

McCurdy Charter School Governance Board Meeting

MCS Building Room #A-210
515 Camino Arbolera, Espanola, NM 87532
Thursday, November 16, 2017
6:00 p.m.

Meeting Minutes

1. WELCOME & CALL TO ORDER

Meeting called to order at 6:09 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, Member Beulah Sandoval and Secretary Chris Martinez arrived 6:23 pm.

MEMBERS ABSENT: None.

OTHERS PRESENT: Michele Lucci, Director, Deanna Gomez, Business Manager via telephone and Carrie Vigil, Assistant Business Manager/HR.

3. APPROVAL OF AGENDA:*

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

4. APPROVAL OF MINUTES* (10/19/2017) BOARD MEETING

A motion to approve 10/19/2017 Board meeting minutes was made by Nancy O'Bryan and seconded by Anthony Sena. The motion carried unanimously.

5. OPEN FORUM: PUBLIC MEETING

Parent Mr. Adan Trujillo addressed the MCS Governance Board regarding the hiring of an Educational Assistant for Mrs. Samora's kindergarten class.

6. FINANCIAL MANAGEMENT

6.1 Monthly Financial Reports*

There were no Monthly Financial Reports presented.

6.2 BARS*

There were no BARS presented.

6.3 Contracts*

6.3.1 Subordination, Non-Disturbance, and Attornment Agreement*

The Governance Board reviewed the subordination, non-disturbance, and attornment agreement between McCurdy Master Tenant, LLC, a Delaware limited liability company and the Lender: Clearinghouse Community Development Financial Institution. Nancy O'Bryan moved to approve the Subordination, Non-Disturbance, and Attornment Agreement and it was seconded by Chris Martinez. The motion carried unanimously.

6.4 Finance Committee Update

Nancy O'Bryan stated the Financial Audit has been completed and the report will be released in the spring of 2018.

7. POLICY/BYLAWS DEVELOPMENT & REVIEW

7.1 Policy Committee Update

There was no Policy Committee Update

7.2 Nomination Committee Updates

Mr. Anthony Sena stated the Nomination Committee has received another applicant interested in becoming part of the MCS Governance Board and recommends to continue with the interview process.

7.2.1 Governance Board Candidate*

Mr. Anthony Sena moved to extend invitation to Marcy Davis to join the MCS Governance Board in conjunction to removing herself from another Charter School Board. Nancy O'Bryan second to motion. The motion carried unanimously.

8. PERFORMANCE

8.1 Director's Update

Director Michele Lucci advised the Board on the following:

- a. NMEPD released McCrudy Charter School report card.
- b. Success-maker data, showing gain.
- c. Developing school improvement plan (K-8).
- d. Report cards.
- e. Survey for jeans to be part of the dress code.

8.2 School Advisory Committee Update

Secretary Chris Martinez stated a meeting is being scheduled for December and that it will be held in the computer lab.

8.3 Academic Oversight Committee Update

There was no Academic Oversight Committee update.

9. GOVERNANCE BOARD COMMENTS

Nancy O'Bryan inquired about the status of reporting board membership to PED. Charter School Division is inquiring about the number of members we are supposed to have. Anthony Sena announced that a meeting with Northern New Mexico College is scheduled for Nov. 28 to sign a Memorandum of Understanding for the dual credit program at MCS.

10. EXECUTIVE SESSION

Chris Martinez moved to enter Executive Session for the purpose of discussing personnel matters as authorized by NMSA 1978 §10 -15-1(H) (2). The motion was seconded by Nancy O'Bryan. After a unanimous roll call vote, the Board entered Executive Session at 7:50 p.m.

11. RESUME REGULAR SESSION

After a unanimous roll call vote, regular session was resumed at 8:36 pm. The only topic discussed during the executive session was the issue of personnel matters.

12. SALARY ADJUSTMENTS

Nancy O'Bryan moved to approve an increase in salary based on an increased workload from the previous administration organizational structure, in the amount of \$6,000 for the Director and \$2,000 for the Dean of Students. Secretary Chris Martinez seconded the motion. After discussion, the motion passed unanimously.

13. NEXT MEETING DATE

The regularly scheduled Governance Board meeting has been scheduled for Wednesday, December 13, 2017 at 6:00 pm. A special meeting is scheduled for Tuesday, November 21, 2017 at 3:00 PM.

14. ADJOURN

The motion to adjourn was made at 8:45 p.m. by Anthony Sena and was seconded by Chris Martinez. The motion carried unanimously.