

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

July 16, 2009

Members present: Kelly Armstrong, Robert DeVargas, Al Hernandez, Manuel Valdez, Deborah Anderson, Ruth Montoya, Chris Martinez, Bethany Carpenter, Marilyn Peabody, and Greg Kennedy

Members absent: Ricardo Cordova and Anthony VanderVossen

Others Present: Amanda Choi, Pam Miller, Mike Hibner, Dee Dee Heffner, Vickie Luviano, Ruth Stambach, Larkin Garcia, Renee Garcia, Lou Mattei, and Eufemia Romero

CALL TO ORDER AND PRAYER. Chairperson Deborah Anderson called the meeting to order at 6:00 PM and Rev. Bethany Carpenter led in prayer. Deborah welcomed and introduced Rev. Greg Kennedy, Pastor of St. John's United Methodist Church, to the Board. Bishop Max Whitfield has appointed Greg to represent him on the Board of Trustees.

APPROVAL OF AGENDA. Marilyn Peabody moved, seconded by Ruth Montoya to approve the agenda for tonight's meeting. Motion passed.

APPROVAL OF THE JUNE 18, 2009 BOARD MEETING MINUTES. Kelly Armstrong moved, seconded by Manuel Valdez to approve the minutes of the June 18, 2009 Board meeting as presented. The motion carried.

APPROVAL OF THE JUNE 23, 2009 EXECUTIVE SESSION BOARD MEETING MINUTES. Manuel Valdez moved, seconded by Kelly Armstrong to approve the minutes that came out of the Executive Session meeting on June 23, 2009. Motion carried.

PRESENTATION BY AMANDA CHOI, EXECUTIVE SECRETARY, COMMUNITY AND INSTITUTIONAL MINISTRIES, GENERAL BOARD OF GLOBAL MINISTRIES. Mandy Choi, staff liaison with GBGM, explained to the Board that there is an agreement that an annual visit be made to the school. She explained the relationship between McCurdy School and the United Methodist Church and provided copies of

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the Covenant between GBGM and McCurdy School as one of the National Mission Institutions. The covenant is designed to clarify the working relationship between GBGM and McCurdy School. Mandy spoke about McCurdy's responsibilities as well as the services provided by GBGM. Mandy informed the Board that Nash Vickers, Missionary, will be conducting an internal audit of McCurdy School in early August. The majority of the property the school is situated on is owned by GBGM and thus property insurance is paid by GBGM. She will ask the proper individuals at GBGM to identify specifically which properties and structures are owned by GBGM. Mandy also stated that the school can apply for funding for any major repairs that includes environmental issues like the school's uranium contaminated water wells. GBGM also provides orientation and training for Board members and Resource Development Training (Fund Raising) for Board and Administrators. Mandy suggested that McCurdy School include the Advance Special Numbers on school letterhead and all brochures, newsletters, etc. that go out to churches. She welcomed questions from the Board.

STATUS OF INTERIM SUPERINTENDENT. Amanda Choi reported that three deaconesses have been contacted about the possibility of serving as interim superintendent until one is hired. Two have declined, one due to health issues. One deaconess, with a degree in education, is considering the position of interim superintendent. Mandy indicated that this person would help rebuild bridges with staff; work with fundraising and budgeting. The Board will make the final approval on anyone who is recommended for this position. The interim superintendent's salary would come from McCurdy School.

ACCREDITATION BY DEE DEE HEFFNER. Dee Dee Heffner explained to the Board that the North Central Accreditation is the largest accreditation body in the world. Both Dee Dee and Pam Miller are nationally trained as chairs. McCurdy High School has been accredited and in good standing with NCA since 1955; the Elementary/Middle School has been accredited and in good standing with NCA since 1980. Currently the two areas of concerns are 1) facilities and 2) technology issues. In the past the school's two improvement goals have been 1) math scores and 2) writing skills. Every five years there is a campus visit which involves a peer review, McCurdy will have an NCA visit on February 23, 24, and 25, 2010.

