



Tierra Encantada

Charter School at Alvord

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

GOVERNANCE BOARD REGULAR MEETING

SATURDAY, NOVEMBER 5, 2016

9:00 AM

Abenicio E. Baldonado
President

Tanya Miller
Secretary

Nicholas A. Maestas
Treasurer

Melarie M. Gonzales
Member

Joseph Salazar
Member

Administration:

Manuel J. Lucero
Director

Daniel Peña
Principal

Steve Alarid
Business & HR Manager

NOTICE TO THE PUBLIC

Notice is hereby given that the governing body of Tierra Encantada Charter School will hold its Regular Meeting on Saturday, November 5, 2016 at 9:00 AM at Tierra Encantada Charter School Administrative Office, 906 South St. Francis Drive, Santa Fe, NM 87505

DRAFT MINUTES

1. CALL TO ORDER BY PRESIDENT
 - A. Abenicio E. Baldonado called the meeting to order at 9:19 am

2. ROLL CALL & VERIFICATION OF A QUORUM BY SECRETARY
 - A. Quorum verified – Treasurer, Nicholas Maestas took roll call.
 - B. Members present: President Abenicio Baldonado, Treasurer Nicholas Maestas, Member Melarie Gonzales, and Member Joseph Salazar. Secretary Tanya Miller is absent due to being ill / excused absence

3. PLEDGE OF ALLEGENCE

4. APPROVAL OF AGENDA
 - A. Changes to agenda – Treasure Maestas suggested to add 7-C New Business
 - President Baldonado entertained the motion to approve the agenda with changes; add 7-C New Business
 - Treasurer Maestas made the motion for the approval of agenda with changes
 - Member Gonzales second
 - Motion passed
 - President Baldonado entertained a motion to withdraw Treasurer Maestas previous motion
 - Treasurer Maestas made a motion to withdraw the previous motion
 - Member Salazar Second
 - Motion passed



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- President Baldonado entertained the motion to identify New Business as item #7
- Treasurer Maestas made the motion to identify New Business as item #7
- Member Gonzales second
- Motion passed

5. APPROVAL OF MINUTES

A. Thursday, August 4, 2016 – Regular Meeting Minutes

- President Baldonado entertained the motion to pass August 4, 2016 minutes
- Member Gonzales made the motion to pass August 4, 2016 minutes
- Member Salazar second
- Motion passed

B. Thursday, September 1, 2016 – Regular Meeting Minutes

- President Baldonado entertained the motion to table the September 1, 2016 minutes
- Treasure Maestas made the motion to tabled September 1, 2016 minutes
- Member Gonzales second
- Motion passed

C. Thursday, October 6, 2016 – Regular Meeting Minutes

- President Baldonado entertained the motion to table October 6, 2016 minutes, until the end of this agenda
- Treasure Maestas made the motion to table October 6, 2016 minutes, until the end of this agenda
- Member Gonzales second
- Motion passed

D. Tuesday, October 18, 2016 – Special Board Meeting Minutes

- President Baldonado entertained the motion to table October 18, 2016 minutes
- Member Salazar made the motion to table October 18, 2016 minutes
- Member Gonzales second
- Motion passed

6. PUBLIC FORUM

- No one from the Public arrived to address the Board

7. NEW BUSINESS

- Treasurer Maestas mentioned that the Board had participated in Thanksgiving Traditions, such as buying the staff a turkey, etc.
- President Baldonado, asked Mr. Lucero and Mr. Pena to look into buying polo shirts for staff that reflect TECS and create a sense of spirit on Thursday



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- Treasurer Maestas asked Mr. Pena to find out what day was the school providing a Thanksgiving Meal for Students and Family. Mr. Pena thought it was on the 17th but would check for sure and let the board know.
- Treasurer Maestas wanted to find out what the current number of staff members at TECS was.
- Member Salazar said he'd paid for a Staff Holiday Dinner in the past, prior to being on the board.
- Board Training, Proper Form Submittal, Completion Dates & Hours Needed
- TECS Module, system is working, no funding paid out
- Member Salazar asked if TECS was in the ACES Membership, Director Lucero stated that TECS was a member last year but had some reservations due to a huge invoice for services that seemed to be minimal.

