

**MINUTES FOR NOVEMBER 8, 2019 REGULAR MEETING  
SIDNEY GUTIERREZ MIDDLE SCHOOL**

The Regular Meeting of the Governing Council was held on Friday, November 8, 2019 at Sidney Gutierrez Middle School located at 69 Gail Harris St. in Roswell, NM 88203. Governing Council members Bill Wolf, Yasmine Armstrong and Kelly Smith were present in person. Michael Taylor arrived at 2:15 p.m. and Shawna Perry at 2:46 p.m.. Joe Andreis and Maria Hernandez were present by invitation. Alison Penn with The Roswell Daily Record arrived at 2:22 p.m.. President Bill Wolf called the meeting to order at 2:06 p.m..

**Action Items:**

**1. Minutes for October 14, 2019 Regular Meeting**

Minutes were accepted as presented. Yasmine Armstrong moved to approve the minutes and the motion was seconded by Michael Taylor. The motion passed unanimously. No further discussion was held on the matter.

**2. BAR #004-009-1920-0007-I, Fund #27107, 2018 GOB Library Award in the amount of \$2,469.00**

Maria Hernandez presented the awarded SGMS 2018 GOB Library Award in the amount of \$2,469.00. The awarded amount will be used for library books. Funds expire June 30, 2023. Yasmine Armstrong moved to approve the BAR. Kelly Smith seconded the motion. The motion passed unanimously.

**3. BAR #004-009-1920-0008-I, Fund #29102, Private Direct Grants in the amount of \$500.00 Roswell Sertoma Club Donation**

Maria Hernandez presented the awarded Roswell Sertoma Club Donation in the amount of \$500.00 for Science Olympiad. Yasmine Armstrong moved to approve the BAR. Kelly Smith seconded the motion. The motion passed unanimously.

**4. 2019-20 Inter-Fund Temporary Cash Transfer**

Maria Hernandez discussed the transfer was the 2018-19 fourth quarter Lease Assistance reimbursement, Fund #31200 repaying Fund #11000 in the amount of \$8,452.75. Yasmine Armstrong moved to approve the repayment of the Inter-Fund Temporary Cash Transfer and the motion was seconded by Kelly Smith. The motion passed unanimously.

**5. Open Enrollment Notice for 2020-2021**

The Governing Council agreed in keeping the Middle School open enrollment separate from the Elementary School. The Middle School open enrollment notice will be published in The Roswell Daily Record, December 13 and 15, 2019 and January 3 and 5, 2020, in both English and Spanish. Applications will be accepted by mail or hand delivered to SGMS during January 7 thru 22, 2020. Yasmine Armstrong moved to approve the Open Enrollment Notice and the motion was seconded by Mike Taylor. The vote was unanimous.

Joe Andreis discussed application receipt changes for the coming year. A sign off sheet will be done for hand delivered applications. For mailed applications a receipt will be done based on the postmark date, copy of the envelope and application will be emailed to the applicant's parents. Kelly Smith will be helping with the new process. Also, a PO Box is being considered at this time for security purposes, in safeguarding the mail. Mike Taylor suggested the PO Box would also be needed for the Elementary School.

Yasine Armstrong recommended to table the discussion of the open enrollment for the Elementary School to a later date. The motion was seconded by Mike Taylor. The motion passed unanimously.

#### **6. Lottery Date for FY 20/21 SGMS Membership Selection**

Yasine Armstrong recommended to table the Lottery Date, the motion was seconded by Mike Taylor. The motion passed unanimously.

#### **7. Lease**

Yasine Armstrong updated on the continued discussions with First United Methodist Church in regards to the Elementary School. The Church following their procedures, held a Church conference the first week of November. They asked their membership if they were in favor of entering a Lease Contract with the Charter School and they were in favor. Current SGMS Lease information was shared with the Church to compare square footage of both buildings. The Church was made aware that the Governing Council was comfortable with a lease payment within the range of \$5,000 to \$6,000 a month, considering Lease Assistance and the building improvements. Some Tenant improvements will be needed to meet E Occupancy standards. The Church would like for the Governing Council to consider a monthly payment of \$5,500, considering their costs to meet E Occupancy standards. The price per square foot would be \$5.65, higher than the current SGMS Lease, but lower than other State Charter Schools cost for similar buildings. Utilities (Water, Gas, Electricity, Disposal services) would be proportionate shared with the Church. The School will be invoiced for the proportionate share according to the usage of 11,713 square feet of the entire building.

Joe Andreis recommended to the Governing Council to have Poms and Associates, current insurance carrier in doing a risk assessment of the prospective building. Included in the assessment would be the playground and parking lot. Information derived will help with future policy cost projections. Security measures will also need to be addressed, due to the Church's daily functions. Points of entry will need to be identified and evaluated, as well as other designated to the Charter School during the work week for school operation. The Governing Council authorized the risk assessment from Poms and Associates of the prospective building.

Mike Taylor recommended to table the Elementary School Lease, the motion was seconded by Yasine Armstrong. The vote was unanimous.

### **Financial Update**

Maria Hernandez provided the monthly Financial Report with the expenditures broken down by line items. No significant changes, payroll being the largest expenditure.

### **Facilities Update**

Joe Andreis is still waiting on the City's response in regards to the roof leaks. The City is responsible, due to them previously replacing the roof and it being a building component. A log is being kept for phone calls and response times from ENGIE. Connection between the mother board and the boiler is still being lost. Fulkerson is being contacted to help resolve the issues, being a third party.

### **Other Business**

#### **New Business**

No New Business

#### **Principal's Report**

Joe Andreis reported still waiting on the signed award letter for the awarded CSP Grant for the Elementary School. The Behavioral interview with Leslie Kelly went well last week. This are going well at the school.

#### **Public Comment**

No Public Comment

Yasine Armstrong moved to adjourn the meeting. Kelly Smith made the second. The motion passed. The meeting was adjourned at 3:09 p.m..