District)
- C. Financial Section - CONSENT
  - 1. 2017-2018 Budget Decrease
  - 2. 2017-2018 Budget Increase
  - 3. 2017-2018 Budget Adjustment Requests (Intra-Transfer)
  - 4. 2017-2018 Budget Adjustment Requests (Inter-Transfers)
  - 5. Current Bills - Operational, Federal Projects, Food Services, Other
- D. Approval of Student Waivers for NPHS Students from PED - CONSENT
- E. Approval of Student Waivers for Ramah High School Students from PED - CONSENT
- F. Approval the Declaration of Surplus Vehicles as presented by staff - CONSENT

**\*4. 2017-2018 BUDGET**

**DECREASE**

**I. It is recommended that the following 2017-2018 Budget Decrease be approved.**

Fund		Present Budget	Decrease	Adjusted Budget	JUSTIFICATION/PURPOSE
Fund	14000				
Description	Instructional Materials	\$ 897,581.00	\$40,303	\$ 857,278.00	2017-2018 Decrease
Fund	25145				
Description	Title VIII Special Ed	\$ 1,950,940.00	\$2,448	\$ 1,948,492.00	2017-2018 Decrease
Fund	25147				
Description	Title VIII Set Aside	\$ 13,357,421.00	\$56,277	\$ 13,301,144.00	2017-2018 Decrease
Fund	25157				
Description	GRADS Day Care	\$ 81,053.00	\$126	\$ 80,927.00	2017-2018 Decrease
Fund	31701				
Description	Capital Improvement SB-9	\$ 5,986,910.00	\$209,294	\$ 5,777,616.00	2017-2018 Decrease

**\*4. 2017-2018 BUDGET**

**INCREASE**

**I. It is recommended that the following 2017-2018 Budget Increase be approved.**

Fund		Present Budget	Increase	Adjusted Budget	JUSTIFICATION/PURPOSE
Fund	12000				
Description	Teacherage	\$ 689,092.00	\$65,500	\$ 754,592.00	2017-2018 Increase
Fund	13000				
Description	Transportation	\$ 5,092,010.00	\$20,427	\$ 5,112,437.00	2017-2018 Increase
Fund	13000				
Description	Transportation	\$ 5,092,010.00	\$35,418	\$ 5,127,428.00	2017-2018 Increase
Fund	21000				
Description	Student Nutrition	\$ 8,582,335.00	\$547,160	\$ 9,129,495.00	2017-2018 Increase
Fund	21010				
Description	Summer Lunch	\$ 180,218.00	\$182,038	\$ 362,256.00	2017-2018 Increase
Fund	23022				
Description	Non-Budgeted	\$ 532,091.00	\$110,307	\$ 642,398.00	2017-2018 Increase
Fund	23023				
Description	Non-Budgeted-Paul Hanson Scholarship	\$ 37,362.00	\$4,817	\$ 42,179.00	2017-2018 Increase
Fund	24108				
Description	New Mexico Autism Project	\$ -	\$6,000	\$ 6,000.00	2017-2018 Increase

Fund	3100	<b>Present Budget</b>	<b>Increase</b>	<b>Adjusted Budget</b>	<b>JUSTIFICATION/PURPOSE</b>
Description	Revenue Bond Building	\$ 10,095,451.00	\$306,268	\$ 10,401,719.00	2017-2018 Increase
Fund	31500	<b>Present Budget</b>	<b>Increase</b>	<b>Adjusted Budget</b>	<b>JUSTIFICATION/PURPOSE</b>
Description	Impact Aid	\$ 1,072,891.00	\$20,000	\$ 1,092,891.00	2017-2018 Increase

**\*4.2017-2018 BUDGET ADJUSTMENT REQUESTS (INTRA-TRANSFERS)-**

**Same Function**

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>	<b>LOCATION</b>	<b>JUSTIFICATION/PURPOSE OF TRANSFER</b>
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**Operational-Vocational(11000)**

Supply Assets <\$5,000	General Supplies & Materials	\$ 102.00	Gallup High	To provide funding to purchase paint for class projects.
<b>Total:</b>		<b>\$ 102.00</b>		

