



LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES
February 5, 2020
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

Absent: Alex Gurule, Treasurer

Guest: Linda Paul, Ed.D.

Consultant: Kelly Callahan

Staff: Mickey Smith, Principal
Anna Cress, 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. Doug Mitchell moved to approve the Agenda. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- III. **Approval of Minutes** - Doug Mitchell moved to approve the minutes. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- IV. **Action Items**
 - A. **BARS** – The following BARS were presented for review.
001-017-1920-0023-IB Student Supp Academic Achievement-Title IV - \$1,475
001-017-1920-0024-T Title I-ESEA – Transfer

001-017-1920-0025-IB Non-instructional Support - \$5,522

Judy Martin moved to approve the BARS. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- B. **Financial Report** – Anna Cress went over the February Financial Report. Doug Mitchell moved to approve the Financial Report. Molly Chavez seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. The check register was reviewed. Gloria Vigil moved to approve the check register. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.
- C. **Succession Planning** - Linda Paul Ed.D provided information to the Board about the services she would provide if selected to help with the hiring of a new principal. She went over her eight step process to hire a new principal, 1) Initial work session with the Governing Board, 2) Staff and community engagement, 3) Development of promotional material and finalize job application, 4) Advertise position and manage applications, 5) Applicant screening, background checks and candidate notification, 6) The interview and candidate forum, 7) Hiring the new principal and next steps and, 8) The guarantee. These steps were outlined in Dr. Paul’s proposal. The cost of her services is \$5,000, not including add on costs of advertisements, copies, travel. Dr. Paul also provided the Board with a proposed timeline Dr. Paul presented her contract to the Board to review. Judy Martin moved to approve Dr. Paul’s contract. Gloria Vigil seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously and signed the contract. Dr. Paul requested a work session meeting be set up ASAP to start the process to discuss and get guidance regarding salary, desired/required qualifications, etc. **The work session will be held on February 12, 2020 at 11:30 at Los Puentes.** Mickey will provide pizza lunch.
- D. **WestEd** - NancyJo Archer advised that she should receive the WestEd contract today. She will sign and send a copy of the contact to the Board members.
- E. **Compliance Meeting** – A compliance meeting was scheduled for February 12th after the work session.
- F. **Principal Competencies** – Nancy Jo Archer forwarded the Board a document with principal competencies. Nancy Jo Archer requested the Board members look at the principal competencies prior to the work session meeting on February 12th
- V. **Closed Session** - Nancy Jo Archer moved that Los Puentes Governing Board move into a closed session pursuant to NMSA 1978 Session 10-15-1(H)(2) to discuss limited personnel issues. Doug Mitchell seconded the motion. Roll call was taken. All aye. Nancy Jo Archer brought the board back into open session pursuant to NMSA 1978 Section 10-15-1(H) (2) and provided a statement that affirmed the matters discussed in the closed session were limited to the information stated in the motion to close the meeting.
- VI. **Reports**
 - A. **Principal Report** – Mickey Smith went over February’s principal report. Special Ed, Dean’s Report, Eileen’s Report, Intervention Specialist Report and Capital Outlay Report were included. The Foundation has approved to give \$5,000 towards the succession plan. The Foundation is reducing our lease payment by \$2,000. This item will be added to March’s GB meeting for a vote. PED has mandated an Equity Council. The Leadership team will meet to discuss this. The Attendance for Success Act mandates that schools create a core team to address attendance policy. Mickey Smith is waiting to hear back from Dr. Escobedo to set up a Performance Framework Meeting.

- B. Capital Outlay Requests – Mickey Smith discussed capital outlay requests. A letter was sent to our legislators thanking them and asking to reallocate \$130,000 due to the money not being needed for the portable. If approved, the reallocation monies would go towards renovating 8 classroom cement floors, repaving ½ of the parking lot, and lighting for the front gate. If we are approved monies for the new capital outlay requests, the monies would be used for courtyard improvements, vans, roof repairs for B & D buildings as well as HVAC updates for buildings B & D.

VII. Discussion Items

- A. Kelly Callahan Consultant - Kelly Callahan advised the Board that their training hours have been integrated throughout the meeting.

- VIII. 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:

March 11, 2020, 4:30 pm in LPCS Library

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: March 11, 2020

Debra McKenzie

Secretary