



LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES
December 11, 2019
4:30 pm
4012 4th Street NW
Albuquerque, NM 87107

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

bsent: Alex Gurule, Treasurer

Consultant: Kelly Callahan

Staff: Mickey Smith, Principal
Erik Perez, Business Staff

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 with the following changes, removal of reviewing financial reports and principal report as well as approval of budget for hiring a company for strategic planning. Doug Mitchell moved to approve the Agenda. Molly Chavez 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. **Action Items**
 - A. **BARS** – The following BAR was presented for review.
001-017-1920-0020-D Capital Improvements HB-33 - \$16.195

The Board questioned what caused the BAR decrease. Erik will follow up with Anna Cress. The Board requested that Anna email them the response. Doug Mitchell moved to approve the BAR. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- B. **Financial Reports (December 2019)** – Nancy Jo inquired from the Financial Committee if there was any concerns regarding the financial reports. The only concern was a check for \$81.33 from Taos Municipal Charter School. According to Erik Perez, the amount was credited back to our account.
- C. **Cash Transfer Request** – Erik Perez provided the Board with a Cash Transfer Request to transfer student activity account balance (\$5,521.54) to meet requirements of GASB 84. Nancy Jo Archer signed off on the transfer request.
- D. **Charter Renewal Process** – Mickey Smith provided the Board with a copy of the Renewal Report. The school was recommended for a 5 year contract beginning July 1, 2020 and expiring June 30, 2025. The school is looking at hiring a company/agency to develop/implement strategies to meet the goals outlined in the contract. Eileen Maddock provided the Board with a proposal from WestEd. Judy Martin and Kelly Callahan will forward the names of people they know that could provide this service to Eileen Maddock. Kelly Callahan recommended that the Board have their attorney, Susan Fox, present at the APS Board Meeting scheduled for December 18th. Eileen Maddock provided the Board with a timeline of due dates for the contract. Kelly Callahan stated that the contract is a 2-way negotiation; the Board can set the matrix numbers that are realistic, attainable and rigorous.

V. **Reports**

- A. Principal Report – Removed from agenda.

VI. **Discussion Item**

- A. **Staff Training – “Succession Planning”** – Kelly Callahan, Consultant, provided the board with reference materials to review and generate ideas for their work session, which was scheduled for Thursday, January 9th at 3:30 pm. The work session will have two parts, 1) What needs to be done to make a succession plan and a principal job description 2) Checklist action steps/emergency succession plan. Susan Fox will be invited to the work session.

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

Next Board Meeting:

January 15, 2019, 4:30 pm in LPCS Library

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: _____

Secretary

Bella McKenzie