



**LOS PUENTES CHARTER SCHOOL  
GOVERNING BOARD  
MINUTES  
Wednesday, October 17, 2018  
4:30 pm  
4012 4<sup>th</sup> Street NW  
Albuquerque, NM 87107**

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

**Absent:**        Bella McKenzie, Secretary  
Alex Gurule, Treasurer

**Staff:**         Mickey Smith, Principal  
Ron Romero, Assistant Principal  
Rebekah Klein, Business Manager

**Guest(s):**     Christopher Starr, Teacher  
Rebecca Youngman, Teacher  
Theresa DiMatteo-Brown, Intervention Specialist

**Note Taker:**   Leslie Chavez, Secretary

- I.       **Call to Order** – Quorum achieved and Nancy Jo Archer called the meeting to order at 4:35 pm.
- II.      **Approval of Agenda** - Nancy Jo Archer called for approval of the agenda. Gloria Vigil moved to approve the agenda. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- III.     **Approval of Minutes** – Doug Mitchell moved to approve the minutes. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously

**IV. Staff Recognition** – Christopher Starr and Rebecca Youngman introduced themselves to the Board. They each talked about their years of experience teaching and the subjects they teach. Theresa DiMatteo-Brown gave her report to the Board. She talked about the Positive Behavior Intervention Support (PBIS) gifts for signatures (Bronze-will get snow cones, Silver- McDonald’s value meal, Gold – 2 hours at the end of school day; still deciding on day and activity to be held). A total of 52 students dropped off their PBIS cards. A Spirit Night will be held at Sonic at 425 Montano Rd. on Tuesday, October 23<sup>rd</sup> from 5:00 pm-8:00 pm. Theresa also talked about the sign out sheets and front gate procedures that have been implemented so students are not just leaving campus.

**V. Action Items**

**A. Financial Reports** – Rebekah Klein, Business Manager

Rebekah Klein provided the members with copies of the September Financial report for review. The check register for September was reviewed. Doug Mitchell moved to approve the register. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. The bank reconciliation for September was reviewed. Doug Mitchell moved to approve the reconciliation. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. The Board asked if the report could be reduced to cut down the amount of paper.

**B. BARS** – BAR 27103 – Dual Credit Instructional Materials/HS 2 increase \$944. These monies will be used for dual credit instructional materials. Doug Mitchell moved to approve the BAR. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

**C. Add Positive Pay to the School’s Bank Account** – Rebekah Klein explained how this banking service works. The checks that are written are downloaded and sent securely to the bank so the bank knows which checks have been authorized to pay. This service will provide an extra precaution to avoid fraudulent expenses from hitting school account. There is a fee for this service, approximately \$23.00 a month. Judy Martin moved to approve the service. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

**D. Approval of Open Meetings Act** – Mickey Smith provided the Board with a copy of the Open Meetings Act. The Act was reviewed to make sure the Board is in compliance. The form will be revised to update the date to reflect October 17, 2018. Leslie Chavez will add a reminder to the calendar to make sure the Act is added to the August 2019 meeting. Molly Chavez moved to approve the Act. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

**E. Portable** – The Board received a report from Rio-Conchos Corp. that has estimate costs associated with moving a portable on to campus. Since there are too many unanswered questions regarding final cost, the Board does not want to make a final decision until they get the exact cost involved. Ron Romero is to get an updated cost breakout that will show the total amount needed to get the portable “turnkey”. The costs are needed asap so the Board can make a final decision before the end of November. The Board requested that the attorney review the MOU. Nancy Jo Archer moved to wait until an accurate cost is available. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- F. **Donation Approval** - Mickey Smith advised that the school has 2 broken portable basketball goals under \$500. Mickey wanted approval if she could donate the goals to a non-profit group home that requested them. Mickey will provide the Board with the name of the group home.

**VI. Discussion Items**

- A. **Annual Training** - Mickey handed out the training packet to the members. The packet has directions to the venue and agendas.
- B. **Retreat** – The Board will wait until after the annual training to discuss a possible retreat. This will be added to the November agenda.
- C. **Facility Plan** - Don't know if we need a facility plan or not. Mickey is to contact Diana Cordova to ask about the best way to go about getting a plan.
- D. **Charter School Stakeholder Meetings** – Nancy Jo Archer is attending these meetings to discuss future accountability of Charter schools.

**VII. Closed Session – Limited school issue: attorney client privilege**

Doug Mitchell made a motion to go into closed session. Molly Chavez seconded the motion.

**VIII. Return to Open Session** – Judy Martin made a motion to return to open session. Doug Mitchell seconded the motion.

**IX. Reports**

- A. **Principal Report** – Mickey provided the Board with her October 2018 Principal Report. The Principal's Report (attached) included the following in full detail as of August 2018: Mission, Enrollment, Demographics, APS & PED, College Readiness, Facilities & Maintenance, PBS/Restorative Justice/Discipline, Personnel, Professional Development, School Information, Special Education, Technology, Teacher Reports, Wellness, Governing Bd. Tasks.  
Mickey Smith provided the Board with copies of APS Charter School Renewal Application Rubric. Mickey has volunteered to be on a team so that is she gets a better understanding of what is required. Regarding student enrollment, the Board would like the Wellness Team to meet with APS Hearing Officers and other counselors to provide information about our school as another resource for students.

**Next Board Meeting:**

Wednesday, November 14, 2018 at 4:30 pm in the LPCS Library.

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: \_\_\_\_\_

\_\_\_\_\_  
Secretary