

**McCurdy Charter School
Special Governance Board Meeting
Wednesday, July 24, 2013
362 S. McCurdy Rd, Espanola
6:00 pm at LANL Foundation**

Meeting Minutes

1. WELCOME & CALL TO ORDER

Chairperson Deborah Anderson called the meeting to order at 6:07 p.m.

2. ROLL CALL OF MCS GOVERNANCE BOARD

Board Secretary Chris Martinez took roll call.

Members Present: Chairperson Deborah Bennett-Anderson, Treasurer Nancy O'Bryan, Secretary Chris Martinez, Member Anna Marie Garcia, Member Anthony Sena and Member Beulah Sandoval.

Members Absent: Member Ricardo Cordova, and Member Crystal Espinoza.

Others present: Director Janette Archuleta, Director's Assistant Charlotte Madueño, and Business Manager Myrna Garcia.

3. *APPROVAL OF AGENDA

Motion to approve agenda made by Nancy O'Bryan, seconded by Chris Martinez. Motion carried unanimously.

4. APPROVAL OF MINUTES 6.25.13 & 7.10.13

Motion to approve both meeting minutes for 6.25.13 and 7.10.13 as amended with the change of date (6.25.13) made by Nancy O'Bryan, seconded by Anthony Sena, the motion carried unanimously.

5. OPEN FORUM

There were no requests from the community during open forum.

6. *MCCURDY MINISTRIES UPDATE

MCS Governance Board requested Chairperson Deborah Bennett-Anderson and Director Archuleta to compile a summary of concerns over the Sublease agreement to present and have record of for the Governance Board.

7. FINANCIAL MANAGEMENT

7.1. *BAR Approvals

"The McCurdy Charter School has submitted its 2013-2014 IDEA B estimated entitlement application. The total amount submitted to PED is \$89,654.00. Budget will include 2.0 FTE salaries and benefits Educational Assistants, and ancillary services to include diagnostician, speech therapist, occupational therapist, and social worker. Supplies and equipment will be purchased to help support the special needs instructional program". Motion to approve BAR# 547-000-1314-0001-IB IDEA B Initial Budget made by Nancy O'Bryan, seconded by Beulah Sandoval. Motion carried unanimously.

7.2. *Contacts

There were no contracts to present to the Governance Board at this time.

7.3. *Federal & State Applications

There were no applications to present to the Governance Board at this time.

8. POLICY/BYLAWS DEVELOPMENT & REVIEW

8.1. *McCurdy Charter School Resolution 001-13

MCS Resolution was reviewed, which required the Governance Board to meet twice a month. Governance Board asked Director Archuleta and Business Manager Myrna Garcia if they could get along with having one meeting per month, during conversation it was proposed

that retaining the resolution as is was essential. Motion to retain resolution as is made by Anthony Sena, seconded by Nancy O'Bryan. The motion carried unanimously.

8.2. *Grade Change Policy

Grade change policy handout was presented to the Governance Board for review and will be voted on next meeting.

8.3. *Student and Family Handbook

Governance Board Members reviewed handbook and asked director Archuleta about specific sections regarding discipline. She advised the Governance Board that information was only added and not taken away from the guidelines in the charter. Motion to approve made by Nancy O'Bryan with substantive changes made within 72 hours. Motion seconded by Anna Marie Garcia and it carried unanimously.

8.4. *Employee Handbook

Director Archuleta provided the Governance Board with copies of the employee handbook and advised about its contents. She stated that the handbook was started from "scratch" and is in the process of reviewing laws pertaining to it. She also suggested the committee meet to review the handbook in detail. The committee to review consists of Chairperson Deborah Bennett-Anderson, Treasurer Nancy O'Bryan and Member Beulah Sandoval. Review committee will meet 9:00 Tuesday July 30, 2013 at MCS secondary library.

8.5. *Safe School Plan

Tabled

8.6. *Governance Management Structure

Governance Board members were provided with an organizational chart depicting the details of the school. After reviewing the chart the Board members decided to add their committees under the appropriate areas.

8.7. *Governance Board Officers

Governance Board members discussed the release of Board Member Ricardo Cordova and the election of a Vice Chairperson. The Board decided to release Ricardo Cordova and not to vote on Vice Chairperson until next meeting. Motion to postpone vote and release Ricardo Cordova made by Nancy O'Bryan, seconded by Beulah Sandoval. Motion carried unanimously.

8.8. *State Charter School Change/ Amendment Requests

Director Archuleta presented the Governance Board with the Charter School Amendment Request Form, with proposed changes to Section VII. A Governance Management plan. Nancy O'Bryan motioned to approve, Chris Martinez seconded. Motion carried unanimously. Motion to approve integrated change form regarding sick and bereavement leave made by Anthony Sena, seconded by Beulah Sandoval. Motion carried unanimously.

8.9. *School Calendar 2013-2014

No action Necessary

9. PERFORMANCE

9.1. Director's Update

Director Archuleta briefly discussed student enrollment numbers and open house. She also spoke about the new reporting time for secondary school which would help relieve the congestion of early morning traffic due to construction. She also gave a brief biography of the newest hires, security guard Christian Lopez and K-12 counselor Dolores Sanchez.

9.2. School Advisory Committee Update

Chris Martinez gave a brief update which included his plans for the next meeting. He stated that the committee will come up with 3-4 topics of concern that will be presented to the Governance Board for review.

10. EXECUTIVE SESSION

Executive Session was not entered.

10.1. Personnel

11. *RESUME REGULAR SESSION

12. GOVERNANCE BOARD COMMENTS

12.1. Next Meeting Dates

Next Governance Board Meeting date will be on August 7, 2013

13. Adjourn

Motion to adjourn at 9:34 p.m. made by Anthony Sena and seconded by Chris Martinez. Motion carried unanimously.