MINUTES FOR THE JUNE 2, 2026 REGULAR MEETING

SIDNEY GUTIERREZ SCHOOL

The regular meeting of the Sidney Gutierrez Governing Council was held on Tuesday, July 7, 2026, at the Sidney Gutierrez School, located at 69 Gail Harris St., Roswell, NM. Governing council members Michael Taylor and Steven Ducharme were present in person, and Domingo Alonso was present via Zoom. Kelly Smith was absent. Shannon Aguilar was present in person and Olga Atkinson and Judy Wood were present via Zoom by invitation. Others were present in person and via Zoom. Mike Taylor called the meeting to order at 6:03 pm MST.

ACTION ITEMS:

1. **Minutes for the June 2, 2026, regular meeting—Discuss/Vote**
   The minutes were reviewed for the June 2, 2026, GC meeting. A motion was made by Domingo Alonso to approve the minutes as presented and seconded by Mike Taylor. The motion passed unanimously.
2. **BARS—Discuss/Vote**
   BAR #2526-0034-M and #2526-0035-M were presented for approval by Olga Atkinson. A motion was made by Steven Ducharme and seconded by Mike Taylor to approve these Bars. The motion passed unanimously.
3. **RISD and Sidney Gutierrez School 2026-2027 Business Contract—Discuss/Vote**
   This item was removed from the agenda because SGS is no longer contracting with RISD for their business services and is now contracting with Axiom Analytics for those services.
4. **2026-2027 Lease assistance applications—Discuss/Vote**
   The lease applications have been filled out by Axiom and each member of the Governing Council was sent a signature page via email in order to submit the applications. A motion was made by Mike Taylor and seconded by Domingo Alonso to approve the submission of the lease assistance applications. The motion passed unanimously.
5. **Charter Amendment—Discuss/Vote**
   Steven Ducharme has reviewed the agreement that SGS has with RISD for services provided by the district. He changed some of the language making it clearer what SGS will receive from the district for the 2% holdback. Most of the changes are language changes and not substantive changes. The district has provided these services since the inception of SGS, (26 years), and according to Ms Aguilar's initial conversation with Sue Fox, attorney for SGS, these services are services that should be provided by RISD and should be covered by the 2% holdback that the district receives. These changes were sent to our attorney for review, and we are waiting for her response. It was the consensus of the GC that we would like to have this amendment in place as soon as possible but, in order to allow our attorney to

review the document and make any necessary changes, a motion was made by Steven Ducharme and seconded by Domingo Alonso to table the vote on this action item at this time. The motion passed unanimously.

6. **Revision of the SGS Handbook—Discuss/Vote**
   Ms Aguilar and Kelly Smith met and made some final edits to this document and a final edit was sent to the GC members via email. Most of the changes to the Handbook have been clean-up changes and not substantive. In addition, it was recommended that we add all the school policies to the back of this document. Most of the policies have been added at this time, but further work needs to be done before final approval. This item needs further investigation and discussion. A motion was made by Steven Ducharme and seconded by Mike Taylor to table this item pending final edits and a chance to review the edits. The motion passed unanimously.
7. **Revisions of the Employee Handbook—Discuss/Vote**
   Key changes made to the employee handbook included cell phone usage language, per-diem clarifications, leave policy clarified with explicit accruals and guidelines for leave approval, teacher report time guidelines, and teacher absence policies. There was some discussion about the drug-testing language specifically as it relates to Cannabis. A motion was made by Steven Ducharme and seconded by Domingo Alonso to approve the revisions to the employee handbook. The motion passed unanimously.
8. **Revision of the SGS By-Laws—Discuss/Vote**
   There are currently no known copies of the SGS by-laws. Ms Aguilar has contacted former GC members and the former head administrator to try and locate a copy of the by-laws, but as yet, has not located them. A motion was made by Mike Taylor and seconded by Domingo Alonso to table this action item until we can locate and review the by-laws. The motion passed unanimously.
9. **Calls for Letters of Interest for new GC Members**
   This item was discussed. It was recommended that we use outreach channels like the newspaper, Facebook/social media, and direct solicitation. Due to statute, district employees cannot serve on this board and visa versa. According to the School Board Association, we must collect letters of interest and then interview candidates (public versus private interviews were debated). The GC will determine how to collect and handle letters of interest.

UPDATES:

1. **Financial Update**

Olga Atkinson reported that our year-end cash balance was $184,050.03. SEG total reported was $2,544,247.31 with $54,968.20 remaining in SEG fund at year end. Salaries totaled $2,224,630.30 for school year 2025-2026. Please see finance details in report published on SGS website.

2. **Facilities Update**
   The facilities update was given by Ms Aguilar. The grounds work has been completed (weed removal) and monthly landscaping negotiations are in progress. The vendor quotes are higher this year than last year (monthly proposals range from $950-$1,150 compared to $450-$500 last year). Board acknowledged that we may need to renegotiate or accept the higher cost this year. Repairs are required to the stucco and soffit to patch the holes caused by birds at the middle school. The estimated costs will be around $16,000. Some of the trees need to be cut back and pruned for safety reasons at an estimated cost of around $1,500. The aquaponics equipment on site has missing and stolen parts and an open ground hole. The board discussed donation/disposition routes and that the state auditor/PSFA processes may apply. The building committee has submitted photos and reports on school facilities to the PSFA in order to improve our chances of receiving funding for repairs.

OTHER BUSINESS:

1. **New Business**
   No financial committee report given.
2. **Principal's Report**
   Assessment results were circulated. It is mostly good news. There was a small ELA proficiency drop noted in some grades. Strengths were noted in science proficiency and middle school grades—5th grade science proficiency was 55%; 8th grade science proficiency was 81%. There will be a focus on improving ELA scores using new curriculum with planned professional development. Instructional priorities are to move from online science to 25% more hands-on lessons in the first semester and target 50% hands-on by the second semester for grades where appropriate. Also, will reintroduce handwriting/cursive skills (research-supported benefits include improving fine motor skills, processing skills, and knowing how to sign your name). And finally, there will be a reduction in screen time across K-8 where feasible. There is a need to invest in better headphones to improve K-2 testing reliability.
3. **Public Comment**
   Judy Wood provided an administrative update. The new bank account has been established; the first payroll by Axiom is scheduled for July 15, 2026; vendor and PO setup is in progress; invoicing/payments are rolling out this week. Things that still need to be done are to obtain OBMS access which will require PED/district coordination and there are some system accesses and approvals that require district involvement as well.

The meeting was adjourned at 6:57 pm MST.