



LOS PUENTES CHARTER SCHOOL
GOVERNING BOARD
MINUTES
January 15, 2020
3:30 pm
4012 4th Street NW
Albuquerque, NM 87107

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

Consultant: Kelly Callahan

Staff: Mickey Smith, Principal
Eileen Maddock, Teacher
Valarie Maestas, Dean of Students
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. Judy Martin 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.
001-017-1920-0021-I Capital Improvements SB-9 - \$49,119
Bella McKenzie moved to approve the BAR. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

001-017-1920-0022-IB Feminine Hygiene Products - \$500

Alex Gurule moved to approve the BAR. Doug Mitchell seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously.

- B. Discussion and Determination of Turnaround Needs** – Nancy Jo Archer advised the Board of the APS Turnaround Meeting and APS' expectations of the Board during this process (monitor, support the process, and positive messages). Proposals were received from four companies, WestEd, Creative Leadership Solutions, Jim Shipley and Associates and School Architects. The Board discussed if there were funds to pay for these services. After talking with Anna Cress, Business Manager, there is money in the school budget to pay for these services. After reviewing the bids, the Board decided to go with WestEd. Doug Mitchell moved to hire WestEd. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. Eileen Maddock will send out non-select letters to the firms not selected.
- C. Succession Planning** - Kelly Callahan provided the Board with a packet of interview materials (samples of a job description, ad, interview questions, rubric). Kelly Callahan explained that when looking for candidates you start close, network, and work your way out for recruiting. When placing the ad for a new principal, it will be stated "a dynamic leader to work with a turnaround school". The Board discussed hiring a search firm to develop a job description, post, and vet resumes for the interview committee. Kelly Callahan also explained the necessity of training the interview committee to ensure that the process is followed correctly. Doug Mitchell moved to hire a search firm to assist with the hiring process. Alex Gurule seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. Nancy Jo Archer, Judy Martin, Cynthia Leyba and Alex Gurule will be meeting with the firm hired to discuss the job description and requirements for the principal.
- D. Equity Council** – There is a State mandate to create an Equity Council. It was discussed at the meeting to tie the Equity Council in with the Leadership Team. Mickey Smith, Eileen Maddock and Valarie Maestas will be attending a meeting on January 23rd and will have more information after the meeting.
- E. Domestic Partnership Policy** - Anna Cress provided Nancy Jo Archer with the Resolution in Support of Domestic Partnership Benefits to add to employee benefits. Bella McKenzie moved to adopt the Resolution to add the Domestic Partnership Benefit. Judy Martin seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously and signed off on the Resolution.
- V. 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:

February 5, 2020, 4:30 pm in LPCS Library***moved up a week**

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on: February 5, 2020

Secretary Bella McKenzie