**Operational-Athletics/Activities(11000)**

General Supplies & Materials	Supply Assets <\$5,000	\$ 1,040.00	Miyamura High	To provide funding to purchase equipment for baseball.
<b>Total:</b>		<b>\$ 1,040.00</b>		

**Operational-Departmental(11000)**

General Supplies & Materials	Other Charges	\$ 500.00	Personnel	Fees for notary bonds for staff of Personnel.
<b>Total:</b>		<b>\$ 500.00</b>		

**Title I (24101)**

Dental	Base Salaries	\$ 522.00	Kennedy Mid	Adjusting estimated salaries to actual.
Education Retirement	Base Salaries	\$ 10,801.00	Kennedy Mid	Adjusting estimated salaries to actual.
ERA-Retiree Health	Base Salaries	\$ 1,554.00	Kennedy Mid	Adjusting estimated salaries to actual.
FICA	Base Salaries	\$ 1,974.00	Kennedy Mid	Adjusting estimated salaries to actual.
FICA	General Supplies & Materials	\$ 3,038.00	Kennedy Mid	To provide funding to purchase additional instructional supplies for classrooms.
Health/Medical Premiums	General Supplies & Materials	\$ 1,362.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Health/Medical Premiums	Supply Assets <\$5,000	\$ 9,545.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Life	Supply Assets <\$5,000	\$ 58.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Medicare Payments	Supply Assets <\$5,000	\$ 1,172.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Software	Supply Assets <\$5,000	\$ 16,287.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Unemployment Ins. Prem.	Supply Assets <\$5,000	\$ 51.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Vision	Supply Assets <\$5,000	\$ 114.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Workers Comp. Emp. Fee	Supply Assets <\$5,000	\$ 36.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Workers Comp. Prem.	Supply Assets <\$5,000	\$ 1,113.00	Kennedy Mid	To provide funding to purchase additional instructional equipment for classrooms.
Software	Professional Development	\$ 1,750.00	Tohatchi Mid	To provide funding for Teachers Professional Development.
Substitutes	Professional Development	\$ 6,240.00	Tohatchi Mid	To provide funding for Teachers Professional Development.
Unemployment Ins. Prem.	Poperty/Liability-Ins	\$ 62.00	SSS	To adjust line item to actual.
<b>Total:</b>		<b>\$ 55,679.00</b>		

**Entitlement IDEA B (24106)**

Software	Professional Development	\$ 2,500.00	SSS	To provide funding to adjust estimated budget to actual.
Software	Supply Assets <\$5,000	\$ 145,000.00	SSS	To provide funding to adjust estimated budget to actual.
Software	General Supplies & Materials	\$ 255,000.00	SSS	To provide funding to adjust estimated budget to actual.
Base Salaries	Professional Development	\$ 40,000.00	SSS	Adjusting salary and benefits from estimated budget to actual.
Additional Compensation	Professional Development	\$ 20,000.00	SSS	Adjusting salary and benefits from estimated budget to actual.
Student Travel	Education Retirement	\$ 180.00	SSS	Adjusting salary and benefits from estimated budget to actual.
Student Travel	ERA-Retiree Health	\$ 26.00	SSS	Adjusting salary and benefits from estimated budget to actual.
Student Travel	FICA	\$ 323.00	SSS	Adjusting salary and benefits from estimated budget to actual.

