



LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES
Wednesday, December 12, 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
Ron Romero, Assistant Principal
Chris Bonahoom, Teacher
Bob Kindell, Teacher

Guest(s): Richard Romero
Michael Chavez

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 as amended. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- III. **Approval of Minutes** – Bella McKenzie moved to approve the minutes. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- IV. **Staff Recognition** – Chris Bonahoom and Bob Kindell, teachers at Los Puentes, talked about the subjects they teach and the years they have been with the school. Chris is on the Social Studies team and has been with Los Puentes for 15 years. Bob Kindell teaches various sciences. He has been with the school for 2 years and has taught for 18 years. He is also the school’s Activities Director and organizes Career Day and the Health Fair. He

also works on the social media sights, Face Book and Instagram. You can follow Los Puentes on Instagram at Los Puentes Panthers.

- V. **Lobbyist** – Richard Romero and Michael Chavez talked about the work that they would be able to do for the school as our lobbyist. Their goal is to get capital money for the school during the Legislative Session. The cost for their services is \$6,000. They represent the school year-round. If the Board is interested in securing their services, a contract will be drafted. Once signed, the Board is to come up with 5 or 6 capital needs. This could include monies to pay off the mortgage owed on the school. Michael Chavez will go over the items and determine which of the requests will be “doable”. Mr. Chavez will provide a letter for the Board to send to several Legislators. Monies become available July 1st and go directly to the school.

VI. **Action Items**

A. Financial Reports - Rebekah Klein provided the Board with the November Financial Report. Doug Mitchell moved to approve the report. Alex Gurule seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.

B. BARS – Rebekah Klein went over the various BARS for approval.

- 31200 – Public School Capital Outlay –initial budget - \$95,154
- 11000 – Operational – increase - \$62,563
- 14000 – Instructional Materials – decrease - \$1,243
- 26163 – Golden Apple Foundation – increase -\$237
- 31600 – Capital improvements HB33 – increase - \$4,648
- 31701 – Capital Improvements SB9 Local – increase \$1,149
- 14000 – Instructional Materials – Maintenance - \$0
- 31600 – Capital Improvements HB33 – Maintenance \$0
- 31701 – Capital Improvements SB9 Local – Maintenance \$0

Nancy Jo Archer requested that the wording be changed from “purchase” to “maintenance” regarding expenses associated with the portable. Doug Mitchell moved to approve the BARS. Bella McKenzie seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.

C. Policies –

- ii. **Protection and Immigration** – The Board reviewed the policy. Bella McKenzie moved to approve the policy with the change “APS” to “Los Puentes Charter School”. Gloria Vigil seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.
- iii. **Restraint and Seclusion** - The Board reviewed the policy. Molly Chavez moved to approve the policy with the typo corrections. Judy Martin seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.
- iv. **Administration of Naloxone** - The Board reviewed the policy. Doug Mitchell moved to approve the policy with the typo corrections. Judy Martin seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.
- v. **Stipends** - The Board reviewed the policy. Bella McKenzie moved to approve the policy with the typo corrections. Doug Mitchell seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.
- vi. **Electronic Recording** - The Board reviewed the policies. Doug Mitchell moved to approve the policy that will go into the student/parent handbook. Gloria Vigil seconded the motion. All Aye. Nancy Jo indicated the motion passed unanimously. Bella McKenzie moved to approve the policy that will be placed in the Governing Board Policy and Procedures. Alex Gurule seconded the motion. All aye. Nancy Jo indicated the motion passed unanimously.

- D. **Purchase over \$10,000** - Mickey Smith indicated that the contract for the person working on the Charter Renewal is \$11,500. She is requesting Board approval for this expense. Molly Chavez moved to approve the contract for \$11,500 for the Charter Renewal. Judy Martin seconded the motion. All aye. Nancy Jo indicted the motion passed unanimously.
- E. **MOU with APS for Portable** – Doug Mitchell moved to approve the MOU as it stands. Molly Chavez seconded the motion. All aye. Nancy Jo indicted the motion passed unanimously. The signed MOU will go to APS and a PO will be issued.
- F. **Lobbyist** – Doug Mitchell moved to approve the contract with Richard Romero, Sue Griffiths and Michael Chavez for their lobbyist services in the amount of \$6,000. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

VII. **Discussion Items**

- A. **Portable term of lease clarification** – APS will not be asking for the portable back.
- B. **Board Training** – Nancy Jo Archer would like the board members to recommend three things to enhance the effectiveness of the Board by the next meeting. At the next Board meeting the members will decide if there should be a retreat. Nancy Jo Archer would like an outside person to facilitate the retreat. She would like to see if Kelley Callihan from the Coalition would be interested.

VIII. **Closed Session** – Doug Mitchell moved to amend the agenda to reflect closed session for personnel discussion. Judy Martin seconded the motion. All aye. Nancy Jo indicted the motion passed unanimously.

IX. **Open Session** – Returned to open session. Nancy Jo Archer indicated that no decisions were made.

X. **Reports**

- A. **Principal Report** - Mickey Smith provided the Board with December’s monthly report. She will provide the Board with a Semester 1 report at January’s meeting.

XI. **Out-Reach Staff:** The Board would like to hire staff to provide out-reach services in order to increase enrollment at the school. The recommendation is the position would be part-time, \$25,000-\$30,000 negotiable salary with mileage, starting asap. Mickey will put an ad together and forward to Nancy Jo to review. The Board recommended an interview panel to include Nancy Jo, Theresa DiMatteo-Brown and Sally Carlon or other wellness staff.

XII. **Adjournment** – Doug Mitchell moved to end the board meeting. Bella McKenzie seconded the motion.

Next Board Meeting

Wednesday, January 9, 2019 at 4:30 pm in the LPCS Library.

Respectfully submitted by Leslie Chavez, GB Note Taker.

Approved on: _____

Secretary