

MCCURDY SCHOOL BOARD OF TRUSTEES
MINUTES
MAY 20, 2009

A meeting of the Board of Trustees of McCurdy School was held on Wednesday, May 20, 2009 in the Student Center Conference Room. Present were: Chair, Deborah Bennett; Superintendent Dan Garcia, Kelly Armstrong, Al Hernandez, Anthony VanderVossen, Robert DeVargas, Ricardo Cordova, Chris Martinez, Marilyn Peabody, and Ruth Montoya. Absent were Bethany Carpenter and Manuel Valdez.

I. CALL TO ORDER

The meeting was call to order at 6:15 P.M. Rev. Garcia gave the opening prayer.

II. APPROVAL OF AGENDA

Motion was made by Anthony VanderVossen; seconded by Kelly Armstrong, to approve the Agenda with the following changes: a) addition of Pam Miller to #10 Teaching and Coaching Staff Recommendations, and b) table approval of Minutes of April 15th and Executive Committee Minutes of April 27th until the next regular meeting. Motion carried.

III. SUPERINTENDENT'S REPORT

Rev. Garcia requested that the Executive Committee Minutes of April 27, 2009, page 2, letter B. Business Manager, second paragraph be corrected to reflect that he had followed the correct procedures in accessing the Line of Credit and did not require the Board's approval as stated in the Minutes. Ruth Montoya, who acted as secretary pro tem, commented that the Minutes accurately reflected the discussion that took place at that meeting.

Rev. Garcia called attention to his travel schedule in June which includes a speaking engagement at the New Mexico Conference of the United Methodist Church on June 5 in Odessa, Texas. Additionally, he will be attending the Central Texas and North Texas Conferences on June 9 - 10, and home conference on June 11-13.

School Updates:

Rev. Garcia updated the Board with respect to his action to dismiss a member of the teaching staff following allegations of misconduct. The incident was reported in today's local newspaper. It was noted that the staff member has not complied with the conditions of her dismissal - vacate the school's rental home and to have no contact with students on the premises. Dr. Garcia assured the Board that he will follow-up on this matter by the weekend.

Rev. Garcia further commented about today's incident regarding an altercation between two students in a school locker room. One of the students will be charged with assault and was released to her parents. She will not be allowed back on campus. Contrary to an earlier report that the other student was treated at the hospital, Rev. Garcia reported that the girl suffered a nosebleed and was taken home. He added that assault is a non expellable offense.

In the ensuing discussion, members of the Board emphasized once again, that there needs to be consistency in the enforcement of disciplinary policies, as well as enforcement of the anti-bullying plan.

In response to questions regarding school security, Rev. Garcia reported that there are two paid security guards that patrol the campus two nights a week. Teachers and other staff monitor student's arrivals/departures during the school session. At present, there is no security in the locker rooms. He also noted that there have been occasional minor vandalism issues, i.e., broken windows.

IV. FINANCIAL REPORT

Rev. Garcia briefly reviewed the financial statements dated April 2009 in Pam Miller's absence. Following discussion, Ricardo requested concise information regarding our financial status so that the necessary adjustments can be made to the 2009-2010 Budget. He inquired whether there were any provisions in the Bylaws with respect to who has the authorization to make budget adjustments.

A meeting of the Finance Committee will be scheduled at least one week prior to the June meeting of the Board.

The Board requested that members of the 2006-2007 auditing firm, Ricci & Company, be invited to the June 18th Board meeting to discuss the audit and the recommendations set forth in their Management Letter.

2007-2008 Audit: Motion was made by Anthony VanderVossen and seconded by Ricardo Cordova, that we bid out the 2007-2008 audit. The current auditor will be invited to submit a bid. Motion carried.

V. UNFINISHED BUSINESS

- A. Personnel Policy Manual: The committee has not met. A brief meeting will be held following tonight's meeting adjournment.

- B. Tuition: Minimal response from parents regarding tuition changes.