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Student Travel	Medicare Payments	\$	76.00	SSS	Adjusting salary and benefits from estimated budget to actual.
Health/Medical Premiums	Unemployment Ins. Premium	\$	146.00	SSS	Adjusting salary and benefits from estimated budget to actual.
<b>Total:</b>		\$	<b>463,251.00</b>		
<b><u>Title III-English Language Acquisition(24153)</u></b>					
Software	General Supplies & Materials	\$	60,000.00	SSS	Adjusting estimated budget to actual.
<b>Total:</b>		\$	<b>60,000.00</b>		
<b><u>Title VIII Special Education(25145)</u></b>					
Health/Medical Premiums	Base Salaries	\$	300.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	Education Retirement	\$	181.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	ERA-Retiree Health	\$	25.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	FICA	\$	66.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	Medicare Payments	\$	15.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	Unemployment Ins. Premium	\$	17.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	Workers Comp Premium	\$	24.00	SSS	Adjust salary & benefits from budgeted to actual.
Health/Medical Premiums	Prop/Liab Insurance	\$	156.00	SSS	Adjust salary & benefits from budgeted to actual.
Other Contract Services	Fixed Assets>\$5,000	\$	25,000.00	SSS	Adjust estimated budget to actual.
Software	Fixed Assets>\$5,000	\$	10,000.00	SSS	Adjust estimated budget to actual.
General Supplies & Materials	Fixed Assets>\$5,000	\$	151,071.00	SSS	Adjust estimated budget to actual.
Supply Assets <\$5,000	Fixed Assets>\$5,000	\$	180,000.00	SSS	Adjust estimated budget to actual.
Health/Medical Premiums	Unemployment Ins. Premium	\$	50.00	SSS	Adjust estimated budget to actual.
<b>Total:</b>		\$	<b>366,905.00</b>		
<b><u>Medicaid(25153)</u></b>					
Health/Medical Premiums	Education Retirement	\$	2,900.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	ERA-Retiree Health	\$	425.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	FICA Payments	\$	1,300.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	LIFE	\$	35.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	Medicare Payments	\$	300.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	Unemployment Ins. Premium	\$	70.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	Workers Comp. Fee	\$	5.00	SSS	Adjusting estimated budget to actual.
Health/Medical Premiums	Workers Comp Premium	\$	300.00	SSS	Adjusting estimated budget to actual.
General Supplies & Materials	Fixed Assets >\$5000	\$	92,000.00	SSS	Adjusting estimated budget to actual.
Supply Assets <\$5,000	Base Salaries	\$	20,000.00	SSS	Adjusting estimated budget to actual.
<b>Total:</b>		\$	<b>117,335.00</b>		
<b><u>Pre K Initiative(27149)</u></b>					
Base Salaries	Additional Compensation	\$	3,000.00	SSS	To provide funding to adjust estimated budget to actual.
Base Salaries	Unemployment Ins. Prem.	\$	300.00	SSS	To provide funding to adjust estimated budget to actual.
Base Salaries	General Supplies & Materials	\$	20,677.00	SSS	To provide funding to purchase curriculum supports for the class
Base Salaries	General Supplies & Materials	\$	11,482.00	SSS	To provide funding to purchase curriculum supports for the class
Dental	General Supplies & Materials	\$	2,885.00	SSS	To provide funding to purchase curriculum supports for the class
Education Retirement	General Supplies & Materials	\$	4,581.00	SSS	To provide funding to purchase curriculum supports for the class
ERA-Retiree Health	General Supplies & Materials	\$	2,307.00	SSS	To provide funding to purchase curriculum supports for the class
FICA	General Supplies & Materials	\$	3,905.00	SSS	To provide funding to purchase curriculum supports for the class
Health/Medical Premiums	General Supplies & Materials	\$	43,886.00	SSS	To provide funding to purchase curriculum supports for the class
Life	General Supplies & Materials	\$	24.00	SSS	To provide funding to purchase curriculum supports for the class
Medicare Payments	General Supplies & Materials	\$	913.00	SSS	To provide funding to purchase curriculum supports for the class
Vision	General Supplies & Materials	\$	7,517.00	SSS	To provide funding to purchase curriculum supports for the class
<b>Total:</b>		\$	<b>101,477.00</b>		
<b><u>Capital Improvement-SB-9-Site Base(31701)</u></b>					

General Supplies & Materials	Supply Assets <\$5,000	\$	436.00	Indian Hills	To provide funding to purchase portable radios, batteries, chargers
General Supplies & Materials	Supply Assets <\$5,000	\$	7,000.00	Kennedy Mid	To purchase computers and office equipment.
<b>Total:</b>		\$	<b>7,436.00</b>		

**\*4.2017-2018 BUDGET ADJUSTMENT REQUESTS (INTER-TRANSFERS)-**

**Different Function**

<b>FROM ACCOUNT</b>	<b>TO ACCOUNT</b>	<b>AMOUNT</b>	<b>LOCATION</b>	<b>JUSTIFICATION/PURPOSE OF TRANSFER</b>	
<b><u>Pre K Initiative(27149)</u></b>					
Dental(1000)	Land Improvements(4000)	\$	9,749.00	SSS	To provide funding to purchase playground equipment for Rocky Program.
<b>Total:</b>		\$	<b>9,749.00</b>		