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CHARACTERISTICS OF THE SUPERINTENDENT/EXECUTIVE DIRECTOR FOR JOB ADVERTISEMENT. Discussion took place regarding the need to hire a superintendent with an administrative degree as compared to an Executive Director. It was the consensus of the Board that a person with a strong sense of business management would benefit the school. Pam Miller will call the State Department of Education tomorrow morning and report to the Board if applicants are required to have an administrative license when applying for the position of superintendent.

Larkin Garcia introduced himself to the Board and suggested that Hope Christian School be contacted to provide more information on requirements for head master/superintendent of schools. Larkin also suggested that the next superintendent move to McCurdy School with his/her family. Larkin is a long time supporter of McCurdy School and has served on the Board. Chairperson Deborah Anderson provided copies of the job description for superintendent and asked the Board for input.

RESOLVING DETAILS AROUND THE SET OF LOAN/FINANCIAL MOTIONS AND PACK DONATION. Chairperson Deborah Anderson indicated that currently there is nothing in the Board By Laws that allow the Board to vote via e-mail or phone on any motions made by the Board as she went over the information regarding the money withdrawal from the McCurdy School Foundation. Discussion took place on the terms and conditions the Board of Trustees would propose to the Foundation Board when requesting \$238K for withdrawal, which \$85K of these monies has already been received by the school. A suggestion was made that 5 to 7 years is needed to payback the loan at 3% interest since the school would be borrowing its own money and that the loan be structured to pay back with annual or quarterly payments instead of monthly payments. Also part of the discussion was that the proper way to handle credit is to pay the highest interest loans first, example, credit cards.

Al Hernandez moved, seconded by Bethany Carpenter that a seven year payout, at \$20,000 per year with 4% return on a quarterly basis with a no prepayment penalty for \$228,000 and that Deborah Anderson present this information to the Foundation Board. The motion carried.

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Recently, Vernon Pack made a donation in the amount of \$194,424.76 to McCurdy School. Chairperson Deborah Anderson expressed gratitude for this donation and assured that letters of appreciation would be sent out immediately. Mr. Pack did not put restrictions on the donation. Discussion took place as to how to better utilize the monies. Kelly Armstrong moved, seconded by Manuel Valdez that we pay down \$194,000 to Valley National Bank's line of credit and any interest owned and ask for a \$250,000 credit line plus set \$24,000 from a Foundation loan to clear the loan balance altogether. The Motion carried with Al Hernandez abstaining from voting.

It was the consensus of the Board that there was no need to discuss any sale of properties.

STATUS OF ENROLLMENT AND RECRUITMENT CAMPAIGN.

Elementary/Middle School Principal reported the following enrollment figures as of today: Pre-Kindergarten – 20; Kindergarten – 5; First Grade – 9; Second Grade – 8; Third Grade – 9; Fourth Grade – 7; Fifth Grade – 13; Sixth Grade – 10; Seventh Grade – 19; Eighth Grade – 25; 9th Grade – 15; 10th Grade – 21; 11th Grade – 20; and 12th Grade – 18. Ricardo Cordova and Manuel Valdez are working on recruiting advertisements to be placed in the local newspaper (next 3 or 4 issues). It was suggested that advertisements be aired on KDCE Radio. Valley National Bank will sponsor some of the advertising ads.

NEW BUSINESS. None

At this time, discussion came back to the Interim Superintendent Position. Chairperson Deborah Anderson offered to help the school and act as interim superintendent while one is appointed. Al Hernandez stated that the Board should not run the school at anytime due to liability issues and because there should always be a chain of command in place and also because this would be a conflict of interest on the part of the Board.

Al Hernandez moved, seconded by Manuel Valdez to accept the offer from Chairperson Deborah Anderson to act as interim superintendent temporarily on a volunteer basis until one is appointed and in the meantime be released

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from the Board Chairperson responsibilities. The motion carried. Vice-Chair Ruth Montoya will step up as acting chairperson during the duration of Deborah's interim superintendent position.

NEXT MEETING. The next regular meeting of the Board of Trustees will be held on August 20, 2009 at 6:00 PM in the Student Center Conference Room.

ADJOURNMENT. Chairperson Deborah Anderson adjourned tonight's meeting at 8:11 PM.

Respectfully submitted,

Eufemia Romero
Recording Secretary

Bethany Carpenter
Board Secretary