8. GOVERNANCE BOARD DISCUSSION ITEMS

A. Review Letter from Santa Fe Public Schools release of building lease and conditions, presented by Director Lucero as follows:

- The contract submitted by SFPS is a "Standard Release of Lease", the TECS Attorney has reviewed the contract and approved content, with the stipulation it will not be signed until the approval of PEC Board
- Would need to vacate the current building by June 30, 2017
- Occupy the new building for 2017-2018 school year, facility has new furniture we would have to decided what is taken from the TECS current facility at Alvord.
- Research the proper disposal of current furniture, as far as returning it to SFPS concerning audit paperwork
- Population of new school, could reach 400 max as the charter has afforded TECS that number for enrollment and the new facility does hold that amount.
- Director Lucero will make an appointment for the Board to view the new school
- Exceptions concerning the new school / Rooms / Parking / Lobby / Etc. - Director Lucero will research this
- Administrative Office Space / School Administration will be on the main floor / Central Office Staff will be located on the second floor
- Athletic / Standard Regulation Size Gym
- Rent for new school for the first 5 years - \$270,000 per year, after the 5 years the option to buy
- Time Frame - 2 weeks meet with Attorneys from Mission Viejo / December Docket for PEC / with letter signed, January to be on the SFPS Board Agenda / February potentially have approval to move
- Capital monies cannot be used on this facility, due to being a private facility

B. Appointment of new members



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- Treasurer Maestas stated he was advertising the open position within the Board, via word of mouth
- Member Salazar requested the Student Counsel participation in this as well
- President Baldonado asked to have the opening posted on TECS website

9. GOVERNANCE BOARD ACTION ITEMS

A. The removal of the former Board President from the bank signature card.

- President Baldonado entertained the motion to have the former President removed from the bank account
- Member Gonzales made a motion to remove the former Board President, Don Francisco Trujillo II, from the bank account
- Treasure Maestas second
- Motion passed

B. Consideration, Discussion and Approval of Re-establishing the Public Relations Committee (Ad Hoc/Standing)

- Member Gonzales motioned to have the Ad Hoc / Standing placed on the agenda as requested, not as a standard line item in the agenda
- Member Salazar second
- Motion passed

10. FINANCIAL REPORT – Treasure Nichols Maestas, Business Manager Steve Alarid and Director Manuel Lucero

A. Consideration, Discussion and Approval of:

- a) Bars, Treasurer Maestas present bars 56500016170006IB, Lease Reimbursement & 56500016170007IB, Dual Credit Instruction Material Bars
- President Baldonado entertained a motion to approve the 2 new bars
 - 56500016170006IB / Lease Reimbursement
 - 56500016170007IB / Dual Credit Instruction Material Bar
 - Treasure Maestas motioned to approve the 2 above listed bars
 - Member Salazar second
 - Motion passed

11. DIRECTORS REPORT – Director Manuel J. Lucero

- Carnival, Monday
- Expedition, Tuesday
- Home Coming 18th of November, against Mescalero Apache
- Personnel Hires, John Zabrowski, Ria DeKruyfs
- Resignation, Carmen Martinez
- Vacancies, English Language Arts and Spanish Language Arts
- Community College, SFCC for the Students to take 2 classes on Mon, Wed, and Tues, Thurs



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- Quarterly Report to the Bilingual Multicultural Department has the English Language Arts staff listed with a Substitute
- New facility, progress is being made and hopefully we will start school year 2017-2018 at the new facility
- New phone service is up and running
- The ETN-TECH money should be dispersed by Thanksgiving

12. EXECUTIVE SESSION – in accordance with NMSA 1978, Section 10-15-1 (H) (2).
Exceptions

A. Limited Personnel Matters

B. Real Property: Purchase, Acquisition or Disposal

- President Baldonado invited Director Lucero and Principal Pena to attend the session
- Treasure Maestas Roll Call / President Baldonado, present / Treasurer Maestas, present / Member Salazar, present / Member Gonzales, present
- President Baldonado, out of Executive Session at 11:27 am
- Treasure Maestas Roll Call / President Baldonado, present / Treasurer Maestas, present / Member Salazar, present / Member Gonzales, present
- President Baldonado Limited Personnel Matters were not discussed, Real Property, Purchase, Acquisition or Disposal was discussed, however no decision were made

13. NEXT MEETING

- Thursday, December 13, 2016

14. ADJOURNMENT

- President Baldonado entertained the motion to adjourn
- Member Gonzales motioned to adjourn
- Treasure Maestas second
- Motion passed 11:28 am

15. WORK SESSION – The Governance Board will participate in a Work Study immediately following the Regular Board Meeting under the guidance of Beery Consulting no action will during this time.

A. Governance Board Self Evaluation

B. Strategic Planning

C. Development of Board Goals



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X



Abenicio E. Baldonado
President

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.



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