



Tierra Encantada

Charter School at Alvor

We are a Dual Language, Project Based, College Preparatory School

GOVERNANCE BOARD REGULAR MEETING

THURSDAY, OCTOBER 12, 2017

6:00 PM

Abenicio E. Baldonado
President

Joseph Salazar
Vice President

Tanya Miller
Secretary

Nicholas A. Maestas
Treasurer

Melarie M. Gonzales
Member

Celedina Coss
Member

Administration:

Daniel Peña
Director

Steve Alarid
Business & HR Manager

MINUTES

1. CALL TO ORDER BY PRESIDENT
 - a. Vice President Salazar called the meeting to order at 6:03 pm.
2. ROLL CALL & VERIFICATION OF QUORUM BY SECRETARY
 - a. Quorum verified – Secretary, Secretary Miller took roll call.
 - b. Members present: Vice President Joseph Salazar, Secretary Tanya Miller, Treasurer Nicholas Maestas via phone and Member Celedina Coss.
 - c. President Abenicio Baldonado and Member Melarie Gonzales were absent; excused.
3. PLEDGE OF ALLIGIANCE
4. APPROVAL OF AGENDA
 - a. Vice President Salazar entertained the motion to approve the agenda as presented; Treasurer Maestas moved to approve the agenda as presented; Member Coss seconded it; motion passed.
5. APPROVAL OF CONSENT AGENDA
 - a. Bars
 - i. BAR 565-000-1718-0005-IB \$156,453
 1. Increase in budget for Lease Reimbursement award for 17-18
 - ii. BAR 565-000-1718-0006-I \$3,113
 1. Library Bond Fund award for 17-18
 - iii. BAR 565-000-1718-0004-IB \$ 811
 1. Award for 2009 Dual Credit Instructional Materials for 17-18
 - iv. Vice President Salazar entertained the motion to approve the Bars as presented; Member Coss moved to approve the Bars as presented; Secretary Miller seconded it; motion passed.

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- b. Vouchers
 - i. Sept082017 \$26,796.95
 - ii. Sept212017 \$18,928.06
 - iii. Vice President Salazar entertained the motion to approve the Vouchers as presented; Member Coss moved to approve the Vouchers as presented; Treasure Maestas seconded it; motion passed.
 - c. September 21, 2017 – Regular Meeting Minutes
 - i. Vice President Salazar entertained the motion to approve the Minutes as presented; Secretary Miller moved to approve the Minutes as presented; Member Coss seconded it; motion passed.
6. PUBLIC FORUM – Those desiring to comment must indicate such on the Public Forum Sign-Up Sheet prior to the start of the board meeting. Please state your name, community or organization you represent, and the item you wish to place before the Board. You will be provided (3) minutes to address your item.
- a. Treasurer Maestas stated that the TECS Soccer Team beat the Questa Bobcats recently. He thanked Director Peña for keeping TECS Athletics active and successful.
7. GOVERNANCE BOARD DISCUSSION ITEMS
- a. Other/New Business
 - i. None
8. GOVERNANCE BOARD ACTION ITEMS
- a. Consideration, Discussion, Approval of Training and Experience Index Policy # 08.19.2017.0027 (Tabled, pending feedback from PED on the current T&E audit)
 - i. Vice President Salazar entertained the motion to table the Policy until a later date; Member Coss moved to table the Policy until a later date; Secretary Miller seconded it; motion passed.
 - b. Consideration, Discussion, Approval to Amend Policy #01-15-15-0013 mileage and per diem.
 - i. Business Manager Alarid stated that he met with auditors about the mileage reimbursement, and they indicated that cost per gas mile was 45 cents, which is now lower than the language in the TECS Policy. The language needed to be updated to be current, which must reflect the change in IRS gas mileage rates.
 - ii. Vice President Salazar asked if this rate is based on the fuel at the pump or an IRS rate.
 - iii. Business Manager Alarid stated that this gas mileage rate is constructed by the IRS rate; TECS is only allowed to reimburse up to 80% of that price.
 - iv. Vice President Salazar asked if the gas rate fluctuates during the year, does that affect TECS reimbursement rate?

