

MINUTES FOR THE FEBRUARY 3, 2026 REGULAR MEETING

SIDNEY GUTIERREZ SCHOOL

The regular meeting of the Sidney Gutierrez Governing Council was held on Tuesday, February 3, 2026 at the Sidney Gutierrez School, located at 69 Gail Harris St., Roswell, NM. Governing council members Michael Taylor, Kelly Smith, and Shawna Perry were present in person and Domingo Alonso and Yasine Armstrong were present via Zoom. Steven Ducharme was absent. Shannon Aguilar and Olga Atkinson were present in person by invitation. Others were present in person. Shawna Perry called the meeting to order at 6:03 pm MST.

ACTION ITEMS:

- 1. Minutes for the January 6, 2026 regular meeting—Discuss/Vote**

The minutes were reviewed for the January 6, 2026 GC meeting. A motion was made by Yasine Armstrong to approve the minutes as presented and seconded by Kelly Smith. The motion passed unanimously.
- 2. BARS—Discuss/Vote**

BAR numbers 2526-0012-M, 2526-0013-M, and 2526-0014-M were presented by Olga Atkinson. A motion was made by Kelly Smith and seconded by Domingo Alonso to approve the BARS as presented. The motion passed unanimously.
- 3. Budget Preparation Contract—Discuss/Vote**

This consulting agreement is for Budget reports, HR, and IT support. HR provides limited informational support. Currently the cost of this budget agreement is \$20,000 per year. Additional services including yearly Budget preparation that are outside the scope of the budget contract are billed at \$51/HR. A motion to approve the budget contract was made by Mike Taylor and seconded by Kelly Smith. The motion passed unanimously.
- 4. 2027/2028 School Calendar—Discussion only**

Calendar is not finalized but will be pretty close to the RISD calendar. Ms. Aguilar is working on the calendar and will have something for board approval soon.
- 5. TCI Audit—Discussion only**

This was the first time SGS has had a TCI audit. The Audit covered FY 2024/2025. Ms. Aguilar recommended that the governing board adopt a written TCI policy and procedures. Employment contracts must be updated to include account code (fund, function, object, job class); audit provided a verification/form template. An exit meeting is pending and board attendance was recommended. There was some confusion on the part of the auditing team as to what information they needed and wanted and when it was due.
- 6. Revision of SGS Handbook—Discuss/Vote**

The content of the handbook remains unchanged since January except for revisions to definitions and page numbers. It was suggested that the handbook be published on the website before voting for parental review. A motion was made by Yasine Armstrong and seconded by Mike Taylor to table the vote on the handbook due to ongoing revisions. The motion passed unanimously.

7. Discipline matrix proposal—Discuss/Vote

The discipline matrix is slated for inclusion in the handbook. A motion was made by Mike Taylor and seconded by Kelly Smith to table the vote for approval of the discipline matrix due to pending final revisions. The motion passed unanimously.

UPDATES:

1. Financial Update

Operational report dated January 30, 2026 showed spending to be \$1,358,636.85, plus local match \$5,418.92 and state match \$3,154, totaling \$1,367,209.77. Reported operational split: middle school \$576,084.16; elementary school \$782,552.66.

2. Facilities Update

Ms Aguilar reported that the electricity and gas usage were notably high most likely due to building temps reaching around 90 degrees over the holiday break. The vendor can adjust settings via phone app but do not monitor on a regular basis. Issues with HVAC are ongoing.

OTHER BUSINESS:

1. New Business

No new Business. No financial committee report given.

2. Principal's Report

Ms Aguilar's report is included in the comments above.

3. Public Comment

Comments were made regarding improved lighting in the parking lot.

The meeting was adjourned at 6:56 pm MST.