

McCurdy Charter School Governance Board Meeting

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

Wednesday, June 3rd, 2015

6:00 p.m.

Meeting Minutes

1. WELCOME & CALL TO ORDER

Vice-Chairperson Anthony Sena called the meeting to order at 6:10 p.m.

2. ROLL CALL OF MCS GOVERNANCE BOARD

Secretary Chris Martinez took roll call.

Members Present: Chairperson Deborah Bennett Anderson, Secretary Chris Martinez, Vice-Chairperson Anthony Sena, and Member Beulah Sandoval.

Members Absent: Treasurer Nancy O'Bryan

Others present: Others in attendance included Director Janette Archuleta, Business Manager Deanna Gomez, and Assistant to Director Carrie Vigil.

3. Approval of Agenda:*

A motion to approve the Agenda was made by Chairperson Deborah Bennett Anderson and seconded by Member Beulah Sandoval. Motion carried unanimously.

4. Open Forum: Public Meeting

Director Janette Archuleta presented a Certificate of Appreciation to Mrs. Doris Bryant in recognition of her volunteering her time, her dedication to being a part of the MCS learning community, and for serving MCS as a member of the School Advisory Committee.

Ms. Amy Miller, 3rd grade teacher, represented and spoke on behalf of the elementary staff. Ms. Miller presented to the Governance Board a proposed reduction in the total number of contracted days and hours for teachers. Vice-Chairperson Anthony Sena stated the Board will take their proposal into consideration and provide feedback.

5. McCURDY MINISTRIES UPDATE

There were no McCurdy Ministries Update.

6. Approval of Minutes* (05/20/2015 Board Meetings)

A motion to approve the minutes for 05/20/2015 as amended was made by Deborah Anderson and seconded by Chris Martinez. The motion carried unanimously.

7. FINANCIAL MANAGEMENT

7.1 BARS*

Business Manager Deanna Gomez presented the following BARS to the Governance Board:

BAR 547-000-1415-0019-D is the decrease BAR for Fund 11000 to account for the decrease in SEG in the amount of \$67,791.01.

BAR 547-000-1415-0020-D is a decrease BAR for Fund 11000 to account for a decrease in administration fees in the amount of \$62,000 that has not been realized.

BAR 547-000-1415-0021-I is an increase BAR for Fund 14000 for a Special Appropriation in the amount of \$ 7,502.04.

BAR 547-000-1415-0022-I is an increase BAR for Fund 11000 to budget carryover money from FY14 in the amount of \$ 139,858.87.

BAR 547-000-1415-0023-I is an increase BAR for Fund 11000 to budget Educational Fees collected in the amount of \$1,359.00.

BAR 547-000-1415-0024-I is an increase BAR for Fund 11000 to budget Donations received in the amount of \$1,031.00.

BAR 547-000-1415-0025-I is an increase BAR for Fund 11000 to budget money collected for interest in the amount of \$374.87.

BAR 547-000-1415-0026-I is an increase BAR for Fund 11000 to budget money collected for Activity Fees in the amount of \$280.00.

BAR 547-000-1415-0027-I is an increase BAR for Fund 11000 to budget money received for refund of prior year expenditures in the amount of \$369.07.

BAR 547-000-1415-0028-I is an increase BAR for Fund 29102 to budget a grant for professional development from NNMC Title II Grant for "Contextualizing Common Core Standards in the Espanola Valley" in the amount of \$18,600.00.

A motion to approve BARS 19-28 was made by Chairperson Deborah Bennett Anderson and seconded by Secretary Chris Martinez. Motion carried unanimously.

7.2 Contracts*

Director Janette Archuleta presented the following contracts:

Matthews Fox not to exceed \$60K, with an hourly rate of \$200/hr. A motion to approve Matthews Fox contract was made by Chairperson Deborah Bennett Anderson and seconded by Member Beulah Sandoval. Motion carried unanimously.

CES Contract (no limit). A motion to approve CES (Cooperative Extension Services) ancillary services contract was made by Chairperson Deborah Bennett Anderson and seconded by Member Beulah Sandoval. Motion carried unanimously.

7.3 School Calendars*

A motion to table school calendars was made by Deborah Bennett Anderson and seconded by Chris Martinez. Motion carried unanimously.

7.4 Budget 2015-2016*

Business Manager Deanna Gomez presented the 2015-2016 Budget to the MCS Governance Board for approval. The Governance Board reviewed the budget and Business Manager Deanna Gomez answered questions. Beulah Sandoval moved to approve the budget as presented. Chris Martinez seconded. Motion passed unanimously.

7.5 Pay Scales*

A motion to table pay scales was made by Deborah Bennett Anderson and seconded by Beulah Sandoval. Motion carried unanimously.

7.6 Out of State Travel for AVID Training*

Director Janette Archuleta presented out of state travel for AVID training for approval. A motion to approve out of state travel for AVID training was made by Chris Martinez and seconded by Deborah Bennett Anderson. Motion carried unanimously.

7.7 Finance Committee Update

There were no Finance Committee Update.

8. POLICY/BYLAWS DEVELOPMENT & REVIEW

8.1 Policy Committee Update

There were no Policy Committee Update.

8.2 Policies*

There were no policies presented.

8.3 Nomination Committee Update

There were no Nomination Committee Update.

9. PERFORMANCE

9.1 Director's Update

Director Janette Archuleta, provided the following updates to the Governance Board Members: Director Archuleta advised the MCS Governance Board of the need to set a date for the remaining financial training. ERB Compliance audit went well. Also we had a visit from the Charter School Division on Wednesday June 2nd, 2015 in regards to IEP's. Director Archuleta advised the MCS Governance Board that MCS did not qualify for Community Eligibility Program (CEP), free lunch program this year. Ms. Archuleta informed the Board that she has received information from PED that any fund raising that happens on MCS campus needs to be deposited in MCS accounts. Ms. Archuleta also stated we still have not received an update on the teacher summative reports from PED.

9.2 School Advisory Committee Update

There were no SAC Update.

9.3 Academic Oversight Committee Update

There were no Academic Oversight Committee Update.

9.4 Director's Contract*

Chairperson Deborah Bennett Anderson moved to extend Director Janette Archuleta's contract for 2 years, based on discussion of Directors evaluation, during Executive session on 04/01/2015, 04/15/2015, 05/06/2015 & 05/20/2015 Board Meetings. The motion was seconded by Beulah Sandoval. Motion carried unanimously.

10. GOVERNANCE BOARD COMMENTS

11. EXECUTIVE SESSION

A motion to enter into Executive Session was made by Member Beulah Sandoval and seconded by Deborah Bennett Anderson at 8:37 p.m.

Vice-Chairperson Anthony Sena took roll call, the following were present: Chairperson Deborah Bennett Anderson, Vice-Chairperson Anthony Sena, Secretary Chris Martinez, and Member Beulah Sandoval. The roll call vote on the motion to enter executive session was unanimous.

11.1 For the purpose of discussing real estate acquisition/leasing arrangements, NMSA 1978 §10 -15-1(H)(8)

11.2 Personnel – Director's Evaluation, NMSA 1978 §10 -15-1(H)(2)

12. RESUME REGULAR SESSION

Regular session was resumed at 9:09 pm.

13. Next Meeting Dates

The next Board meeting will be June 17th, 2015.

14. ADJOURN

The motion to adjourn was made at 9:10 p.m. by Beulah Sandoval and seconded by Deborah Anderson. The motion carried unanimously.