

# McCurdy Charter School Governance Board Meeting

Bachman Hall Administrative Building  
362 S. McCurdy Rd, Espanola, NM 87532  
Thursday, February 16, 2017  
6:00 p.m.

## Meeting Minutes

### 1. WELCOME & CALL TO ORDER

Meeting called to order at 6:05 p.m. by Chairperson Deborah Bennett Anderson.

### 2. ROLL CALL OF MCS GOVERNANCE BOARD

Vice-Chairperson Anthony Sena conducted roll call. A quorum was present.

**MEMBERS PRESENT:** Chairperson Deborah Bennett Anderson, Vice-Chairperson Anthony Sena, Treasurer Nancy O'Bryan, and Member Beulah Sandoval. Secretary Chris Martinez arrived at 6:10 pm.

**MEMBERS ABSENT:** None

**OTHERS PRESENT:** Janette Archuleta, Director, Deanna Gomez, Business Manager via Skype and Carrie Vigil, HR Manager/Assistant to the Director.

### 3. APPROVAL OF AGENDA:\*

A motion to approve the Agenda was made by Nancy O'Bryan and seconded by Beulah Sandoval. The motion carried unanimously.

### 4. APPROVAL OF MINUTES\* (01/19/2017) BOARD MEETING

A motion to approve 01/19/2017 Board meeting minutes was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

### 5. OPEN FORUM: PUBLIC MEETING

None

### 6. FINANCIAL MANAGEMENT

#### 6.1 Costa Rica update

Secondary Teacher Mrs. Berryhill, provided the Governance Board with the following update:

1. There are 10 students and 5 chaperones going to Costa Rica.
2. Date of departure is June 7, 2017.
3. Date of return is June 14, 2017.
4. Mrs. Berryhill stated she spent 4 days in Spain, to train and prepare for the trip to Costa Rica with the MCS students.
5. Students have fundraised, as well as donations have been given to help with student travel costs.

#### 6.2 Close-Up update

Elementary Teacher Kimberly Liufau, provided the Governance Board with the following update:

1. There are 9 students and 5 chaperones going to Washington D.C...
2. Date of departure is March 19, 2017
3. Date of return March 24, 2017
4. Students have fundraised, as well as donations have been given to help with student travel costs.

#### 6.3 BARs\*

Deanna Gomez presented the following BARs to the Governance Board for approval:

BAR 547-000-1617-0011-IB is an initial budget BAR for Fund 31400-Special Capital Outlay-State to account for 2016 Legislative Special Appropriation to equip two school libraries including equipment, furniture, and books in the amount of \$100,000.

A motion to approve BAR 547-000-1617-0011-IB was made by Beulah Sandoval and seconded by Nancy O'Bryan. The motion carried unanimously.

#### 6.4 Finance Committee Update

Deanna Gomez stated the finance committee met prior to the board meeting. Discussion was held regarding the legislative session, the deficit of the State, and the budget impact of legislative

decisions. The committee discussed different ways that they might be able to decrease the budget. Legislative updates from the Coalition of Charter Schools are being forwarded to Board Members to keep all informed.

#### **6.5 Audit Committee Update**

Deanna Gomez advised the Board on the audit findings:

The State Auditor has released the NM Public Education Audit of which we are a component unit. The full report is available on line. Copies of McCurdy Charter School report was made available to all of the Board Members. Important Notes of the audit is we have an UNMODIFIED AUDIT opinion, with two compliance findings. The audit committee and finance committee will continue to work on improving best practices. Discussion was held.

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

#### **7.1 Enrollment for 2017-18\***

The Board discussed enrollment numbers for school year 2017-18. Nancy O'Bryan moved that enrollment for 2017-18 shall remain at 584, no grade level to exceed 50 students, with flexibility for Administration to adjust student count at each grade level and seconded by Beulah Sandoval. The motion carried unanimously.

#### **7.2 Policy Committee Update**

Mrs. Beulah Sandoval stated the committee is working on the enrollment policy.

#### **7.3 Nomination Committee Update**

There was no Nomination Committee update.

### **8. PERFORMANCE**

#### **8.1 Director's Update**

Director Janette Archuleta advised the Board on the following:

1. The water fountain in Memorial gym has been replaced and is now in working condition.
2. Plans are being made to move the staff from Bachman to Pringle prior to June 30, 2017.
3. Dates for Intent to Return letters for current students, lottery enrollment and open enrollment.
4. The bobcat that was captured on campus, has recovered from a broken leg. Dr. Ramsey with the Wild Life Center has released the bobcat back into the wild.
5. There was discussion on the dedication plaque for the new school building.
6. Evaluations for a furniture vendor are being conducted, to place order for student desks, teacher desks, and to also include the science labs and media center.
7. Advised Board of required trainings to be taken online, Carrie Vigil will set up trainings and email Board members with login information.
8. Enrollment is currently at 528
9. Gala was a huge success, total revenue is \$29,227.00. We still currently have items for sale and will determine how to advertise to sell remaining items.

#### **8.2 School Advisory Committee Update**

Chris Martinez stated a meeting was held on January 25, 2017 at 6:00 pm. In attendance were MCS staff Roger Duroux, Math Teacher/National Honor Society Sponsor and Laureen Pepersack, Science/Health Teacher, 4 MCS students and their parents. Topics of discussion were, lunch time (too short) and dress code. Mr. Martinez stated the second year of boot camp night is to be scheduled on the following four (4) topics: Graduation requirements, test taking, dual credit and careers. Next SAC meeting is scheduled for Monday, February 27, 2017 at 6:00 pm.

#### **8.3 Academic Oversight Committee Update**

There was no Academic Oversight Committee update.

### **9. GOVERNANCE BOARD COMMENTS**

### **10. EXECUTIVE SESSION**

#### **10.1 Personnel Matters - NMSA 1978 §10 -15-1(H) (2)**

The Board entered into executive session at 7:00pm, Chris Martinez conducted a roll call vote. Chairperson Deborah Bennett Anderson requested Director Janette Archuleta to be present for executive session.

**11. RESUME REGULAR SESSION**

The Board resumed regular session at 7:50 pm.

**12. NEXT MEETING DATE**

The next regular Board meeting will be Thursday, March 16, 2017 at 6:00 pm.

**13. ADJOURN**

The motion to adjourn was made at 7:52 p.m., by Beulah Sandoval and seconded by Nancy O'Bryan. The motion carried unanimously.