

**McCurdy Charter School Governance Board Meeting  
at Los Alamos National Laboratory Foundation  
1112 Plaza Del Norte, Espanola, NM 87532  
Thursday, December 18, 2013  
6:00 pm**

**Meeting Minutes**

**1. WELCOME & CALL TO ORDER**

Chairperson Deborah Bennett Anderson called the meeting to order at 6:10 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, and Member Beulah Sandoval.

**Members Absent:** Member Anthony Sena.

**Others present:** Director Janette Archuleta, Director's Assistant Alison Watt, NM PED Assigned Business Management Consultant, Deanna Gomez. Business Manager Myrna Garcia arrived late. Rio Grande Sun Reporter, Lindsey Bright arrived late.

**APPROVAL OF AGENDA\***

Motion to approve the agenda with an amendment to strike item 9.2, School Advisory Committee Update, and add item 9.3 PEC Update, was made by Nancy O'Bryan. Motion was seconded by Chris Martinez. Motion carried unanimously.

**3. APPROVAL OF MINUTES\* (12.4.2013)**

Motion to approve the minutes from the Governing Board meeting on 12-4-2013, with the following amendment: Correct the number of BAR #547-000-1314-0007-1B, 2013-2014 Initial Budget LANL Foundation Grant, by changing the number to #547-000-1314-0006-1B, was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion was carried unanimously.

**5. OPEN FORUM**

Dale Salazar addressed the Board during Open Forum. Mr. Salazar is the MCS Jr. High Football Coach and MCS parent. Mr. Salazar expressed concern about faculty members and coaches in regards to his opinion of inappropriate role modeling. Ms. Archuleta asked Dale if he would like to schedule a meeting to further address this issue. A meeting was scheduled between Mr. Salazar and Director Archuleta for 9:30 a.m. on December 20, 2013.

**6. McCURDY MINISTRIES UPDATE**

There was no Ministries update.

**7. FINANCIAL MANAGEMENT**

Deborah Bennett Anderson introduced Deanna Gomez, the PED assigned Business Management Consultant, to the Board. Director Archuleta shared with the Board a letter that was distributed to MCS parents describing the partnership that now exists between MCS and the PED in regards to financial management.

**7.1 BAR approvals\***

**Deanna Gomez presented** BAR #547-000-1314-0007-1B, 2013-2014 Initial Budget, Fresh Fruits & Vegetables. A motion to recommend approval BAR #547-000-1314-0007-1B, 2013-2014 Initial Budget, Fresh Fruits & Vegetables, made by Crystal Espinoza and seconded by Nancy O'Bryan. Motion carried unanimously.

**7.2 Contracts\***

Director Janette Archuleta presented the contract for Gizmo Productions not to exceed \$2,500.00. She stated that the contract is for website redesign, and that website maintenance will be provided by the MCS Information Technology Contractor, Seferino Ortiz. Motion to recommend approval of contract was made by Nancy O'Bryan and seconded by Chris Martinez. Motion carried unanimously.

### **7.3 Financial Update\***

Deanna Gomez stated that she would be rebuilding our financial management database. She will reconcile everything from the beginning of school operation, including the planning year. MCS is using APTA Fund for our financial software. She stated that she would continue to meet with the MCS Finance Committee. Director Archuleta stated that we are continuing to work on the RFP for our food vendor.

Dale Salazar departed.

## **8. POLICY/BYLAWS DEVELOPMENT & REVIEW**

## **9. PERFORMANCE**

### **9.1 Director's Summary**

Director Janette Archuleta presented the AdvancED Standards to the Board. MCS will ask our parents and staff members to complete a survey in January, 2014. Once we have the survey completed, we will address the areas of concern identified in the survey. The Board will support Standard 2 and Standard 4.

Director Archuleta said that the secondary school put on a presentation of a production of a play entitled "Ten Ways to Survive a Zombie Apocalypse." Mr. Ashman put together the production. Board members expressed that in the future, they would like to hear about these types of events. Mr. Ashman is in charge of the youth volunteers of the Espanola Hospital Auxiliary. Member Sandoval stated that 5 students who volunteered have not shown up to help at the hospital. The students are supposed to be putting in 2 hours a week and 8 hours a month, minimum.

Member Sandoval stated that the Class of 1959 paid several thousand dollars to print the McCurdy School Cookbook. If there is a class that would like to use the cookbooks as a fundraiser, they are welcome to the books. She asked that a report totaling how many books were sold be kept, and that any unsold cookbooks be returned. The price of the cookbook is \$15.00 each.

We received the used bus from Los Alamos, and we are waiting for some seats that were removed from the bus to be re-installed. We are looking for a logo of a bobcat in pdf format for the new bus that will be purchased with a Legislative appropriation.

Crystal Espinoza asked how the existing bus services will be affected by the new buses.

Director Archuleta stated that the contract is by activity, and we will continue to use the bus service as needed. We will attempt to use our buses for long distance destinations.

### **9.2 Deleted**

### **9.3 Public Education Commission (PEC)**

Chairperson Anderson briefed the Board on her recent meeting with the PEC. She took note of the questions that the commission was asking the Charter schools who were up for charter renewal.

Dept. Secretary Paul Aguilar from the PED, responsible for finance and operations, presented his findings. Chairperson Anderson presented a written synopsis of what was discussed:

- Audit Summary from Moss Adams. 52 Charter schools were audited.
- MCS Financials were in such a state that the PED suspended the Board of Finance.
- PED hired a consultant with the following intent:
  - To reconcile the financials from the first day of operation, and

- Supervise finances.
- The PED will sign all checks, and the Board will make recommendations on what should be signed. The PED will act as fiscal agent for MCS.
- There was a disconnect between the MCS accounting software and bank reconciliations.
- The Board has been engaged with school finances.
- The PED has great confidence in MCS.

MCS sent out a letter to parents regarding this situation, and Nancy O'Bryan, Deborah Bennett Anderson and Janette Archuleta met with Lindsey Bright at the Rio Grande Sun today.

**10. EXECUTIVE SESSION**

Governance Board entered Executive Session at 7:20 p.m. A roll call vote was taken, and the vote was unanimous.

**10.1 Personnel**

**11. RESUME REGULAR SESSION\***

Regular session resumed at 8:25 p.m.

**12. GOVERNANCE BOARD COMMENTS**

**10.1. Next Meeting Dates**

Next Governance Board Meeting date will be on Wednesday, January 8, 2014.

**13. ADJOURN**

Motion to adjourn at 8:27 p.m. made by Crystal Espinoza and seconded by Nancy O'Bryan. Motion carried unanimously.