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- v. Business Manager Alarid stated that this rate is set at the beginning of the year, and does not change until the next year.
- vi. Treasure Maestas wanted to note that the Board is impressed that the Business Department is proactively approaching situations instead of waiting for reactive changes.
- vii. Vice President Salazar entertained the motion to amend the Policy as discussed; Treasurer Maestas moved to amend the Policy as discussed; Member Coss seconded it; motion passed.
- viii. Vice President Salazar will sign in lieu of President Baldonado.

9. FINANCIAL REPORT – Treasurer Nicholas Maestas and Business Manager Steve Alarid.

- a. Business Manager Alarid stated that in the future, a summary report will be provided each meeting to all Board Members that will show all the payments made by the Business Office to vendors, who receives them, and the total paid. This is now required, as per the PED.
- b. Treasurer Maestas acknowledges the value that this report adds to the knowledge of the Board.
- c. Business Manager Alarid stated that the Audit Fieldwork is complete.
- d. Vice President Salazar asked how are our financial relationship with our Landlord is.
- e. Business Manager Alarid stated that there are a few issues that need to be address; within the contract, it indicates that TECS will have our own electricity usage meter. Since this has not been installed yet, TECS is currently paying 60% of each electric bill to PNM.
- f. Business Manager Alarid noted that the issues with the windows are in the process of being resolved; a handyman has been onsite and making minor repairs until the replacement windows, that have been ordered, arrive.

10. DIRECTOR'S REPORT – Mr. Daniel Peña

- a. Director Peña thanked Business Manager Alarid and the Business Office for an outstanding job that they during the Audit. The Auditor told Director Peña that it was a pleasure working with the TECS Business Office staff and the Auditor felt that they were very competent.
- b. Director Peña stated that the Principals Perusing Excellence mentors arrived and walked through TECS, looking for opportunities of improvement. The mentors stated that of all the schools that they have worked with, TECS has a higher academic rigor than the other schools.
- c. During the last Professional Development Day, the staff began a “deep dive” into the deficiencies (based on data) of TECS and creating the best targets to make improvements.
- d. Hana Patrick will be leading the Professional Development Day tomorrow along with Rebecca Casaus, who is a newest teacher. There has been a tremendous amount of work put into creating practical targets to improve

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the school.


- e. The Truancy Coach, Oscar Chavez, has been sending out truancy letters to parents; receiving a five-day letter, a seven-day letter, and ten-day letter. Parents are responding to the letters positively, and are keeping the kids on track for truancy. In addition, letters are being sent out for missed classes versus full days. Attendance is no longer an issue at TECS.
- f. Letters will be sent out shortly, concerning the remaining lunch fees owed for this year. Many families have paid for the entire year already.
- g. The cafeteria currently has a part time position open.
- h. The English Department has an opening; several interviews have taken place and an offer was made to one potential candidate.
- i. The current student population is 309; TEC lost 3 students.

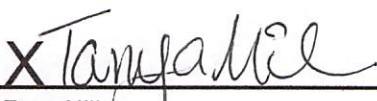
11. NEXT MEETING – Saturday, November 4, 2017, 9:00 am

- a. The next meeting was tentatively set for the following Saturday, November 11, 2017.
- b. The Finance Committee will meet the second Monday of each month.

12. ADJOURNMENT

- a. Vice President Salazar entertained the motion to adjourn the Governance Board Meeting; Secretary Miller moved to adjourn the Governance Board Meeting; Member Coss seconded it; motion passed and meeting ended at 7:03 pm.

X 
Abenicio E. Baldonado
President
11/2/2018

X 
Tanya Miller
Secretary

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the meeting, contact the Tierra Encantada Charter School Administration located at 906 S. St. Francis Dr., Suite C, Santa Fe, NM 87505, as soon as possible or call 505.995.6264.

For copies of this agenda, you may print off the website at www.tecsalvord.org or obtain a copy at the Administrative Offices during regular business hours.