

MINUTES OF THE BOARD OF TRUSTEES OF
THE McCURDY SCHOOL OF NORTHERN NEW MEXICO

April 15, 2009

Members present: Robert DeVargas, Manuel Valdez, Deborah Anderson, Ruth Montoya, Ricardo Cordova, Chris Martinez, and Anthony VanderVossen

Members absent: Kelly Armstrong, Al Hernandez, Bethany Carpenter, and Bishop Max Whitfield

Others present: Superintendent Dan Garcia and Eufemia Romero

CALL TO ORDER AND PRAYER. Chairperson Deborah Anderson called the meeting to order at 6:07 PM and Rev. Dan Garcia led in prayer.

APPROVAL OF AGENDA. The following items were added to the agenda: Marilyn Peabody; Status of 2008-09 Financial Package=Budget, past due bills; Status of Parent Notifications about tuition; Status of teacher/parent notification of NO 6th grade restructuring; Substance Abuse Program for Freshman Class; Criteria for New Student Acceptance; Cell Phone Policy for Students; Graduation; Alumni Regional Meetings; and Superintendent Performance Assessment. Ruth Montoya moved, seconded by Ricardo Cordova to approve the agenda for tonight's meeting as amended. Motion carried.

APPROVAL OF THE MARCH 26, 2009 BOARD MEETING MINUTES. Ruth Montoya moved, seconded by Manuel Valdez to approve the minutes of the March 26, 2009 Board meeting as presented. The motion carried.

APPROVAL OF THE APRIL 2, 2009 SPECIAL BOARD MEETING MINUTES. Ricardo Cordova moved, seconded by Ruth Montoya to approve the minutes of the April 2, 2009 Special Board Meeting. The motion passed.

Robert DeVargas expressed his concern with the action taken by the Board at the April 2, 2009 meeting stating that each of the 15 families affected by multiple students be offered the choice of taking the published discounts

Board Minutes 4-15-09

with the new fee schedule or take only the new fee schedule without the discounts as published.

UNFINISHED BUSINESS.

a. Chairperson Deborah Anderson informed the Board that Marilyn Peabody has agreed to serve as representative of the New Mexico Annual Conference United Methodist Women President on the Board of Trustees.

b. The Personnel Policy Manual was discussed. Anthony VanderVossen moved, seconded by Ricardo Cordova to include the following wording in the Manual under section J.:

All 7th grade through 12th grade coaches shall be licensed by the NM State Board of Education.

All 7th grade through 12th grade coaches shall be enrolled by the school in the New Mexico High School Coaches Association.

The motion carried.

Ruth Montoya moved, seconded by Anthony VanderVossen to defer the approval of the 2009 Personnel Policy Manual with proposed revisions until paragraphs pertaining to volunteers and school vehicle drivers are clarified by the Policy Committee. Motion carried. The school will continue to operate officially under the 2007 Personnel Policy Manual until the revised Manual is approved.

d. Copies of the 2006-2007 Audit were provided to the Board. Review and discussion took place. It was the consensus of the Board that more detailed information, i.e. audit findings be part of the Audit. Chris Martinez moved, seconded by Ricardo Cordova that the superintendent contact the auditors to request more information and clarification on the 06-07 Audit and that results of bids being sought for the 07-08 audit be brought to the May meeting. The motion carried.

e. Status of the 08-09 current budget was discussed together with the proposed 09-10 operating budget (copies given to the Board at the meeting).

Board Minutes 4-15-09

Manuel Valdez moved, seconded by Ricardo Cordova that a meeting take place with Business Manager Pam Miller where QuickBooks will be made accessible for review by the Finance Committee and any Board member interested and that Business Manager Pam Miller provide 08-09 Budget information and actual expenditures, year to date. The motion carried. This meeting with Pam Miller is scheduled to take place on Monday, April 27, 2009 at 9:00 AM.

Discussion took place of activities accounts for individual sports, donations for memoriams, etc. that exist and do not show on the monthly financial reports. Ruth Montoya moved, seconded by Anthony VanderVossen that Superintendent Dan Garcia prepare a complete list of all accounts and balances by the April 27th meeting with the Business Manager. The motion carried.

f. Status of parent notifications about tuition – Bob DeVargas informed the Board that he and Business Manager Pam Miller will notify the 15 families regarding the new tuition information.

g. Status of teacher/parent notification of NO 6th grade restructuring. Rev. Dan Garcia will send a memo to staff and parents tomorrow (April 16th) informing them that there will be no 6th grade restructuring.

NEW BUSINESS.

a. The 2009-2010 Budget was discussed earlier in the meeting. Manuel Valdez prepared an advertisement for the school and sent it to the Board. The cost for the ad is about \$100.

b. Substance Abuse Program for All Freshmen – Deborah Anderson informed the Board that monies are available from GBGM to provide a substance abuse program to all freshmen. She asked Dan Garcia to prepare a proposal with the principals and counselors and bring to the next meeting.

c. Criteria for new Student Acceptance was discussed. Superintendent Dan Garcia indicated that each student who applies for enrollment is interviewed by the principals. The Policy Committee will review the existing policies

Board Minutes 4-15-09

regarding acceptance of students and discipline and will make recommendations for revisions for these policies.

At this time, it was suggested that each Board Committee chairperson inform the entire Board of future meeting dates and times to allow any Board member the option to attend.

d. Cell phone usage policy for students was discussed. The Policy Committee will review existing policy on cell phone usage and will bring a recommendation to the next meeting. Rules pertaining to this will be compared with other schools.

e. Graduation is scheduled to take place on May 23, 2009 at 10:00 AM in the Memorial Sports Center following Baccalaureate on May 22, 2009 at 7:00 PM in the Santa Cruz United Methodist Church. Ruth Montoya explained that Board members walk in procession behind the graduating class and sit in a reserved section. The Board is introduced before commencement ceremonies begin.

f. Alumni Regional Meetings – Ruth Montoya announced that the Alumni Council will hold a meeting at St. John’s United Methodist Church in Albuquerque on Thursday, April 23, 2009. Also scheduled is an Espanola Regional Alumni Council Dinner Meeting to be held in the school cafeteria (McCurdy) on May 6th at 6:00 PM.

RECESS FROM REGULAR SESSION. Chairperson Deborah Anderson recessed the meeting to go in to Executive Session at 8:23 PM.

EXECUTIVE SESSION. The Board of Trustees convened in to Executive Session at 8:24 PM until 8:55 PM.

1. DISCUSSION:

A. Recommendation of 2009-2010 Contract Renewals for Administrators and Certified Staff

A list of Certified Teaching Staff and Administrators was distributed to the Board for review and approval for the 2009-

Board Minutes 4-15-09

2010 school term. Superintendent Dan Garcia reported that based on the performance assessments conducted by him, he recommended the contracts be extended to these individuals.

ACTION: Following extensive discussion, approval of all certified teaching staff and administrators as recommended by the Superintendent, was deferred until the **SPECIAL BOARD MEETING scheduled for 1:00 PM ON MONDAY, APRIL 27**. The action to defer was based on the Board's request for additional time to review the administrative job positions.

B. Superintendent's Interim Performance Assessment

The Chair proposed that an interim performance assessment of the Superintendent be conducted. Copies of the evaluation tool provided in the *Handbook of Institutional Missions* were distributed at the meeting. Deborah will forward the document by e-mail to all Board members. She encouraged feedback by the early part of next week.

II. ADJOURNMENT

There being no other business to come before the Board, the meeting was adjourned at 9:00 PM.

Respectfully submitted,

Eufemia Romero
Recording Secretary

Ruth Montoya
Secretary Pro Tem