

# McCurdy Charter School Governance Board Meeting

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

Wednesday, September 3, 2014

6:00 pm

## Meeting Minutes

### 1. WELCOME & CALL TO ORDER

Chairperson Deborah Bennett Anderson called the meeting to order at 6:03 p.m.

### 2. ROLL CALL OF MCS GOVERNANCE BOARD

Treasure Nancy O'Bryan took roll call.

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

**Members Absent:** None

**Others present:** Director Janette Archuleta, Director's Assistant Carrie Vigil, Contracted Business Manager Deanna Gomez, and Ralph Chapoco (Rio Grande Sun) were also in attendance.

### 3. APPROVAL OF AGENDA\*

A motion to approve the Agenda of 8/20/2014 was made by Member Beulah Sandoval and seconded Treasurer Nancy O'Bryan. Motion carried unanimously.

### 4. APPROVAL OF MINUTES\* (8/20/2014 Board Meetings)

A correction was noted for the 08/20/2014 minutes; a motion to approve the minutes of the 08/20/2014 regular Meeting (with correction noted) was made by Nancy O'Bryan and seconded by Chris Martinez. Member Beulah Sandoval abstained. Motion 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 3 bars: 55817 Student Travel, 22000 Athletics & 55915 Maintenance Bar. Nancy motioned to recommend PED to approve the 3 bars as discussed by Contracted Business Manager Deanna Gomez, Seconded by Chris Martinez. The motion carried unanimously.

#### 7.2 Contract\*

Director Janette Archuleta presented the following contracts:

Motiva, J & S Transit, Suazo Bus Service, and Herrera Coaches Inc., was presented and recommended for approval. Motion to recommend approval of the contract for Movtia, was made by Nancy O'Bryan and was seconded by Chris Martinez. The motion carried unanimously. Motion to recommend approval of the contract for J & S Transit, Suazo Bus Service, and Herrera Coaches Inc., was made by Nancy O'Bryan and was seconded by Beulah Sandoval. The motion carried unanimously.

#### 7.3 Resolution Supporting Proposal for county Education Gross Receipts Tax.

Director Janette Archuleta presented to the board, the Resolution Supporting Proposal for county education. Motion to recommend approval of the Resolution for the county education gross receipt tax, was made by Nancy O'Bryan and was seconded by Anthony Sena. The motion carried unanimously.

#### **7.4 Finance Committee Update**

Treasurer Nancy O'Bryan, Chairperson Deborah Bennett Anderson, Director Janette Archuleta and Business Manager Deanna Gomez, meet with the coaching staff, advised of procurement procedures and made them all aware that if procurement procedures were not followed, they would be donating their purchases to the school. Director Janette Archuleta stated that on August 11, 2014 procurement procedures were presented to entire staff and August 21, 2014 with extracurricular staff.

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

#### **8.1 Policy Committee Update**

Director Janette Archuleta stated wellness (shaft) are still being developed. Also all the policies that are noted in the FY12 and FY13 Audit, unidentified travel, miles, housing & meals as well at the budget review quarterly are being worked on. A meeting to be set within the following week for the Policy Committee to meet.

#### **8.2 Title IX Assurance of Compliance**

Director Janette Archuleta informed the Board about the Title IX Assurance of Compliance report that is required by Public Education Department (PED) to collect data from athletics programs in grades seven (7) through twelve (12) concerning total enrollment, enrollment by gender, number of students participating in athletics, athletic participation by gender, number of boys and girls teams by sport and by competition level and specific information pertaining to athletic directors, coaches and other athletic program staff. Also required in the report to PED to collect from the athletics programs in grades nine (9) through twelve (12) a detailed accounting of the funding sources that are used to support the schools' athletic programs and how those funds are allocated. Schools must include information related to benefits and services to each athletic program including information regarding uniforms, practice and game schedules, and facilities.

### **9. Performance**

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

Director Janette Archuleta, advised of the Director's August new letter, enrollment standing at 531, with offers out to fill open slots. Director Janette Archuleta advised that we do conduct an exit interview and will advise what the reason why students do leave to another school offering more opportunities. We have a waiting list, and continue to call to fill the open slots. Director Janette Archuleta also stated we have had two interviews for the SPED teacher, and have a job offer to one, no Spanish teacher has been hired at this time. Director Janette Archuleta presented the fundraisers that the athletics department has presented and a report showing an average cost per sport for FY2014-2015.

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

Secretary Chris Martinez stated that the committee meet September 2, 2014, presented the stipend that McCurdy was granted. Bylaws were reviewed. School Advisory Council (SAC) wanted a better understanding to why students were not returning the following year, as well as teacher retention. Spoke about new business which included in the dual credit program, suggested marketing to new students. Secretary Chris Martinez offered suggestions how to publicize SAC meetings, such as KDCE, local paper, and McCurdy Charter Website. September 24, 2014 is the next SAC Meeting.

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

Treasurer Nancy O'Bryan stated that the committee met on Thursday, August 21, 2014 at 10:00 am. The discussion was that they are not enough computers to handle the software. More technology is needed and all options are being reviewed. Director Janette Archuleta

provided numbers regarding dual credits. Next Academic Oversight Committee meeting is October 2, 2014 at 10 am.

**10. GOVERNANCE BOARD COMMENTS**

**10.1 Nomination Committee Update**

Member Anthony Sena provide a draft of an application to review and make changes. Chairperson Deborah Bennett Anderson recommended that Member Anthony Sena makes a recommendation to move someone from the board to Vice-Chairperson. Chairperson Deborah Bennett Anderson states that the changes need to go through the policy committee.

**10.2 Next Meeting Dates**

The next Board meeting will be September 17, 2014.

**11. ADJOURN**

Motion to adjourn was made at 7:48 p.m., by Beulah Sandoval and seconded by Nancy O'Bryan. The motion carried unanimously.