

McCurdy Charter School Governance Board Meeting

Bachman Hall Administrative Building
362 S. McCurdy Rd, Espanola, NM 87532
Wednesday, April 26, 2017
6:00 p.m.

Special Meeting Minutes

1. WELCOME & CALL TO ORDER

Meeting called to order at 6:11 p.m. by Chairperson Deborah Bennett Anderson.

2. ROLL CALL OF MCS GOVERNANCE BOARD

Secretary Chris Martinez conducted roll call. A quorum was present.

MEMBERS PRESENT: Chairperson Deborah Bennett Anderson, Vice-Chairperson Anthony Sena, Treasurer Nancy O'Bryan, Secretary Chris Martinez, and Member Beaulah Sandoval.

MEMBERS ABSENT: None.

OTHERS PRESENT: Janette Archuleta, Director, and Deanna Gomez, Business Manager via Skype

3. APPROVAL OF AGENDA:*

A motion to approve the Agenda as amended moving item 8.1 under item 5.0 was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

4. APPROVAL OF MINUTES* (03/09/2017, 03/16/2017, 04/04/2017, & 04/10/2017)

BOARD MEETING

A motion to approve 3/9/2017, 3/16/2017, 4/10/2017 Board meeting minutes as presented was made by Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously. A motion to approve 4/4/2017 Board meeting minutes was made by Nancy O'Bryan and seconded by Anthony Sena. The motion passed unanimously.

5. OPEN FORUM: PUBLIC MEETING

5.1 Close-Up

Ms. Kimberly Liufau updated the Board on the recent Close-Up trip to Washington, DC.

6. FINANCIAL MANAGEMENT

6.1 Monthly Financial Reports*

Business Manager Deanna Gomez gave a report on school financials.

6.2 BARS*

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

1. BAR 547-000-1617-0013-I is an increase BAR for Fund 31700 SB-9 to account for the State Match Award. The amount of the BAR is \$32,641.00.
2. BAR 547-000-1617-0014-D is a decrease BAR for Fund 11000 Operational to bring our cash balance in alignment with Audited Financial Statements. The decrease is due to a Permanent Cash Transfer approved by the Board in FY2016. The amount of our carryover balance is \$210,103.03. Total decrease is \$78,433.80.
3. BAR 547-000-1617-0015-I is an increase BAR for Fund 11000 Operational to account for Impact Aid Funding that the school has received in FY2017. The amount of the increase is \$11,781.47.
4. BAR 547-000-1617-0016-I is an increase BAR for Fund 24101 Title I to account for the Carryover and Final Allocation. The amount of the increase is \$28,353.71.
5. BAR 547-000-1617-0017-I is an increase BAR for Fund 24154 Title II to account for the Carryover and Final Allocation. The amount of the increase is \$31,902.07.

A motion to approve BAR 547-000-1617-0013-I, BAR 547-000-1617-0014-D, BAR 547-000-1617-0015-I, BAR 547-000-1617-0016-I, and BAR 547-000-1617-0017-I as presented was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

6.3 Finance Committee Update

Nancy O'Bryan stated the Finance Committee met on April 26, 2017 at 5:00 pm, and discussed Leasing assistance, staffing, and student enrollment increase. Treasurer O'Bryan reported that \$185,000 will need to be taken from operational funds to be used toward rent. A portion of this amount, 20%, is due to an expected reduction in lease assistance.

7. POLICY/BYLAWS DEVELOPMENT & REVIEW

7.1 Annual Resolution*

No action was taken

7.2 2017-18 School Calendars*

Elementary Principal Kiva Duckworth-Moulton presented 3 school calendars to the Board:

Option A: Student 180/Staff 188

Option B: Half day Wednesday for students

Option C: Students off every Friday

A proposed 4 day school week was discussed. After questioning by the board, further information will be gathered for consideration of a 4 day school week in the future. Options A and B were also discussed. The Governance Board took no action. The calendar committee will meet again to further discuss possible school calendar options to present to the Board at May 16, 2017 Board meeting.