VI. NEW BUSINESS

- A. Bylaws

Copies of the proposed bylaws revisions were distributed at the meeting. The revisions focused on a) Alternative formats for board meetings; b) Financial Transactions; c) Staff Hiring; d) Policy Changes requiring Board approval. No action was taken at this time.

- B. Job Descriptions

Job descriptions for Assistant Principal, Business Manager and Church Relations and Development have been referred to the Personnel Committee.

- C. School Enrollment Capaign

The Board agreed that a plan needs to be put in place in the next two weeks with respect to 2009 student enrollment, i.e., update the school's website; newspaper ad, and send out a communication to parents. It was determined that 360 students are needed to begin the school year. Rev. Garcia explained that the recent tuition reduction should serve as an incentive for increased enrollment.

The Board concurred with Chris Martinez suggestion that we explore a plan to approach Holy Cross students about McCurdy enrollment for 2010. Chris further suggested that the Book Fair can serve as a venue for distributing enrollment information.

- D. Substance Abuse Policy: No report.

- E. Report to the Annual Conference: It was noted that there has been no Institutional Report sent to the New Mexico Annual Methodist Conference in preparation for their upcoming meeting in June. Failure to submit the report could have serious implications with respect to McCurdy's future funding from the United Methodist Church. Rev. Garcia will follow-up.

- F. Accreditation Preparation: A committee is at work and overseeing process.
- G. Foundation Board: The next meeting is scheduled for Saturday, May 23rd at 8:00 a.m.
- H. VIM Participation: The summer schedule is completely filled. Rev. Garcia was asked to assure that the office maintains accurate records of volunteers on file.
- I. Discipline Policy: Copies were distributed at the meeting. Referred to Policy Committee.

8:10 P.M. EXECUTIVE SESSION

The Board went into Executive Session at 8:10 P.M. to discuss Teaching and Staff Recommendations listed on the agenda.

Correction: Marissa Sandoval was recommended as the Spanish Teacher instead of Business Teacher.

Larkin Vigil, High School Math Teacher, is retired from his previous position and comes to McCurdy with over 30 years experience. .

Walter Bustos, Varsity Boys' Basketball Head Coach; Ray Roybal, Varsity Girls' Basketball Head Coach and Ken Martinez, returning Cross Country Head Coach, were previously approved via e-mail.

Discussion: Chris expressed discomfort with the current approval process regarding prospective candidates that are sent to the Board via e-mail without credential information. The process will be reviewed and adjusted as needed. Along this same line, Rev. Garcia will speak to Eric regarding evaluations for the new coaching hirees.

Rev. Garcia reported that Pam Miller has concurred with the Board approved structural model of principal and assistant principal. Both are full-time positions.

At this point in time, there is a perception that the Board does not appear to be totally in concurrence with the proposed structural model. Marilyn emphasized the importance of developing clearly defined roles/responsibilities for each. Again, the issue of consistency and clear communication in the future between the principal and assistant principal is imperative.

ACTIONS:

Motion was made by Ricardo Cordova; seconded by Anthony VanderVossen that Pam Miller be hired as the Assistant Principal pending her willingness to support and enforce the Disciplinary Policy. Motion carried with two objections.

Motion was made by Al Hernandez; seconded by Anthony VanderVossen that a separate development plan be created for Ken Martinez and Pam Miller and that a performance review be conducted after the first semester (90 days). Motion carried. It was suggested that Ken and Pam attend the next Disciplinary Policy meeting.

Motion was made by Anthony VanderVossen and seconded by Al Hernandez that all individuals listed on the Teaching/Coaching Staff Recommendations be approved. Motion carried. One abstention was noted by Robert DeVargas.

Motion was made by Al Hernandez and seconded by Anthony VanderVossen that a letter be sent to parents on behalf of the Board and Staff stating that we are committed to continue providing a high quality education in a safe environment. Additionally, that we are sincere in our efforts to effectively address all issues and concerns that may occur. Deborah will draft the letter.

VII. ADJOURNMENT

There being no other business before the Board, Motion was made, seconded and carried to adjourn. Time: 8:45 P.M.

Respectfully submitted,

Ruth Montoya
Secretary Pro Tem