

MINUTES FOR THE SEPTEMBER 1, 2026 REGULAR MEETING

SIDNEY GUTIERREZ SCHOOL

The regular meeting of the Sidney Gutierrez Governing Council was held on Monday, September 1, 2026, at the Sidney Gutierrez School, located at 69 Gail Harris St., Roswell, NM. Governing council members Michael Taylor, Steven Ducharme, and Kelly Smith were present in person, and Domingo Alonso was present via Zoom. Shannon Aguilar and Judy Wood were present in person by invitation. Others were present in person and via Zoom. Kelly Smith called the meeting to order at 6:03 pm MST.

ACTION ITEMS:

1. Minutes for the August 10, 2026, regular meeting—Discuss/Vote

The minutes were reviewed for the August 10, 2026, GC meeting. A motion was made by Steven Ducharme to approve the minutes as presented and seconded by Domingo Alonso. The motion passed unanimously.

2. BARS—Discuss/Vote

BAR 26244 was presented to reconcile a \$2,500 donation from the Todd Memorial Trust that was received and has been spent already on Drama supplies. A motion was made by Mike Taylor and seconded by Steven Ducharme to approve this bar. The motion passed unanimously.

3. SGS Fixed Asset Listing 06/30/2026—Discuss/Vote

A fixed asset list was presented and reviewed. The security system equipment is not listed on this list and should be if the school paid for the equipment. Research needs to be done to determine who bought the equipment. The artificial turf noted on the list has been disposed of because it sat outside for almost 10 years and was destroyed by the elements. This item needs removal from the asset list with a notification to the auditors. Olga Atkinson indicated that there was no deadline for submission of the approved asset list and that we just needed to keep it on file. A motion was made to table this action item pending further research and the changes that need to be made. The motion to table was made by Mike Taylor and seconded by Steven Ducharme. The motion passed unanimously.

4. Employee Handbook—Sick Leave Policy—Discuss/Vote

There are many options for the Sick Leave Policy. It was recommended that a short survey be sent to the teachers to see what their thoughts are regarding the Sick Leave Policy before establishing a policy. The GC agreed that a survey would be helpful. There was a motion made by Steven Ducharme and seconded by Domingo Alonso to table this action item pending survey results. The motion passed unanimously.

5. Student Success Handbook—Discuss/Vote

The Leader In Me program is referenced in the Student Success Handbook and is currently not being funded or used at the school. A motion was made to remove the Leader In Me program references from the handbook by Kelly Smith and seconded by Mike Taylor. The motion passed unanimously.

UPDATES:

1. Financial Update

The financial update was presented by Axiom Analytics (Judy Wood). August actuals have not yet closed, so financial reporting is one month behind. The leftover RISD cash balances were deposited on August 10, 2026. Future budget will include forecasts using a cash flow model created for the full year. August actuals will be included in the October package to provide a clearer picture. Judy proposed establishing finance, audit, and budget committees (short pre-board meeting to review information; committees must avoid quorum and include community/parent representation per auditor's expectations).

2. Facilities Update

The building committee had their first meeting and there is nothing new to report from that meeting. The HVAC system continues to be an issue. Temperatures are variable throughout the day and in different parts of the middle school as well. Maintenance calls produce variable responses. Prioritized repairs include patching the holes and soffit that birds have damaged. The quote that we have received included 30 holes/areas where damaged. Also, waiting on contractor to repair soft spots on the porches.

OTHER BUSINESS:

1. New Business

No financial committee report given.

2. Principal's Report

BOY assessments are completed (IMASA interim tests for grades 3-8). There was a hiccup in the K-2 assessment because the testing program was changed last year by RISD and SGS was not aware of the change. The teachers were able to complete the testing. The audit is currently underway. A special events committee has been established to help with events at the school. The first event will be in remembrance of the victims of the 9/11 attacks. Enrollment is at 195, so there is one spot available in the middle school and the next in line on the waiting list have been contacted. PED required plans have been submitted or are in the process of submission. We received our accreditation certificate with conditions. A survey was sent to RISD STARS coordinator which was not returned resulting in the condition (the possibility of an appeal is being explored). There are some issues with the Synergy program which are being worked on. There are some Title IV opportunities that may be available, including Wings For Life...waiting on an MOU with RISD.

3. Public Comment

It was requested that the GC consider having the GC meetings in a location closer to town or having a rotating location to encourage higher attendance at the meetings.

The meeting was adjourned at 6:55 pm MST.