7.3 Easement with McCurdy Ministries*

Janette Archuleta presented an Easement Agreement to the Governance Board, and stated the agreement is needed to allow REDI Net to install all fiber optic wiring for all telecommunications services. A motion to approve the Easement agreement with McCurdy Ministries as presented was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

7.4 Policy Committee Update

There was no update from the Policy Committee.

7.5 Enrollment Policy*

Beulah Sandoval presented the Enrollment Policy to the Board. A motion to approve policy JF-Student Enrollment as presented was made by Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

7.6 Nomination Committee Update

There was no update from the Nomination Committee.

8. PERFORMANCE

8.1 Director's Update

Director Janette Archuleta advised the Board on the following:

1. Building update:
 - a. Painting is being done.
 - b. Remodel work at Memorial Gym and Pringle Building using money saved from new building construction will be beginning soon. New building is on track to be ready by the end of May. A ribbon cutting ceremony is anticipated for August.
 - c. HVAC has been donated by LOWES hardware store.
 - d. Discussed possible landscaping.
 - e. Furniture has been ordered and scheduled to be delivered in June.
 - f. Staff is scheduled to walk through new school building on Friday, April 28, 2017. Secondary at 1:30 pm and Elementary at 2:00 pm.
2. NM Finance quarterly report is due April 30, 2017 and they have asked for some additional finance reports.
3. Title 1 & Title II applications have been received.
4. May calendar events; Baccalaureate ceremony on May 23, 2017 and Graduation May 27, 2017.
5. The Teach to one math program for grades 5-8 will be changed to include grades 5-6 only.
6. Enrollment for 2017-18 is 560, combination of intent to returns and lottery enrollments. We currently have a waiting list for K-7 grades.

8.2 School Advisory Committee Update

Chris Martinez reported that SAC held their final Boot Camp – College night, on Tuesday, April 25, 2017, which was a success. Northern New Mexico College and UNMLA were present. During Career night, Jesse Berryhill, Wildlife Biologist, Jeremy Martinez, Nurse Practitioner and Marissa Maestas, Cosmetologist, were present and discussed their careers. Booster club donated \$100.00 to SAC and was used to purchase food for the Boot Camp Nights.

8.3 Academic Oversight Committee Update

There was no update.

9. GOVERNANCE BOARD COMMENTS

None.

10. EXECUTIVE SESSION

Nancy O'Bryan moved to enter Executive Session for the purpose of discussing the hire of MCS Director, personnel issues, and student information as authorized by NMSA 1978 §10 -15-1(H) (2), and (H)(4). The motion was seconded by Anthony Sena. A roll call vote was conducted, with unanimous approval. The Board entered Executive Session at 8:27 p.m. The only matters discussed during Executive Session were the hiring of the MCS Director and student personally identifiable information.

11. RESUME REGULAR SESSION

After a unanimous roll call vote, regular session was resumed at 9:41 pm.

12. NEW DIRECTOR CONTRACT CONTENT*

Anthony Sena moved to approve the new director's contract content as amended. Nancy O'Bryan seconded the motion. The motion passed unanimously.

13. MCS DIRECTOR CONTRACT APPROVAL*

Nancy O'Bryan moved to direct Chairperson Anderson to sign the contract as approved. Anthony Sena seconded the motion. The motion passed unanimously.

14. NM SCHOOL BOARDS ASSOCIATION SCHOLARSHIP RECOMMENDATION*

Secretary Chris Martinez moved to recommend student Anna Quintana as the New Mexico School Boards Association Scholarship nominee for McCurdy Charter School.

15. NEXT MEETING DATE

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

16. ADJOURN

The motion to adjourn was made at 9:53 p.m. by Anthony Sena and seconded by Nancy O'Bryan. The motion carried unanimously.