

Appendix A, September 5, 2017 Governing Body Meeting Minutes

Regular Governance Board Meeting

Tuesday, September 5, 2017 at 4:00 p.m.

Cariños de los Niño's Charter School

Rio Arriba County Training Room –1122 Industrial Park Road

Espanola, New Mexico - 87532.

CALL TO ORDER:

Dr. Cata stated that the Regular Board Meeting for Cariños de los Niño's for the Month of August 30, 2017 is postponed for September 5, 2017 as posted on the Cariños information bulletin board, announced on the Cariños Website and the KDCE Radio. Location: At the Rio Arriba County Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

PLEDGE OF ALLEGIANCE:

The Pledge of Allegiance was led by Board.

ROLL CALL:

Dr. Juanita Cata, President did the roll call:

Mr. Leo R. Marquez II, Board Member –Yes

Ms. Glenda Sanchez, Secretary – Yes

Mr. Tomas Garcia, Vice President – Absent

Mr. Robert Candelaria, Member –Absent

Dr. Juanita Cata, Board President –Yes

Dr. Juanita Cata, President stated that three Board members were present and two members were absent and that the Cariños Governance Board had a quorum to conduct business today, Tuesday, September 5, 2017 at 4:10 p.m. at its Regular Board Meeting.

Dr. Cata reviewed the Agenda. Dr. Cata stated that the Board had ample time to review the agenda and asked if there was a motion to approve the Agenda as presented.

*Mr. Leo R. Marquez, II Vice President made a Motion to approve the Board Agenda as presented.

*Ms. Glenda Sanchez, Board Secretary seconded the Motion to approve the Board Agenda as presented.

*Dr. Juanita Cata, Board President stated that the motion was made by Mr. Leo R. Marquez II and seconded by Ms. Glenda Sanchez seconded the Motion to approve the Board Agenda as presented was passed unanimously.

Dr. Cata stated that the Amended Approved Agenda read as follows:

I. OPENING BUSINESS AT 4:00 P.M. ON TUESDAY, SEPTEMBER 5, 2017:

- | | |
|---------------------------|---------------------------------------|
| A. Call to Order | Dr. Juanita Cata, President |
| B. Pledge of Allegiance | Dr. Juanita Cata, President and Board |
| C. Roll Call | Ms. Glenda Sanchez, Secretary |
| D. Approval of Agenda | Dr. Juanita Cata, President and Board |
| E. Introduction of Guests | Dr. Juanita Cata, President |

II. FINANCIAL REPORT(S) FOR 2017-2018 SCHOOL YEAR: (For Information Purpose/None Audited Reports)

A. Report from Cariños Finance Committee regarding their review and acceptance of the following Financial Reports for the month of July 2017 and a general overview of Cariños Budget for 2017-2018 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of BARs, if any.

III. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce self and will be allowed five (5) minute's maximum per spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board. -None

IV. BOARD ACTION AGENDA ITEMS:

1. Approval of Board Minutes for Special Board Meeting of June 29, 2017 - By Dr. Juanita Cata, Board President.
2. Approval of Board Minutes for Regular Board Meeting of July 26, 2017 - By Dr. Juanita Cata, Board President
3. Approval to and identify the Five positions on the Cariños Governing Board for the 2017 - 2018 School year as per approved Cariños Charter By Laws to comply with NMPED / NMPEC requirement through an annual public vote. The Five position are as follows: 1. Board President, 2. Board Vice President, 3. Board Secretary, 4 Board Member, and 5. Board Member.
4. Ratification/Approval of Deviation from Cariños Internal Payroll Policy on a one time basis, due to its urgency.

5. Approval of a BAR(s), if any.

V. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 and H.7 -OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters.

2. H-4 – Student Matters.

3 .H-7 - Legal Matters.

VI. OTHER BOARD ACTION AGENDA ITEMS:

2. Acceptance of Letter of Resignation from Mr. Tomas Garcia, Board Member for personal reasons, to take effect August 30, 2017.

3. Acceptance of Letter of Resignation from Mr. Robert Candelaria, Board Member for personal reasons, to take effect August 30, 2017.

4. Approval to investigate complaint(s) and allegation(s).

5. Approval to place Mr. Vernon Jaramillo, Chancellor on Paid Administrative Leave effective September 6, 2017.

VIII. ROUTINE MATTERS/INFORMATIVE REPORTS/ ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR:

1. Informative Reports

2. Personnel Action Report

IX. ANNOUNCEMENT(S):

1. September 27, 2017 (Wednesday) - Cariños Regular Public Board Meeting @ Cariños Charter School –Time: 4:00 p.m.

X. ADJOURNMENT:

Dr. Juanita Cata, Board President asked Mr. Vernon Jaramillo, Chancellor to introduce the guests:

Mr. Vernon Jaramillo, Chancellor introduced the following guests: Mr. Henry Narvaez – Attorney , Mr. Ron Van Amberg – Attorney, Ms. Corrine Teller, Cariños Business Manager , Ms. Jennifer Lucero, Cariños Office Manager, Ms. Bernice Life, Administrative Assistant and Acting Chancellor and Principal in Mr. Vernon Jaramillo’s absence and Mr. Barron Jones, Rio Grande Newspaper Reporter.

