

McCurdy Charter School Governance Board Meeting

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

Meeting Minutes

1. WELCOME & CALL TO ORDER

Meeting called to order at 6:14 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, Secretary Chris Martinez, and Member Beulah Sandoval via telephone.

MEMBERS ABSENT: None.

OTHERS PRESENT: Janette Archuleta, Director, Michele Lucci, Incoming Director, Deanna Gomez, Business Manager, and Carrie Vigil, HR Manager/assistant to Director.

3. APPROVAL OF AGENDA:*

A motion to approve the Agenda as presented was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

4. APPROVAL OF MINUTES* (04/26/2017) BOARD MEETING

A motion to approve 04/26/2017 Board meeting minutes as amended was made by Anthony Sena and seconded by Nancy O'Bryan. The motion carried unanimously.

5. OPEN FORUM: PUBLIC MEETING

5.1 Thelma Natalie Powers - Donation

Jim Powers presented a check on behalf of the Thelma Natalie Powers Estate, in the amount of \$1,500.00, to be used towards the media center.

6. FINANCIAL MANAGEMENT

6.1 Monthly Financial Reports*

There were no Monthly Financial Reports presented.

6.2 BARS*

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

1. BAR 547-000-1617-0018-I is an increase BAR for FUND 24106 IDEA B, this BAR includes carryover and final funded amount in the amount of \$36,473.93.

2. BAR 547-000-1617-0019-IB is an initial BAR for FUND 27181 STEM TEACHER INITIATIVE. This is Allocation 1 to cover equipment needed in the amount of \$68,740.00. This must be spent this fiscal year. A motion to approve BAR 547-000-1617-0018-I and BAR 547-000-1617-0019-IB as presented was made by Chris Martinez and seconded by Anthony Sena. The motion carried unanimously.

6.3 CONTRACTS*

Director Archuleta presented the following contracts to the MCS Governance Board for approval:

6.3.1 ACR Service Agreement*

The Contractor, ACR Service, will continue to assist with STARS and Powerschool, and provide training to MCS Staff users of STARS and Powerschool programs. ACR shall receive \$5,202.00 plus required tax. A motion to approve the renewal of ACR Service Agreement as presented was made by Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

6.3.2 School Ability Contract*

Deanna Gomez presented a contract for School Ability, a new finance software. Nancy O'Bryan motioned to table School Ability Contract till further information could be obtained. The motion was seconded by Anthony Sena. The motion carried unanimously.

6.3.3 Food Service Vendor Renewal*

The current food services contract with McCurdy Ministries was presented for renewal for one more year of the four year term. A motion to renew the food services contract for July 1, 2017 to June 30, 2018 was made Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

6.3.4 The Learning Center of Tesuque*

The Contractor, the Learning Center of Tesuque, will provide ancillary service for special education. The total amount payable is not to exceed \$25K, excluding applicable taxes. A motion to approve the Learning Center of Tesuque contract was made by Nancy O'Bryan and seconded by Anthony Sena. Motion carried unanimously.

6.3.5 CES*

The Contractor, CES, will provide ancillary service for special education. It was reported that of the total new students enrolled at MCS for the 2017-2018 school year, 13 are coming to MCS with IEPs. A motion to approve the CES contract was made by Anthony Sena and seconded Nancy O'Bryan. The motion carried unanimously.

6.3.6 J&S Transit*

The Contractor, J&S Transit, will provide bus transportation services as needed. The contract is not to exceed \$8,000.00, and rates shall not change. A motion to renew the J&S Transit contract for July 1, 2017 to June 30, 2018 was made Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

6.3.7 MatthewsFox Contract*

The Contractor, Matthews Fox, will provide legal counsel. The total amount payable is not to exceed \$60K, excluding gross receipts taxes. A motion to approve the Matthews Fox contract was made by Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

6.3.8 Other*

No additional contracts were presented.

6.4 Budget Development Update

All community budget input forms have been sent to Deanna Gomez.

6.5 Finance Committee Update

Meeting scheduled for May 22, 2017 at 9:30 am.

7. POLICY/BYLAWS DEVELOPMENT & REVIEW

7.1 2017-18 School Calendars*

Janette Archuleta presented the 2017-2018 school calendar to the Board for approval. A motion to approve the 2017-2018 school calendar was made Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.

7.2 Policy Committee Update

There was no update from the Policy Committee. Director Archuleta reported that a policy that needs to be worked on is the Alternative Demonstration of Competency Policy. Nancy O'Bryan stated that a Director Evaluation Policy also needed to be developed. It was reported that a Local Charge Policy is being requested by PED.

7.3 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. Construction is currently behind schedule, due to recent weather conditions.
 - b. Landscaping and playground package details are being discussed.
 - c. Obtaining RFP with moving companies to hire to move furniture into new school building and into Pringle.
2. May current schedule of end of year activities:
 - a. NDI performances May 17 and May 18 at 10:00 am. Students are being transported to Espanola High School gym for the presentation.
 - b. Baccalaureate ceremony will be on May 23, 2017.
 - c. Graduation is on May 27, 2017.
3. Enrollment for 2017-18 is 567, composed of a combination of intent to returns and lottery enrollments. There is currently a waiting list for K-7 grades.
4. McCurdy Charter School will have a new address as a result of the new building.
5. Revisions of the Student Handbooks have been sent to the principals.
6. Revision of the Employee Handbook is in progress.

8.2 School Advisory Committee Update

There was no update.

8.3 Academic Oversight Committee Update

Nancy O'Bryan provided the board with an overview on MAPS testing, and due to internet speeds and connectivity some students were kicked out of the system and this may cause negative reporting.

8.4 Performance Framework*

Chair Deborah Anderson reported that she and Incoming Director Lucci attended the PEC meeting on May 12. More direction on Performance Frameworks is expected to come from the PEC.

9. GOVERNANCE BOARD COMMENTS

None.

10. EXECUTIVE SESSION

MCS Governance Board did not enter into executive session.

11. RESUME REGULAR SESSION

MCS Governance Board did not enter into executive session.

12. NEXT MEETING DATE

The Governance Board scheduled a Special Governance Board meeting for Monday, May 22, 2017 at 6:00 pm.

13. ADJOURN

The motion to adjourn was made at 8:28 p.m. by Nancy O'Bryan and seconded by Chris Martinez. The motion carried unanimously.