

McCurdy Charter School Governance Board Meeting
Los Alamos National Laboratory Foundation
1112 Plaza Del Norte, Espanola, NM 87532
Wednesday, March 19, 2014
6:00 pm

Meeting Minutes

1. WELCOME & CALL TO ORDER

Chairperson Deborah Bennett Anderson called the meeting to order at 6:06 p.m.

2. ROLL CALL OF MCS GOVERNANCE BOARD

Vice-Chairperson Crystal Espinoza took roll call.

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

Others present: Director Janette Archuleta, Director's Assistant Alison Watt, Business Manager Myrna Garcia, Business Consultant Deanna Gomez, Secondary Principal Chelamia Quintana, MCS Counselor Dolores Salazar, Robert Trapp from the Rio Grande Sun and the following community members: Lonnie Sanchez, Billy Merryfield, Amanda Sisneros Martinez, Jamie Aragon, Rose Gallegos, Edwina Sanchez, Dale Salazar, Josie Montoya, and Guadalupe Martinez.

3. APPROVAL OF AGENDA*

Motion to approve the Agenda with the following changes; Move Item 10, Executive Session to Item 4; and move Item 9, Performance to Item 8. Motion to approve the Agenda thus amended was made by Beulah Sandoval. Motion was seconded by Crystal Espinoza. Motion carried unanimously.

4. EXECUTIVE SESSION

Roll call vote was taken to enter Executive Session. Deborah Bennett Anderson – yes. Crystal Espinoza – yes. Nancy O' Bryan – yes. Beulah Sandoval – yes. Anthony Sena – yes. The Board entered Executive Session at 6:15 p.m.

5. RESUME REGULAR SESSION

Regular session was resumed at 7:25 p.m.

6. APPROVAL OF MINUTES* (2/19/2014)

Motion to approve the minutes from the Governing Board meeting on 2/19/2014 with the following corrections: change the title of absent board member Nancy O'Bryan from Vice-Chairperson to Treasurer, was made by Anthony Sena and seconded by Beulah Sandoval. Motion was carried unanimously.

7. OPEN FORUM

Billy Merrifield addressed the Board regarding a meeting of parents of MCS. A letter addressed "To Whom It May Concern" was provided to the Board with Mr. Merrifield stating he had provided the letter to the School Advisory Committee. Mr. Merrifield expressed the following concerns. He presented this information not to target anyone. He has seen everything at the school go from bad to worse. The parents want to be part of the solution.

1. The education component is very low. No textbooks for kids in classes.
2. Some parents have pulled their students because they have no faith in the school.
3. He has an 8th grade student and a 9th grade student. Neither one of them have ever come home with homework.
4. No communication from the top down.

5. Mr. Merrifield stated that he was told that if he came before the Board tonight, that the board will listen, but no action will be taken.
6. We, the Town Hall meeting parents, ask that this Board work to find some solutions to these issues.

Chairperson Anderson thanked Mr. Merrifield for his comments. She stated that the Board will respond to the concerns of the Town Hall group at the School Advisory Committee meeting. She also mentioned that some of the issues should be addressed via the complaint process through the school. Treasurer O'Bryan suggested that the response be directed to the School Advisory Committee.

Dale Salazar stated that personnel records that were submitted last year were lost for himself and for Rose Gallegos. Chairperson Anderson explained the role of the Board that the Board's inability to take action within the school. That is the Director's role.

Dale Salazar expressed his frustration that he has not received a response regarding his meeting with Director Archuleta, following up after a meeting earlier this year.

Dale Salazar stated that he was unhappy about the tardy sweeps at the school.

8. PERFORMANCE

8.1 Director's Update: SBA Testing this week and next week. The students have been arriving on time and seem to be taking the process seriously and applying themselves. Our new website is live, and we have people on site to update the website. Anita Rodriguez has been working hard to arrange for van transportation for smaller athletic teams. This should result in a savings of thousands of dollars. There is a course that driver's must take to be eligible to drive the vans. We have 8 people scheduled to take this course. Dale Salazar stated that he has a CDL license, which is required for any group of 16 people or more. We are working on getting the donated bus registered. We have a new Secondary Language Arts teacher, Roselyn Carroll. We are in the midst of creating job descriptions for our non-certified staff members and aligning this with employee evaluations.

Other tasks that the school will be completing in the next few weeks: Revise employee handbook, student handbook, disciplinary procedures, and complete the 2nd year site review for the school by the NMPED Charter School Division. We are also preparing for our AdvancEd Accreditation visit in Jan/Feb of 2015. Director Archuleta has distributed a guidance document regarding social media that she will be presenting to the Board so that it can be formalized as a school policy. The Board and school administration will be working on the Budget, and the Budget will be due first week of June.

8.2 DUAL CREDIT PROGRAM

MCS Counselor Dolores Salazar presented a report regarding the Dual Credit Program. Our students can take dual credit courses at University of New Mexico, Los Alamos (UNMLA) and Northern New Mexico Community College (NNMCC). In Fall of 2013 we had 12 students take 15 dual credit classes. In the Spring of 2014 we had 21 students take 28 dual credit classes. 12 of these classes required a prerequisite. These courses can be substituted for core classes at the high school. Students can apply these courses towards an Associate's Degree, and can complete this degree prior to high school graduation. Students are eligible to attend dual credit courses beginning the summer following their sophomore year. These courses are free to parents, the school pays for books. Courses are paid by the NM PED. Parents may need to pay college fees or lab fees. The dual credit course program was more successful this year due to a visit from a recruiter from NNMCC who came on campus to register our students. Counselor Salazar stated that she is working on having a recruiter come to campus from UNMLA. Member Sena stated that they had a forum at NNMCC regarding dual credit courses this week. He stated that they will now accept freshman and sophomore students as well. We should have confirmation of this policy change my next week. A community member asked if we can satellite with the community college for MCS

courses that do not currently have a qualified teacher. Member Sena stated that NNMCC cannot teach a high school course. Chairperson Anderson asked Ms. Salazar for a report showing the grades received in the dual credit courses, in order to determine if the courses are of benefit to the students. Ms. Salazar stated that students who take a dual credit course in lieu of a core course must still complete the End of Course exam for that course at MCS.

