



LOS PUENTES CHARTER SCHOOL  
GOVERNING BOARD  
MINUTES  
August 14, 2019  
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  
Bella McKenzie, Secretary  
Molly Chavez, Governing Board Member  
Judy Martin, Governing Board Member  
Gloria Vigil, Governing Board Member

**Absent:** Alex Gurule, Treasurer

**Staff:** Mickey Smith, Principal  
Rose Dominguez, Dean of Students  
Anna Cress, Business Manager

**Guest(s):** None

**Note Taker:** Leslie Chavez, Secretary

- I. **Call to Order** – Quorum achieved; Nancy Jo Archer called the meeting to order.
- II. **Approval of Agenda** – Nancy Jo Archer called for approval of the Agenda. Doug Mitchell moved to approve the Agenda. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- III. **Approval of Minutes** - Doug Mitchell moved to approve the minutes from *May 28, 2019* with the following correction, date to reflect “May 28, 2019”. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- IV. **Action Items**
  - A. **Financial Reports (June, July, August 2019)** – Anna Cress provided the Board with June, July and August 2019 Financial reports for review. Bella McKenzie moved to approve the reports. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. Anna Cress provided the Board with June, July and August check registers for review. In reviewing the checks, some were missing a second signature. Anna Cress stated that she would talk with her assistant to verify that

both required signatures are on checks. Doug Mitchell moved to approve the registers. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- B. **BARS** –The following BAR was presented for review; 001-017-1920-0001-IB, Instructional Materials, \$14,674. Bella McKenzie moved to approve the BAR. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- C. **Conflict of Interest Disclosure Statement** – The Board members signed the form and returned to Nancy Jo Archer. The form will be provided to Alex Gurule and new member for signature.
- D. **Open Meetings Act** – The Board reviewed the Open Meetings Act. Doug Mitchell moved to adopt the Act for 19/20 School Year. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- E. **Board Member Candidate** – Doug Mitchell provided the Board with a resume for Cynthia Leyba, a recommendation as a new board member. Doug Mitchell moved to invite Cynthia Leyba to the next board meeting. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. Nancy Jo Archer will contact Cynthia Leyba.
- F. **Hiring Kelly Callahan** – The Board discussed hiring Kelly Callahan to provide required training throughout the year. Molly Chavez moved to hire Kelly Callahan for coaching/mentoring. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- G. **Monies for Legislature** – Mickey Smith advised that she is still compiling a list of items to use the monies granted by the Legislature. There is a form to re-authorize monies as needed. Doug Mitchell stated that the Board should start preparing for next Legislative Session. Nancy Jo Archer will see if a lobbyist can attend next meeting to discuss what should be requested for next year.

#### V. Reports

- A. Mickey Smith provided the Board with the August 2019 Principal Report. Mickey Smith introduced Rose Dominguez, Dean of Students.

#### VI. Discussion Item

- A. **Fiscal Accounting and Reporting Policy** – Anna Cress provided the Board with the Fiscal Accounting and Reporting Policy. The Policy will be placed in the correct format and presented as an Action Item for the next Board meeting.

- VII. **Adjournment** - Doug Mitchell moved to adjourn the meeting. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

#### Next Board Meeting:

September 11, 2019, 4:30 pm in LPCS Library

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: Bella McKenzie

Secretary