



LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES
Wednesday, August 8, 2018
4:30 pm
4012 4th Street NW
Albuquerque, NM 87107

Present: **Roll Call-**
Nancy Jo Archer, President/Founder
Alex Gurule, Treasurer
Bella McKenzie, Secretary
Gloria Vigil, Governing Board Member
Molly Chavez, Governing Board Member
Doug Mitchell, Vice President
Judy Martin, Governing Board Member

Staff: Mickey Smith, Principal
Martin Zamora, Security

Guest(s): None

Note Taker: Leslie Chavez, Secretary

- I. **Call to Order** – Quorum achieved and Nancy Jo Archer called the meeting to order at 4:30 pm.
- II. **Approval of Agenda** - Nancy Jo Archer called for approval of the agenda. Molly Chavez moved to approve the agenda. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- III. **Approval of Minutes** – Bella McKenzie moved to approve the minutes. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously
- IV. **Public Comment/Guest** – none
- V. **Action Items**

Financial Reports – Since this item was on agenda, could not be discussed and will be added next month.

- A. New Roof on Building B** - The B building experienced leaking (flat roof over classrooms only). Roofing company came out and did some patching. We got quotes for re-roofing. Our handyman cleaned out all the downspouts and gutters, which was causing the water to back up. Ron and Mickey would like to wait to see if a new roof will be needed or if the issue was resolved with the cleaning. Ron would like to add cleaning out of gutters on a yearly basis. Mickey stated that she would like to hold off on re-roofing, but would like the approval and not have to wait for next board meeting in case the roof starts to leak again. Doug Mitchell made a motion to authorize the principal to assess the viability of the existing roof and make a decision based on quotes received. Judy Martin seconded. All aye. Nancy Jo Archer indicated motion carried.
- B. Admin Stipend** - Doug Mitchell and Nancy Jo Archer talked about every reporting period a list of stipends for transparency sake. Mickey and Eileen work on School Profile and both receive a stipend for the work they do during the summer. Leadership team receives a stipend; usually \$150 per person, meeting four times a year occasionally meets on Saturdays. Mickey stated she may try getting subs to cover for these meetings, but there may be too many disruptions. It was asked if there a policy on the stipends. The Compliance Committee will schedule a meeting to set up a policy on reporting of stipends. It could be a simple policy, stating, as per policy, "There will be a quarterly report of the stipends that are being paid, and made clear the work cannot be performed during regular work hours." Judy Martin will send Mickey a copy of the Title I stipend form to use as a format for documentation. No vote taken, the Compliance Committee will work on this.

VI. Discussion Items

- A. Update on Security Measures** – Martin Zamora provided the committee with an update on security measures that have been implemented at the school.
- *Cameras were installed today. There are exterior cameras at all the buildings and an interior camera at the reception area.
 - *Pete Garley is back at the front gate.
 - *Students have until 9:05 to get to class. Students will be given a tardy slip between 9:00 and 9:05. If they come after that, they will stay in re-focus in order to not cause disruption to the class. Teachers are providing work for the students to complete while in refocus.
 - *Security is checking the perimeter for students that are lingering after 9:00 am.
 - *Students will be issued parking permits. The students will have to show insurance and registration in order to get a pass otherwise they cannot park on campus.
 - *It was reported that a previous student made a threat towards the school. A police report was filed and APD did go to the student's house. A police report was also filed on a report that a current student stole drugs and a gun. The student was suspended. Taking all matters seriously, would rather error on the side of caution.
 - *Security is going through a new agency to get subs. We will be getting uniformed security guards.
 - *Security is holding fire alarm drills one time a week for the first month of school. Lockdowns and evacuation drills will be conducted throughout the year.
 - *Martin attended ALICE training (Alert, Lockdown, Inform, Counter & Evacuate). Staff will be taking the training to get certified.
 - *Looking for a company to do a Risk Assessment for the school. It was suggested to contact Chief Gallegos.
 - *There was discussion about a possible structure for the person monitoring the front gate. This is put on hold until after a Risk Assessment is done.
- B. APS Site Visit** – Do not have the report yet. Mickey has emailed.

C. **Grade from PED** – Has not come in yet.

D. **Facilities and Funding** - Mickey went over the report she prepared. There are currently 84 students enrolled; there will be two orientations on Friday 8/10/18. It was asked if the start date should be changed. Starting school at the same time as APS would mean the modified schedule would change. Right now teachers get a break every 9 weeks. Changing the starting date of school is something to be talked about next year.

The CNM running start has been stopped; school is looking at other options for students.

The Governing Board was provided copies of the student handbooks. The school has started using PBS cards (positive behavior recognition card). When a student does something positive, staff can sign the card. Each quarter, the student would receive a “reward” depending on the amount of signatures (bronze, silver, gold)

Mickey placed another ad in the Journal for a math teacher.

Ron will set up a time to see the APS portable buildings that are available and will contact Doug Mitchell and Nancy Jo Archer of the time. There was question if the building can be placed on the property without a lot of maintenance.

The North wall was looked at by the handy man. There is nothing supporting it. Nothing will be done with the wall until it’s determined if a portable building can be brought onto campus, since the wall would have to be taken down to accommodate the portable.

Two inspections coming up. NMPSIA to provide property appraisal services for its risk management and insurance placement; date to be determined. POMS & ASSOCIATES will perform a safety inspection on August 30th.

VII. Reports

VIII. Adjournment – Doug Mitchell made a motion to adjourn the meeting. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. The meeting adjourned at 6:10 pm

Next Board Meeting:

Wednesday, September 12, 2018 at 4:30 pm in the LPCS Library.

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: _____

Secretary