8.2 ADVANCED PLACEMENT COURSES

MCS Secondary Principal Chelamia Quintana presented a report regarding the Advance Placement Courses. MCS offers 8 courses that are AP Qualified, and 3 Instructors attended AP qualification training at UNM last summer. Two teachers may be attending AP training next summer. Our current AP courses are 2 World History, 2 English 3, 2 English 4, and 2 Chemistry courses. AP Tests may be offered this year free of charge. They currently cost \$85.00 per test. Principal Quintana is researching this further. She heard about this from the NM PED. Currently, AP classes are not optional. Principal Quintana said that a small percentage of our students are prepared for AP classes. Director Archuleta stated that part of the High School Redesign statute, students must complete an AP course, and dual credit course, or an online course prior to high school graduation.

8.3 SAC Committee Update

Secretary Martinez was absent, so there was no SAC Committee Update.

9. McCURDY MINISTRIES UPDATE

There was no McCurdy Ministries update.

10. FINANCIAL MANAGEMENT

8.1 BAR APPROVALS*

Business Manager Myrna Garcia presented the BARS. **BAR #547-000-1314-0021-D**, 2013-2014 Decrease Budget Fresh Fruits & Vegetables. Business Consultant Deanna Gomez stated that these were previously presented to the Board and recommended for approval. No action was necessary.

BAR #547-000-1314-0022-IB, 2013-2014 Initial Budget Fresh Fruits and Vegetables. This BAR was required for a budget coding change. No action was necessary.

BAR #547-000-1314-0023-IB, 2013-2014 Initial Budget Daniel's Fund Grant Carryover. This money was received last year and encumbered last year. The funds were carried over to this fiscal year. Motion to recommend approval of BAR #547-000-1314-0023-IB was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

BAR #547-000-1314-0024-I, 2013-2014 SB-9 Increase State Match. We received SB-9 Funds, and the State matches these funds based on a funding formula. These forms may only be used for certain categories such as playground equipment, technology, and school buses, but not for building maintenance. Chairperson Anderson would like MCS to account for how these funds were spent by MCS. Director Archuleta suggested that we place an ad in the paper. Member Sena suggested that we complete an Annual Report that includes the school accomplishments for the year, and details who we spend SB-9 funds. Motion to recommend approval of BAR #547-000-1314-0024-I was made by Nancy O'Bryan and seconded by Crystal Espinoza. Motion carried unanimously.

8.2 Contracts*

No Contracts were presented.

8.3 Financial Update

Deanna Gomez presented the Financial Update for February, 2014 to the Board. She stated that she is available to guide the Board Members in accessing APTA to be able to run those reports themselves. We are running the new database and are working on 2013. Everything is now entered into APTA. She offered to do another work session for the Board, if needed. She asked if the Board had any questions regarding the financial information presented. We have received two reimbursements for the nutrition program. Business Manager Garcia

stated that the Nutrition Department owes us an additional \$88,000.00 in reimbursements, and the business office believes that MCS will receive these reimbursements.

11. POLICY/BYLAWS DEVELOPMENT & REVIEW

11.1 Athletic Handbook

Beulah Sandoval stated that the Athletic Handbook will be presented to the Board for approval at the next governance board meeting. Director Archuleta stated that the Athletic Handbook is in alignment with the Athletic section in the Student Handbook. Chairperson Anderson suggested that they present the 2.0 gpa requirement vs. a 2.5 gpa requirement for athletics to the SAC Committee.

12. GOVERNANCE BOARD COMMENTS

12.1 Next Meeting Dates

Treasurer O'Bryan asked which of the Board members will respond to the SAC Committee comments. Beulah Sandoval asked if Governor Martinez passed a 3% wage increase for teachers, and if this was funded. Director Archuleta said that she researched this and it was passed and funded. Chairperson Anderson asked Director Archuleta how much of a deficit is the school experiencing from the athletics program. Director Archuleta stated that the operational budget is supplementing the athletic budget by approximately \$70,000 in addition to staff time. Chairperson Anderson stated that we could offer an 8% salary increase for teachers if we could have athletics pay for itself.

Treasurer O'Bryan stated that we should have a response from the Director regarding the parent complaints, and then the board should convene a Task Force to respond to the concerns of the parents, and invite some parents to be a part of the Task Force. Chairperson Anderson stated that the Task Force would be comprised of the following individuals:

Crystal Espinoza, Nancy O'Bryan, Deborah Bennett Anderson and Janette Archuleta.

Chairperson Anderson said that we need to have a Board Retreat with the Principals and some staff members to discuss the changes that we need to make to the Charter.

Chairperson Anderson suggested a one day retreat on campus. Director Archuleta suggested a work session on April 2, 2014, starting at 3 p.m. to 9 p.m. with no board meeting. Director Archuleta suggested that we focus on the 3 pillars of the school, rather than the whole Charter.

The Task Force will meet next week and invite Lonnie Sanchez. Next Governance Board Meeting will be April 23, 2014 rather than April 16, 2014 due to the meeting date falling during the MCS Spring Break.

13. ADJOURN

Motion to adjourn was made at 9:49 p.m. by Anthony Sena and seconded by Crystal Espinoza. Motion carried unanimously.