

# McCurdy Charter School Governance Board Meeting

Bachman Hall Administrative Building  
362 S. McCurdy Road, Espanola, NM 87532  
Thursday, February 4, 2016  
6:00 p.m.

## Meeting Minutes

### 1. WELCOME & CALL TO ORDER

Chairperson Deborah Bennett Anderson called the meeting to order at 6:05 pm.

### 2. ROLL CALL OF MCS GOVERNANCE BOARD

Vice-Chairperson Anthony Sena took roll call.

**MEMBERS PRESENT:** Chairperson Deborah Bennett Anderson, Vice-Chairperson Anthony Sena, Treasurer Nancy O'Bryan, and Member Beulah Sandoval.

**MEMBERS ABSENT:** Secretary Chris Martinez

**OTHERS PRESENT:** Others in attendance included Janette Archuleta, Director, Deanna Gomez, Business Manager, Carrie Vigil, HR Manager/Assistant to Director, Chelamia Quintana, Secondary Principal and Melissa Berryhill, Science Teacher.

### 3. APPROVAL OF AGENDA:\*

A motion to approve the Agenda was made by Beulah Sandoval and seconded by Anthony Sena. The motion carried unanimously.

### 4. OPEN FORUM: PUBLIC MEETING

None

### 5. APPROVAL OF MINUTES\*(01/21/2016) BOARD MEETING

A motion to approve the minutes as amended for 01/21/2016 as presented was made by Nancy O'Bryan and seconded by Beulah Sandoval. The motion carried unanimously.

### 6. FINANCIAL MANAGEMENT

#### 6.1 Out of Country Travel – Costa Rica Trip\*

Secondary Principal Chelamia Quintana and Teacher Melissa Berryhill presented a proposed trip, to Costa Rica June 2017 for high school students. The purpose for this travel is to broaden students learning such as; global community, culture, environment, planting, and responsibility. All students who choose to participate will be responsible for maintaining a GPA of 2.3, and participate in fundraising. The total cost per student will include flight (out of Albuquerque, NM), hotel, breakfast and dinner per day. A motion to approve the June 2017 travel to Costa Rica, with progress updates every three (3) months, to the Board was made by Nancy O'Bryan, and seconded by Beulah Sandoval. The motion passed unanimously.

#### 6.2 BARS\*

There were no BARS presented.

#### 6.3 CONTRACTS\*

There were no Contracts presented.

**6.4 SIGNATURE AUTHORITY\***

Nancy O'Bryan motion to approve that Deborah Bennett Anderson, Nancy O'Bryan, Deanna Gomez, Janette Anderson, Chelamia Quintana, and Kiva Duckworth-Moulton have signature authority for banking transactions for MCS and seconded by Anthony Sena. The motion passed unanimously.

**6.5 BOARD RESOLUTION\***

Anthony Sena motion to approve Board Resolution 0003-16 for the purpose of the job requirements for the MCS Business Manager and seconded by Beulah Sandoval. The motion passed unanimously.

**6.6 OUT OF STATE TRAVEL – PRINCIPAL PROFESSIONAL DEVELOPMENT\***

Director Janette Archuleta requested approval was needed, for the out of state travel for Principal Professional Development training for both the elementary and secondary principals. A motion to approve the principals' travel to the ASCD annual conference to Atlanta, GA with costs to be in compliance with MCS Travel Policy was made by Nancy O'Bryan, and seconded by Anthony Sena. The motion passed unanimously.

**6.7 FINANCE COMMITTEE UPDATE**

Member Nancy O'Bryan reported that the finance committee met with Paul Aguilar in regards to the status the MCS Board of Finance.

**7. POLICY/BYLAWS DEVELOPMENT & REVIEW**

**7.1 POLICY COMMITTEE UPDATE**

Member Sandoval reported that the committee met on Jan 26, 2016 and revised policy BBB and will submit to Governance Board next meeting for approval.

**7.2 POLICIES\***

There were no Policies presented.

**7.3 NOMINATION COMMITTEE UPDATE**

Member Anthony Sena reported that the committee met on January 26, 2016 and revised Governance Board Membership application.

**8. PERFORMANCE**

**8.1 DIRECTOR'S UPDATE**

Director Janette Archuleta advised the Board on the following: Letters of Intent to Return have been sent out, deadline to return form is set for February 15, 2016. March 1, 2016 through April 4, 2016 is open enrollment. The 4<sup>th</sup> year NMPED site review is scheduled for March 24, 2016. Senior Class is asking if the girls' cap and gown be white and the boys' in red, both wearing blue sashes. The 7<sup>th</sup> grader Andres Borrego placed 1<sup>st</sup> in the County spelling bee. The GALA is February 6, 2016. PARCC is scheduled from April 4 - April 13, 2016.

**8.2 SCHOOL ADVISORY COMMITTEE UPDATE**

There were no updates.

**8.3 Academic Oversight Committee Update**

Nancy O'Bryan stated the meeting to be scheduled in late February.

**9. GOVERNANCE BOARD COMMENTS**

There were no Governance Board comments.

**10. EXECUTIVE SESSION**

The Board entered into Executive Session at 7:15 pm. A roll call vote was unanimously.

**10.1 FOR THE PURPOSE OF DISCUSSING REAL ESTATE ACQUISITION/LEASING ARRANGEMENTS, NMSA 1978 §10 -15-1(H)(8)**

**11. RESUME REGULAR SESSION**

Regular session was resumed at 7:52 pm.

**12. CHARTER SCHOOL DEVELOPMENT CORPORATION AGREEMENT\***

No action was taken.

**13. Next Meeting Dates**

The next regular Board meeting will be Thursday, February 18, 2016.

**14. ADJOURN**

The motion to adjourn was made at 7:56 pm, by Beulah Sandoval and seconded by Nancy O'Bryan. The motion carried unanimously.