

**McCurdy Charter School Governance Board Meeting**  
**Los Alamos National Laboratory Foundation**  
**1112 Plaza Del Norte, Espanola, NM 87532**  
**Wednesday, May 7, 2014**  
**6:00 pm**

**Meeting Minutes**

**1. WELCOME & CALL TO ORDER**

Chairperson Deborah Bennett Anderson called the meeting to order at 6:13 p.m.

**2. ROLL CALL OF MCS GOVERNANCE BOARD**

Secretary Chris Martinez took roll call.

**Members Present:** Chairperson Deborah Bennett Anderson, Treasurer Nancy O'Bryan, Secretary Chris Martinez, and Member Beulah Sandoval.

**Members Absent:** Vice-Chairperson Crystal Espinoza and Member Anthony Sena.

**Others present:** Director Janette Archuleta, Director's Assistant Alison Watt, Business Manager Myrna Garcia, and Business Consultant Deanna Gomez. Community members present: James Gallegos, Rose Gallegos, Jamie Aragon, Billy Merrifield, Sonia Salazar, and Dale Salazar.

**3. APPROVAL OF AGENDA\***

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

**4. APPROVAL OF MINUTES\* (4/23/14 Board Meeting)**

Motion to approve the minutes from the Governing Board meeting on 4/23/2014 was made by Nancy O'Bryan and seconded by Chris Martinez. Motion was carried unanimously.

**5. OPEN FORUM**

**5.1 Community Input for FY15 School Budget**

Community members Mr. Dale Salazar and Mr. Billy Merryfield expressed concerns to the Board. Chairperson Anderson asked the community members to submit their questions to the Board in writing. Additionally, Treasurer O'Bryan suggested that the community members bring any concerns regarding school management to the attention of the appropriate Principal, or to the MCS Director.

Savannah Trujillo from Café Scientifique arrived with two McCurdy Charter School students, Cristian Madrid and Emmett Moulton and two students from Mesa Vista High School. These students took first place in the Robo Rave Competition in Albuquerque last weekend.

Chairperson Anderson asked the participants what lessons they learned. Cristian said "How to work together, and patience," to which everyone agreed. The boys stated they also made new friends. Member Sandoval said that one of the most important things they learned was how to speak in public. The group was congratulated by the Board.

**6. McCURDY MINISTRIES UPDATE**

There was no McCurdy Ministries update.

**7. FINANCIAL MANAGEMENT**

**7.1 Bar Approvals\***

No BARS were presented.

**7.2 Contracts\***

Director Archuleta presented the Contract for Food Service Management. This Contract was initially presented and recommended for approval at the January 23, 2014 Board meeting. The contract is renewable for four years.

Motion to recommend approval of the contract for Food Service Management from July 1, 2014 to June 30, 2015 with an additional one month extension from June 1, 2014 to June 30, 2014, was made by Nancy O'Bryan and was seconded by Beulah Sandoval. Motion carried unanimously.

### **7.3 501(C)3 Formation**

Chairperson Anderson asked that the Board members consider financially contributing to the \$800.00 necessary to form a 501(c)3 to support the needs of McCurdy Charter School. Member Sandoval said that her relative can assist her with the forms for starting a non-profit, and volunteered to help her with the process. She can begin working on this in mid-June.

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

### **8.1 Policies for Development**

Director Archuleta stated that she has a list of important policies that need to be put in place quickly. Deanna Gomez stated that we need to create some policies as a result of the audit. This includes a petty cash policy/cash on hand policy. The PED audited the petty cash fund last week and will have recommendations for policy development. Director Archuleta will submit the list of proposed policies to Member Sandoval next week. The list of high priority policies to be created include: discipline, dress code, graduation requirements (e.g. two dual credit classes), and updates to the employee handbook.

### **8.2 Standing Committees**

Chairperson Anderson suggested that we designate the following committees as Standing Committees:

- Academic Oversight Committee
- Financial Committee
- Audit Committee
- School Advisory Committee
- Policy Committee
- Organizational Committee
- Nomination Committee

Nancy O'Bryan moved to make these 7 committees the Standing Committees of the Board. The motion was seconded by Chris Martinez. Motion carried unanimously. Director Archuleta suggested that committee updates would be included in the Agenda for future board meetings. Alison Watt will create a draft agenda for incorporating committee updates in the future Board Agendas.

### **8.3 Ad hoc Committees**

There are no Ad hoc committees.

## **9. PERFORMANCE**

### **9.1 Director's Update**

Director Archuleta reported that the application for Read to Lead was submitted. This grant will fund a reading coach. Plans are being made for our administrative team to move back to Bachman hall. The new Alert Solutions alert system for notifying families has been put in place. 9<sup>th</sup> and 10<sup>th</sup> grades have been approved to take dual credit courses for the 2014-15 school year. Board members have received the calendar of events for May. The Board was presented two options for the calendar for the upcoming school year. Option A includes four ½ day in-service days. This would allow for more grade level meetings among teachers. Both calendars include Veteran's Day as a school holiday, which was added at the request of parents and staff members. Director Archuleta stated that she would seek feedback for the calendar from MCS Staff, and will bring a calendar to the Board for approval at the next

Board meeting. Nancy O'Bryan asked that she also present our attendance rate at the next Board meeting.

Deanna Garcia said that she will be conducting a Section 218, Social Security Addendum Meeting to determine if employees wish to contribute to Social Security. There will be an employee vote. Then a committee of three people will count the sealed votes. The vote has to be held 90 days after the original meeting.

Ms. Gomez stated that there will be a technical review of our FY15 Budget at the PED on June 18, 2014 at 10:00 am. Director Archuleta will see if there is an option for Board members to participate in this meeting via telephone.

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

Chris Martinez stated that there are SAC committee members who may withdraw their students due to a disappointment with the level of academic rigor at the school. Director Archuleta asked if the disappointment is with course offerings, teacher quality, or staff turnover. Secretary Martinez stated that there were various concerns. For example, that assignments are being misplaced due to teacher turnover, and subsequent replacement by substitute teachers. Chairperson Anderson requested that the Board review the comments from the AdvancEd Survey data. Alison Watt will send this data to the Board.

### **9.3 Director Performance Appraisal**

Nancy O'Bryan will meet with Director Archuleta for a self-appraisal next week, and the Board will submit appraisal forms.

### **9.4 Performance Contract Update**

Chairperson Anderson stated that the three committees must meet and submit emails for their sections of the performance contract. Chairperson Anderson will attend the PEC meeting on Friday.

## **10. GOVERNANCE BOARD COMMENTS**

### **12.1 Next Meeting Dates**

The next Board meeting will be May 21, 2014.

## **11. ADJOURN**

Motion to adjourn was made at 9:03 p.m. by Beulah Sandoval and seconded by Nancy O'Bryan. Motion carried unanimously.