

# McCurdy Charter School Governance Board Meeting

at Bachman Hall Administrative Building  
362 S McCurdy Road, Espanola, NM 87532

Wednesday, August 20, 2014

6:00 pm

## Meeting Minutes

### 1. WELCOME & CALL TO ORDER

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

### 2. ROLL CALL OF MCS GOVERNANCE BOARD

Member Chris Martinez took roll call.

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

**Members Absent:** Member Beulah Sandoval

**Others present:** Director Janette Archuleta, Director's Assistant Carrie Vigil, and contracted Business Manager Deanna Gomez, were also in attendance.

### 3. APPROVAL OF AGENDA\*

Motion to approve the Agenda with the following amendment: add item 10.2 New School Update, was made by Deborah Bennett Anderson. Motion to approve the amended agenda was made by Nancy O'Bryan and seconded by Anthony Sena. Motion carried unanimously.

### 4. APPROVAL OF MINUTES\* (6/20/14 Emergency Meeting and 08/06/2014 Board Meetings)

Correction to move item 10.1 Director's Update to item #8.5 before 9, was made by Chris Martinez not Crystal Martinez. Motion to approve the minutes from the Governance Board meeting on 6/20/2014 emergency meeting and 08/06/2014 meeting was made by Nancy O'Bryan and seconded by Chris Martinez. Motion was carried unanimously.

### 5. OPEN FORUM

There was no open forum discussion.

### 6. McCURDY MINISTRIES UPDATE

There was no McCurdy Ministries update.

### 7. FINANCIAL MANAGEMENT

#### 7.1 BARS\*

Contracted Business Manager Deanna Gomez presented STEM (Science, technology, engineering and math), a Retention grant that Director Janette Archuleta has applied for, for four of our teachers and was granted three out of the four. The three that were approved will receive \$5,000.00 each. Motion to recommend approval of STEM Grants Awarded, was made by Nancy O'Bryan and was seconded by Chris Martinez. Motion carried unanimously.

#### 7.2 Contract\*

Director Janette Archuleta presented the following Contracts:

Alison Watts, STARS Consultant & Trainer & Dr. Lloyd Vigil, School Psychologist.

Alison Watts, STARS Consultant & Trainer, contract was presented and recommended for approval. Motion to recommend approval of Alison Watts, STARS Consultant & Trainer's contract, was made by Nancy O'Bryan and was seconded by Anthony Sena. Motion carried unanimously.

Dr. Lloyd Vigil, School Psychologists contract was presented and recommended for approval. Motion to recommend approval of Dr. Lloyd Vigil's contract, was made by Nancy O'Bryan and was seconded by Chris Martinez. Motion carried unanimously.

### **7.3 Finance Committee Update**

Meeting to be held August 21, 2014

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

### **8.1 Policy Committee Update**

### **8.2 Special Education Policy & Procedures\***

Director Janette Archuleta presented the Special Education Policy & Procedure to the Board. Motion to recommend approval of Special Education Policy & Procedures, was made by Nancy O'Bryan and was seconded by Chris Martinez. Motion carried unanimously.

### **8.3 Revised Financial System Policy\***

Janette Archuleta presented the revised format to the Financial System Policy. Motion to recommend approval of revised format change to Financial System Policy, was made by Anthony Sena and was seconded by Nancy O'Bryan. Motion carried unanimously.

### **8.4 Policy Updates\***

There was no Policy update.

## **9. Performance**

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

Director Janette Archuleta indicated she performed an audit on Special Education at the end of last year, and much needed improvement is needed on training on SEAS due to system updates. Also Medicaid information is needed to bill Medicaid for Ancillary Staff.

Director Archuleta also advised that McCurdy Charter School's computer meal system went live on August 20, 2014. All students were provided a pin. Parents will also be able to pay online for student's lunch. Computer meal system will also provide invoices. Director Archuleta, also advised that we are having a paper drive, that everyone bring in one ream of paper. Director Archuleta advised we currently have a job offer pending for Special Educational teacher, and an interview set up for a Secondary Spanish teacher. Enrollment count is 534, and have offers to three third graders, and six ninth graders, deadline to respond is August 21, 2014. Current openings and no waiting list for kindergarten, 11<sup>th</sup> & 12<sup>th</sup> grades. Director Archuleta also went over estimated costs, and PED stated that funds must be in accounts before incurring any debt with athletics clubs and what is needed to be raised in the Athletics department. Explained the Athletic fees is \$50.00 per sport, per student.

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

Chris Martinez reported information has been posted on the McCurdy Charter School website and committee plans on meeting on Wednesday August 27, 2014

### **9.3 Academic Oversight Committee Update**

Committee is meeting Thursday August 21, 2014 at 10:00 am

### **9.4 Organizational Committee Update**

Was recommended to be removed at this time.

## **10. GOVERNANCE BOARD COMMENTS**

### **10.1 Nomination Committee Update**

Chairperson Deborah Bennett Anderson discussed the Governances bylaws and what needs to be followed with letters of interest and resumes.

### **10.2 New School Building Update**

Chairperson Deborah Bennett Anderson stated the architect for the Ministries has created a design with members of the Governance Board and the Ministries continuing to develop plans for the new building.

### **10.3 Next Meeting Dates**

The next Board meeting will be September 3, 2014.

## **11. ADJOURN**

Motion to adjourn was made at 8:20 p.m. by Chris Martinez and seconded by Nancy O'Bryan. Motion carried unanimously.