

**McCurdy Charter School Governance Board Meeting**  
**at Los Alamos National Laboratory Foundation**  
**1112 Plaza Del Norte, Espanola, NM 87532**  
**Wednesday, September 4, 2013**  
**6:00 pm**

**Meeting Minutes**

**1. WELCOME & CALL TO ORDER**

Chairperson Deborah Bennett Anderson called the meeting to order at 6:14 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, Member Anthony Sena, and Member Beulah Sandoval.

**Members Absent:** Member Anna Marie Garcia and Treasurer Nancy O'Bryan.

**Others present:** Director Janette Archuleta, Business Manager Myrna Garcia, and Director's Assistant Alison Watt.

**3. APPROVAL OF AGENDA\***

Motion to approve the agenda was made by Beulah Sandoval and seconded by Tony Sena. Motion carried unanimously.

**4. APPROVAL OF MINUTES\* (8.21.2013)**

Motion to approve the minutes from the Governing Board meeting on 8.21.13 with the addition of Patsy Alvarado in the other's present section, and the removal of the hyphen from Deborah Bennett Anderson's name was made by Chris Martinez and seconded by Crystal Espinoza. Motion was carried unanimously.

**5. OPEN FORUM**

There were no requests from the community during open forum.

**6. MCCURDY MINISTRIES UPDATE\***

Deborah Bennett Anderson said that McCurdy Ministries Board will meet on Friday to compile the loan documents, sublease, etc. for the GBGM board to review one month in advance of their October Board Meeting.

**7. FINANCIAL MANAGEMENT**

Myrna Garcia presented a BAR for the purchase of an activity bus for MCS in the amount of \$100,000.00 from the NM Public Education Department. The bus will be purchased through CES – Roberts Bus and Truck Center. Janette Archuleta said that the bus will be completed 120 days after the BAR is approved by the State. It is a 66 passenger bus with a security system. Motion to approve BAR #547-000-1314-0003-IB, 2013-2014 Special Capital Outlay Initial Budget was made by Chris Martinez and was seconded by Beulah Sandoval. Motion carried unanimously.

BAR #547-000-1314-0004-D, 2013-2014 Decrease State Equalization Guarantee (SEG) as required by budget analyst Melissa Sanchez, was presented by Janette Archuleta and Myrna Garcia. The SEG may change again after 40<sup>th</sup> Day STARS reporting date. The Enrollment Report presented to the Board contained errors. Alison Watt said that she will email a corrected enrollment report to the Board on 9\_5\_13. Motion to approve BAR #547-000-1314-0004-D, 2013-2014 Decrease State Equalization Guarantee was made by Beulah Sandoval and was seconded by Chris Martinez. Motion carried unanimously.

**7.1. Contracts\***

No contracts were presented to the Board.

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

**8.1. Grade Change Policy**

Janette Archuleta said that MCS has a Grade Change Policy that was approved in June, 2012. This matter has been addressed. No action taken.

**8.2 Title IX Assurance**

Report made by Director Janette Archuleta. MCS is required to show we have completed our Title IX Assurance report and are complying with Title IX requirements. The report presented to the Board was too small to read. Athletic Director Anita Rodriguez will come to the next Board meeting to present her report and answer the questions that the Board has concerning this report. Motion to approve the Title IX Assurance was made to acknowledge the Assurance as submitted by the Director, contingent to further information being detailed to the Board at the next Board meeting, was made by Chris Martinez and seconded by Crystal Espinoza. Motion approved by members Deborah Bennett Anderson, Chris Martinez, Crystal Espinoza, and Member Beulah Sandoval. Member Tony Sena abstained from the vote. Motion carried.

**8.3 Committee and Club Bylaws**

Director Janette Archuleta asked the Board to provide direction regarding the Bylaws of school clubs. The Director checks the bylaws to see that they are aligned with the mission of the school and the financial guidelines that the school must follow. Myrna Garcia stated that NM law requires that funds raised by these clubs must be deposited into the MCS bank account. Myrna has created a fund account within the MCS accounting system for every club.

Deborah Bennett Anderson proposed that a line be added to the Director's job description to include the review and oversight of organizations and clubs and review and approval of any Bylaws written by these organizations or clubs. This shall be entered as an amendment to the Charter. The Director would then report to the Board which organization Bylaws have been approved during the Director's report to the Board. The Director stated that she will not require that all clubs/organizations to write Bylaws. Motion was made to update the job description of the MCS Director to include a bullet to include review and guidance of all clubs and committees inclusive of review and approval of Bylaws. Motion made by Beulah Sandoval and seconded by Crystal Espinoza. Motion carried unanimously.

**9. PERFORMANCE**

**9.1. Director's Update**

Janette Archuleta will continue to be out of the office to attend the Bilingual Education and the Special Education Directors quarterly meetings and trainings- The NM Coalition of Charter Schools contacted Director Archuleta regarding a concern pertaining to booster club funds. Discussion and clarification was provided. The Booster Club has been provided with a balance for this school year, with expenses allowed for Booster Club approved activities and not salaries. Deborah Bennett Anderson asked that the entire budget be sent to the Board, inclusive of balances, prior to the second Board Meeting of every month. She proposed that the Director prepare a standard response to assist individual Board Members in fielding financial questions directed to them by members of the community.

## **9.2. School Advisory Committee Update**

Chris Martinez gave an update on the recent SAC meeting.

- Chelamia Quintana gave an update on AP Classes, dual credit classes, Compass Test. Teachers will update Powerschool more often.
- Food service was discussed.
- Status of the school building was presented by Chris Martinez.
- Discussion of the name change from the Parent Advisory Committee to School Advisory Committee and the subsequent update to the Bylaws.
- Desire to involve the Student Senate and work within their schedule.
- Staff retention was discussed.
- How best to utilize parent volunteers.
- How best to communicate issues to the Governance Board. Should they continue to present issues to the Director? Janette Archuleta suggested that Chelamia Quintana could assist the SAC in identifying Strategic Planning goals.

## **9.3 Public Education Commission Update**

Deborah Bennett Anderson met with the PSFA Charter School Division to discuss the extension of the 18-Month Plan. She provided a situational analysis and timeline. She had an 18 minute teleconference with the PSFA today. The PSFA Director Gorrell was reluctant to write a letter regarding the PSFA's opinion of the extension. The PEC will vote on the extension, and may possibly approve a 12-month extension.

## **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 September 18, 2013.

## **13. Adjourn**

Motion to adjourn at 8:14 p.m. made by Beulah Sandoval and seconded by Anthony Sena. Motion was carried unanimously.