



LOS PUENTES CHARTER SCHOOL  
GOVERNING BOARD  
MINUTES  
June 10, 2020  
4:30 pm  
Meeting held via Zoom  
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

**Absent:** Alex Gurule, Treasurer

**Consultant:** Kelly Callahan

**Staff:** Mickey Smith, Principal  
Anna Phillips, Principal  
Anna Cress, K12 Accounting  
Eileen Maddock, Instructional Coach/Facilities

**Note Taker:** Leslie Chavez, Secretary

- I. **Call to Order** – Meeting held via Zoom. Governing Board Members Present, Nancy Jo Archer, Chair; Doug Mitchell, Vice-Chair; Bella McKenzie, Secretary; Gloria Vigil; Molly Chavez; Judy Martin-Tafoya; Cynthia Leyba. Quorum achieved; Nancy Jo Archer called the meeting to order.
- II. **Approval of Agenda** – Nancy Jo Archer called for approval of the Agenda. Bella McKenzie moved to approve the Agenda. Molly Chavez seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously.
- III. **Approval of Minutes** - The minutes from May 13, 2020: Doug Mitchell moved to approve the minutes with the following amendment “Anna Phillips elected as Head Administrator”. Gloria Vigil seconded the motion. Nancy Jo Archer took vote; Doug Michell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously.



#### IV. Action Items

- A. **BARS** – There were no BARS
- B. **Financial Report** – Anna Cress went over the June Financial Report. Judy Martin-Tafoya moved to approve the financial report. Doug Mitchell seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously. The check register was reviewed. Doug Mitchell moved to approve the check register. Bella McKenzie seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously.
- C. **Anna Phillips to be Authorized as bank administrator, check signer and purchase card holder** - Doug Mitchell moved to approve authorizing Anna Phillips as bank administrator, check signer and purchase card holder. Judy Martin-Tafoya seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously.
- D. **Policy for Capital Assets** – Anna Cress provided the Board with a policy for Capital Assets (Inventory and Fixed Assets). Molly Chavez moved to adopt the policy. Bella McKenzie seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously. Anna Cress will update the procedure for donating items *from* the school.
- E. **Kelly Callahan Contract** – The Board discussed renewing the contract with Kelly Callahan to provide services i.e., training, policy review, and alignment of strategic plan for next school year. Doug Mitchell moved to enter into negotiating a contract with Kelly Callahan to include training and other support. Gloria Vigil seconded the motion. Nancy Jo Archer took vote; Doug Mitchell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously. Kelly Callahan will provide the Board’s training certificates to PED as well as providing a copy to the business office for auditing purposes.
- F. **Strategic Committee Report (Present items to be listed in Principal Report)** – The Strategic Committee did not have an opportunity to meet. It was suggested to look at the Strategic Plan timeline that Valarie Maestas developed to determine what should be reported and how often i.e., monthly, quarterly, etc. to ensure the strategic plan is being followed. Eileen Maddock will set up a Zoom meeting with Anna Phillips, Angela Gabaldon and members of the Governing Board to discuss what data should be reported and provide clear guidelines and timeframes on what needs to be reported.

#### V. Discussion Items

- A. **Strategic Plan** – Met with Joseph Escobedo for contract negotiations. The performance framework was accepted. A goal was added “on track toward graduation”. Eileen Maddock will update the Strategic Plan and send out. There will be a Zoom meeting for the APS contract on Wednesday, June 17<sup>th</sup> at 5:00. Mickey Smith will send this information out to the board members.

#### VI. Reports

- A. **Principal Report** - Mickey Smith provided the Board with the Nurse’s Annual Report. Mickey Smith provided the Board with the school’s 2019-2020 End of Year Report prepared by Valarie Maestas. The Board wants to insure that a report as completed by Valarie be included as part of the principal’s report each month. The report included numbers and graphs in reference to the following information: demographic, security referrals, refocus, wellness, food pantry, attendance, outreach, student drops, distance learning, senior activities. The school was awarded \$410,000 for a 3-year Behavioral Health

Initiative Grant. The school was also awarded \$42,005 in CARES Act Funding. Four students received \$1,000 scholarship for college. A graduation profile report was also included.

VII. **Adjournment** – Doug Mitchell moved to adjourn the meeting. Bella McKenzie seconded the motion. All aye. Nancy Jo Archer indicated the motion passed unanimously. Nancy Jo Archer took vote; Doug Michell, aye; Bella McKenzie, aye; Judy Martin, aye; Gloria Vigil, aye; Molly Chavez, aye; Cynthia Leyba, aye. Nancy Jo Archer indicated the motion passed unanimously.

**Next Board Meeting:**

July 8, 2020 at 4:30 pm (Via Zoom)

Respectfully submitted by Leslie Chavez, GB Note taker.

Approved on:

*July 8, 2020*

Secretary

*Bella McKenzie*