**STUDY CIRCLE**

- A. Public Comment - none
- B. Reports
  - 1. Superintendent Report

Mike Hyatt has two presentations tonight, a new program contracting substitute teachers and a counseling update on how we work with staff and students, an awareness topic professional wise.

a. ESS Presentation

Sandra Lee presented partnering with a new program on managing substitute teachers and game workers. Educational Staffing Solutions (ESS) is a national K-12 Human Resources company designed specifically to help school districts find more high quality substitute staff beginning April 16, 2018. ESS will be responsible for recruiting, credentialing, hiring and managing all substitute teachers in the district.

b. Counseling Update

Mary Lindenmeyer, coordinator for counselors. She discuss training on executive function, recognize and address the difficulties, fidgety back to attention, student assistant team, facilitate and have teachers write the program, through YRS, it states anti-bullying needs to be addressed. She also listed several on-going meetings and trainings. Priscilla Manuelito requested resources to be made available in rural area schools.

2. Board Reports (Meetings, Conventions, Conferences, Training Sessions)

Kevin Mitchell attended local cultural event at Miyamura High School.

Priscilla Manuelito attended the budget meeting along with Chris Mortensen, work session on school safety and the cultural night at Miyamura High School.

Charles Long highlighted the school safety work session and would like to see a continuing session. He has notice changes at Crownpoint High School.

3. Notices and Communication

- a. April 2, 2018 ~ Board Meeting (Board Room)
- b. April 7-9, 2018 ~ National School Board Conference (San Antonio, TX)
- c. April 16, 2018 ~ BOE Meeting (Turpen Elementary)
- d. April 26, 2018 ~ Region I Meeting (Farmington, NM)

**OLD BUSINESS** - NONE

**NEW BUSINESS**

A. Approval of the Adopted Health Textbooks starting School Year 2018-2019 - ACTION

Michael Schaaf moved the Approval of the Adopted Health Textbooks starting School Year 2018-2019 be approved as presented. Upon roll call vote, motion carried unanimously. (Four board members present and voting: Kevin Mitchell-yes, Priscilla Manuelito-yes, Michael Schaaf-yes, Charles Long-yes)

Gerald Horacek presented the adoption of the textbooks timeline. Each school sites had a committee, variety of samples were ordered from the state’s recommended list, the committee attended the adoption display and presentation, textbooks were on display in the boardroom and parents were surveyed on their choices, the textbooks were on displayed at five difference county sites, teachers completed the content rubrics, scores were tallied to identify the textbook to be adopted and is submitted to the board for final approval. For elementary is the Great Body Shop, the Children’s Health Market, Inc. and for secondary is the Teen Health and Health, McGraw-Hill School Education, LLC is the publisher. Public Education Department’s contract period for this adopted material is from school year 2018-2019 to school year 2023-2024.

B. Approve the Permanent Cash Transfers as listed on NM PED form 994 Cash Transfer Request – ACTION PULLED

C. Acknowledgement of 2016-2017 Audit Report - ACTION

Michael Schaaf moved the Acknowledgement of 2016-2017 Audit Report be approved as presented. Upon roll call vote, motion carried unanimously. (Four board members present and voting: Kevin Mitchell-yes, Priscilla Manuelito-yes, Michael Schaaf-yes, Charles Long-yes)

J.J. Griego, CPA, Griego Professional Services, LLC presented the independent auditors' report entailing the report on financial statements, management's responsibility for the financial statements, auditor's responsibility, opinion, other matters required supplementary information and other reporting required by Government Auditing Standards for 2016-2017. There are four findings comparison to thirteen the year before and the staff is to be commended.

Priscilla Manuelito stated that she is available to be part of the audit and budget committee.

Charles Long stated this audit report is a useful tool the board and administration can use positively in our school district. He also commended the staff for a job well done.

**ADJOURN**

There being no further business Michael Schaaf moved the meeting be adjourned. Upon roll call vote, motion carried unanimously. (Four board members present and voting) Meeting adjourned Monday, March 19, 2018 at 7:35 p.m.

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Charles Long, President

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Michael Schaaf, Secretary

Recorded by  
Joan Nez  
March 19, 2018