

**MINUTES FOR DECEMBER 5, 2023 REGULAR MEETING
SIDNEY GUTIERREZ MIDDLE SCHOOL**

The Regular Meeting of the Governing Council was held on Tuesday, December 5, 2023, at the Anderson Museum of Contemporary Art, located at 409 East College Boulevard, Roswell, NM 88201. Governing Council members Yasmine Armstrong and Shawna Perry were present in person, Kelly Smith was present on the phone. Michael Taylor was absent. Joe Andreis and Olga Atkinson were present by invitation. Governing Council President Yasmine Armstrong called the meeting to order at 5:59 p.m.

Action Items:

1. Minutes for November 7, 2023 Regular Meeting

Minutes were reviewed for the regular Governing Council meeting and accepted as presented. Shawna Perry moved to approve the minutes as presented and the motion was seconded by Yasmine Armstrong. The motion passed unanimously. No further discussion was held on the matter.

2. BARS

Olga Atkinson presented BARS;
#004-2324-0005-M Fund 11000
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Shawna Perry moved to approve the BARS as presented, the motion was seconded by Yasmine Armstrong. The motion passed unanimously.

3. New venues for the Regular Meeting of the Governing Council of Sidney Gutierrez Middle School.

It was decided not to switch venues since the owners of the Anderson Museum have made the building available for Sidney Gutierrez Governing Council monthly meetings. Governing Council Board meeting will continue to be held at Anderson Museum Contemporary Art located at 409 East College Boulevard, Roswell, NM 88201.

4. SGS Governing Council Workshop

The Governing Council Workshop is scheduled to take place on January 16, 2024 immediately following the Regular Governing Council Meeting, from 6.30 to 9.00 PM. The primary focus of the workshop will be on succession planning.

5. Open Enrollment Notice dates for School Year 2024-2025.

The Governing Council recommended providing notice for the Open Enrollment period, December 22, 24, 29, 31, 2023. Open enrollment itself is scheduled to take place from February 5, 2024 thru February 23, 2024. Shawna Perry moved to approve the open enrollment period. Yasmine Armstrong seconded the motion. The motion passed unanimously.

6. Lottery Date for School Year 2024-2025

The Governing Council has reached a consensus to conduct the 2024-2025 SGMS membership selection during the regular Governing Council meeting scheduled April 2, 2024. Shawna Perry moved to approve the date of April 2, 2024, the motion was seconded by Yasmine Armstrong. The motion passed unanimously.

7. Reschedule of January 2024 Regular Governing Council Meeting.

The decision has been made to reschedule the meeting originally set for January 2, 2024. The rescheduled meeting will be held on January 16, 2024.

8. Sidney Gutierrez School Health Related Policies.

Sidney Gutierrez is currently experiencing an outbreak of Pink Eye as well as lice. This situation highlights the increased importance of having appropriate policies in place to ensure the health and safety of the children.

9. Retention Incentives for Sidney Gutierrez School Staff.

It was decided to give all SGMS employees one-time retention incentive of an approximate net amount of five hundred dollars (500.00). The incentive payment is a one-time cost, is not a recurring cost to SGMS, and is not linked to the established salary. The incentive payment is served as a prospective payment made to incentivize employees to remain employed with SGMS for the remainder of the 2023-24 school year, providing the substantial value to SGMS

10. Financial Report

Olga Atkinson provided the monthly Financial Report, along with the monthly breakdown report. Year to date expenditures total \$834,173.78. It is imperative that ESSERs funds be encumbered and expended by the end of the school year.

11. Facilities Update

Principal Andreis was not be able convene a meeting with representatives from Holloway Construction and J and G Electric to explore HVAC options for the library and portables. Principal Andreis submitted the library area for NMPED approval.

Other Business

New Business

- (1) *Financial Committee Report

No report presented

- (2) Principal's Report

A new resignation upcoming. Music teacher has submitted her resignation and will be leaving Sidney Gutierrez at the end of the semester.

Financial Update

No update given

- (3) Public Comment

No public comment

Shawna Perry moved to adjourn the meeting. Kelly Smith made the second. The motion passed. The meeting was adjourned at 6:27 p.m.