

**McCurdy Charter School Governance Board Meeting
at Los Alamos National Laboratory Foundation
1112 Plaza Del Norte, Espanola, NM 87532
Thursday, January 23, 2014
6:00 pm**

Meeting Minutes

1. WELCOME & CALL TO ORDER

Chairperson Deborah Bennett Anderson called the meeting to order at 6:12 pm.

2. ROLL CALL OF MCS GOVERNANCE BOARD

Board Secretary Chris Martinez took roll call.

Members Present: Chairperson Deborah Bennett Anderson, Vice-Chairperson Crystal Espinoza, Secretary Chris Martinez, Treasurer Nancy O'Bryan, Member Beulah Sandoval.

Members Absent: Member Anthony Sena.

Others present: Director Janette Archuleta, Director's Assistant Alison Watt, Business Manager Myrna Garcia, Business Consultant Deanna Gomez, and Rio Grande Sun Reporter, Lindsey Bright.

APPROVAL OF AGENDA*

Motion to approve the agenda was made by Beulah Sandoval. Motion was seconded by Treasurer Nancy O'Bryan. Motion carried unanimously.

3. APPROVAL OF MINUTES* (1.8.2014)

Motion to approve the minutes from the Governing Board meeting on 1-8-2014 as written was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion was carried unanimously.

5. OPEN FORUM

Rose Gallegos, parent of an 8th grade student, expressed her unhappiness in the suspension of JV Coach George Martinez. She also stated that she is unhappy with the academics at MCS. She would like someone to investigate the coach's suspension. She gave the board a copy of her comments to the personnel handbook, her email to Director Archuleta, and Director Archuleta's response. Chairperson Anderson expressed her appreciation towards Ms. Gallegos for her comments. Director Archuleta suggested that Ms. Gallegos meet with Principal Quintana. Director Archuleta scheduled Monday at 10 am to meeting regarding her academic concerns. Community member Angelique Herrera stated that she was unhappy as to how the suspension of George Martinez was handled. Chairperson Anderson said that there are some communication issues that need to be addressed. Ms. Herrera asked for clarification regarding the employee policies that apply to coaches.

6. McCURDY MINISTRIES UPDATE

There was no Ministries update.

7. FINANCIAL MANAGEMENT

7.1 BAR approvals*

BAR # 547-000-1314-0009-I, 2013-2014 Increase BAR IDEA Entitlement. Business Manager Myrna Garcia presented this BAR. This BAR accesses IDEA B Funds from FY 12-13 for additional benefits in the amount of \$84,607.86. This money will be used to pay the employee benefits for our educational assistants and the invoices for our special education ancillary service providers. Motion for recommendation of approval was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

BAR # 547-000-1314-0010-T, 2013-2014 Transfer BAR IDEA Entitlement. Business Manager Myrna Garcia presented this BAR. Special Education funds were moved from ancillary providers to classroom support. MCS purchased the SEAS software management system for our Special Education program with these funds. Motion for recommendation of approval was made by Crystal Espinoza and seconded by Beulah Sandoval. Motion carried unanimously.

BAR # 547-000-1314-0012-IB, 2013-2014 IDEA B "Risk Pool" INITIAL BUDGET. Ms. Garcia presented this BAR for \$1,145.00 of additional funding for special education students who require additional funding. Motion for recommendation of approval was made by Nancy O'Bryan and seconded by Chris Martinez. Motion carried unanimously.

BAR #547-000-1314-0013-I, 2013-2014 INCREASE BAR PRIVATE DIRECT GRANT FROM LOWES "TOOLBOX FOR EDUCATION." McCurdy Charter Elementary School was selected to receive a 2013 Lowe's Toolbox for Education grant in the amount of \$2,040.00. Ms. Garcia congratulated Kiva Duckworth-Moulton for the grant award. These funds will be used to build a shelter for the parent pick up area near the Elementary School. Motion for recommendation of approval was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

BAR #547-000-1314-0015-D, 2013-2014 DECREASE BAR ENGLISH, LANGUAGE, ACQUISITION. Title III Funds, decrease. Ms. Garcia stated that we will decrease the budget by \$1,458.63. Director Archuleta said that, in the future, because our program generates a small amount of funds, we will need to join a consortium of other schools to pool Title III resources, and would need to hire instructors with TESOL endorsement to support the program. Motion for recommendation of approval was made by Nancy O'Bryan and seconded by Beulah Sandoval. Motion carried unanimously.

BAR #547-000-1314-0016-I, 2013-2014 Increase BAR CHARTER SCHOOLS START UP FUNDS. Increase in \$92,411.11 from a reallocation of start-up funds for charter schools. Funds will be used for instructional materials and classroom and school technology. Director Archuleta described how the funds are prioritized and submitted an itemized plan for the use of the funds. Motion for recommendation of approval was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

7.2 Contracts*

7.2.1 Food Vendor Contract

RFP/Contract for a Food Service Management Company. Start date of contract is 1/24/2014. Director Archuleta presented the contract. The required RFP process was followed. The contract has been approved by the PED General Counsel. The contract is renewable with up to four 1-year renewals without requiring a new RFP process. Motion for recommendation of approval was made by Beulah Sandoval and seconded by Crystal Espinoza. Motion carried unanimously.

Open Forum meeting attendees departed.

7.3 Financial Update*

Business Consultant Deanna Gomez presented an overview of the financial reports that she will be preparing for the Board. The board was sent an electronic version of the 145 page report compiled by Ms. Gomez. The update was given on behalf of MCS, not on behalf of the PED. Ms. Gomez presented a one page Financial Summary, followed by supporting documentation.

Ms. Gomez said that the current set-up in the accounting management system is overly detailed, and she will be simplifying the chart of accounts.

Director Archuleta stated that we have already processed the decrease BAR for our SEG Fund for the difference between budgeted student enrollment of 554 students and actual student enrollment of 540 students.

Chairperson Anderson requested training for the board within the next 30 days, after February 1, 2014. Ms. Gomez said she would be happy to provide a financial training for the Board.

Treasurer O'Bryan requested that Ms. Gomez present a report that shows the percentage of budget exhausted to date. Ms. Gomez said that she would do that. Ms. Gomez stated that the athletic department has made big improvements with their procurement process. Ms. Gomez stated that the business office is getting on track. Chairperson Anderson asked if there is any accounting of the business hours required to operate the athletics programs.

Chairperson Anderson asked about the Student Nutrition program update. Myrna Garcia said that she started sending out student nutrition invoices today. Director Archuleta stressed the importance of having families pre-pay for the student nutrition program meals so that operational funds are not being used to pay for the student nutrition program while we await for parents to pay for meals.

Chairperson Anderson suggested that the financial training for the board be scheduled on a Friday morning, and suggested that we do the training at the LANL Foundation. Ms. Gomez said that there will be some Form 941 and W-2 corrections due to payroll errors in FY13. The business office is starting to be up-to-date. Chairperson Anderson thanked Ms. Gomez for all her assistance.

Business Manager Myrna Garcia departed.

8. POLICY/BYLAWS DEVELOPMENT & REVIEW

8.1 Annual Resolution

Chairperson Anderson presented a draft Annual Resolution required by the Open Meetings Act to specify the days of the month for our monthly Governance Board meetings. The following changes are to be made to the Resolution 001-14:

Item #1, national should be capitalized to National; Item #2, the agenda will be available at least 72 hours prior to the meeting; Item #4, change the word form to from, and a period to the end of the last sentence; Item #5 change paragraph to item; Item #6, change paragraph to items. Item #6, add the word National. Motion for recommendation of approval of the resolution as amended was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion was carried unanimously.

8.2 Indian Policies and Procedures

Alison Watt suggested the addition of Tesuque and San Ildefonso Pueblos, and the consolidation of Ohkay Owingeh (San Juan Pueblo).

Amendment: #5 MCS will annually gather information with sufficient time for review at the NAPC public hearing. #6 MCS will annually consult and involve parents.

Treasurer O'Bryan suggested that we add the NAPC survey to the returning student registration form at the beginning of the year. In the last sentence, add the word additional before the word procedures. Motion for recommendation of approval of the MCS Governance Board Policy K-001: Indian Policies and Procedures as amended made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

8.3 Student Membership for 2014-15

Director Archuleta presented the section of the Charter that states that the Board will determine by open vote the number of students to be admitted the following year. Ms. Archuleta recommended changing the total number of students enrolled in grades 7 and 8 to 48. This item will be voted on at the first Governance Board meeting on February 5, 2014.

9. PERFORMANCE

9.1 Director's Summary

Ski program is in process at the Elementary and Secondary. 6th graders participated in the Six Pack Drug Prevention program sponsored by Rio Arriba County. Rio Arriba County transported the students. MAPS testing is underway. AdvancEd surveys are underway. We have 16-20 students participating in the newly formed JROTC program. Mr. Money is facilitating the JROTC. Ms. Archuleta said that we hope to offer Civil Air Patrol classes for our middle school students next year. Chairperson Anderson suggested the activation of a student Rotary Group. Member Sandoval expressed the need for the students who signed up with the hospital auxiliary to follow through with their commitment. Director Archuleta said that she had passed this information on to Mr. Ashman. Member Sandoval said that there are 7 new auxiliary youth volunteers. Ms. Roslyn Martinez from the hospital auxiliary said she was communicating with Mr. Paules.

Staff reported at 9:30 am yesterday due to the security concern. The response team did a debriefing. Plans were made for today. The Elementary and Secondary staff met to plan for the return of students. The principals gathered feedback regarding communication with parents. Principal Kiva Duckworth-Moulton had 5 phone calls from parents, Principal Chelamia Quintana had no emails or phone calls from parents. Attendance was low at the secondary school today. A random sampling was done to determine how students received information regarding the school closure due to the safety incident. Principal Quintana is researching a mass communication system for notifying parents regarding school closures, etc. Chairperson Anderson suggested that it may be better to impart more information to parents regarding the incident. Chairperson Anderson stated that Director Archuleta took the correct response to the incident.

9.2 School Advisory Committee Update

Some of the Board members attended last week's SAC meeting. The SAC is working on getting science support for the Secondary school. Secretary Martinez asked that MCS communicate with LANL community relations office to facilitate this science support.

10. EXECUTIVE SESSION

Motion was made to enter Executive Session by Crystal Espinoza and seconded by Nancy O'Bryan. A roll call vote was taken by Chris Martinez. Vote was unanimous. Deanna Gomez, Alison Watt, and Lindsey Bright departed. Executive Session began at 8:23 p.m.

11. RESUME REGULAR SESSION

Regular session was resumed at 9:42 p.m.

12. GOVERNANCE BOARD COMMENTS

12.1 Gala Sponsorship

A motion was made by Crystal Espinoza for the Board to sponsor a \$500.00 table at the McCurdy Ministries Gala. Motion was seconded by Beulah Sandoval. Motion carried unanimously.

12.2 Next Meeting Dates

Next Governance Board Meeting date will be on Wednesday, February 5, 2014.

13. ADJOURN

Motion to adjourn was made at 9:49 pm by Crystal Espinoza and seconded by Nancy O'Bryan. Motion carried unanimously.