Dr. Cata stated that the Approved Agenda read as follows:

The Regular Board Meeting for Cariños de los Niño's for the Month of August 30, 2017 is postponed for September 5, 2017 as posted on the Cariños information bulletin board, announced on the Cariños Website and the KDCE Radio. Location: At the Rio Arriba County Training Room –1122 Industrial Park Road - Espanola, New Mexico - 87532.

OPENING BUSINESS AT 4:00 P.M. ON TUESDAY, SEPTEMBER 5, 2017:

- | | |
|---------------------------|---------------------------------------|
| A. Call to Order | Dr. Juanita Cata, President |
| B. Pledge of Allegiance | Dr. Juanita Cata, President and Board |
| C. Roll Call | Ms. Glenda Sanchez, Secretary |
| D. Approval of Agenda | Dr. Juanita Cata, President |
| E. Introduction of Guests | Dr. Juanita Cata, President and Board |
| E. Introduction of Guests | Dr. Juanita Cata, President |

II. FINANCIAL REPORT(S) FOR 2017-2018 SCHOOL YEAR: (For Information Purpose/None Audited Reports):

* Dr. Juanita Cata, Board President reported for the record that the Finance Committee meet earlier today at 3:30 p.m. with the Auditor via phone call; and met with Ms. Corrine Teller, Cariños Business Manager for an update of the past Audit and current Finances and Expenditures.

A. Report from Cariños Finance Committee regarding their review and acceptance of the following Financial Reports for the month of July 2017 and a general overview of Cariños Budget for 2017-2018 School Year, in compliance with NM HEC/HB227 & 251 - and explanation of BARs, if any.

*Financial Reports by Ms. Corrine Teller, Business Manager:

* Ms. Corrine Teller presented and explained the Budget Information Format that she will now be presenting to the Board on a monthly basis for updates, during the 2017-2018 School Year.

*Ms. Corrine Teller also presented and explained the Financial Expenditure Report for the Month of July of 2017 School Year. She informed the Board that she might have a BAR to present for the next Board Meeting for Food Services.

* Ms. Corrine Teller stated that expenses are going as planned, per the Cash Flow budget prepared and approved by board at the beginning of the school year.

* Ms. Corrine Teller stated that the \$85k in past due invoices from FY17 have been paid.

* Ms. Corrine Teller stated that depending on number of students at 40th day, adjustments to salaries may need to be made.

* Ms. Corrine Teller stated that Food services program is not self-funding, as projected. To cover expenses not funded by food services program and to meet current budget/staffing needs, 140 students are needed on 40th day.

*Ms. Corrine Teller emphasized of the need to follow internal procedures, in order to avoid audit citations.

*Mr. Leo R. Marquez II, thanked Ms. Corrine Teller for her presentation and he expresses that he and Board were concerned over the budget for the 2017-2018 School Year, due to the deficit and especially if Cariños does not reach the 140 student projection.

*Mr. Leo R. Marquez II stated that he recalls that this budget for the 2017-2018 school year was approved with approximately 112 students by NMPED.

^Mr. Leo R. Marquez II stated that he was informed by Ms. Bernice Life that the current enrollment was at 120 students.

* Mr. Leo R. Marquez II stated that he recalls a discussion at one of the Board meetings with Mr. Roger Gonzales , Free Consultant for Food Services where he stated that Food Services could very well be self-sustaining if Cariños continued to contract with the two early childhood programs with 50 more student for breakfast and lunch.

*Mr. Leo R. Marquez II also stated that he was concerned over the temporary suspension of the Bilingual stipends, which he now realizes that the stipends served as a recruiting incentive for our teachers. Mr. Marquez stated that the Board needs to reinstate the stipends in order to hold on to the teachers.

^Mr. Leo R. Marquez II stated that the Board was aware that Cariños Charter School was faced with a shortage of teachers in the Espanola Valley and in New Mexico.

* Mr. Leo R. Marquez II stated that the Board was depending on the Fund Raising to support the budget. He said, however, the two Board Members spearheading the Fund Raising have resigned, because they are way too busy with their own careers, so this Board has to regroup and plan the Fund Raising initiative all over again.

*Mr. Leo R. Marquez II suggested that the Cariños Governance Board hold a Special Board in the Month of October to discuss the status of the budget and make the required changes as referenced on today's approved minutes without doing a dis-service to the employees, students, the educational program and services.

* Dr. Juanita Cata and Ms. Glenda Sanchez thanked Ms. Corrine Teller for her presentation and also they thanked Mr. Leo R. Marquez II for his comments and observations.

III. PUBLIC PARTICIPATION: Pursuant to Cariños Governance Policy all participants must submit a prior request to the CEO/Chancellor through proper forms for public participation. Each participant will introduce them self and will be allowed five (5) minutes maximum per

spokesperson. This is unless, CEO has approved a designated time for faculty members, PAC, or collaborative partners to make presentations to the Board. – None

IV. BOARD ACTION AGENDA ITEMS:

1. Approval of Board Minutes for Special Board Meeting of June 29, 2017 - By Dr. Juanita Cata, Board President.

*Mr. Leo R. Marquez II made a motion for approval of Board Minutes for Special Board Meeting of June 29, 2017.

* Ms. Glenda Sanchez seconded the motion for approval of Board Minutes for Special Board Meeting of June 29, 2017.

* Dr. Juanita Cata, Board President stated for the record that the motion for approval of Board Minutes for Special Board Meeting of June 29, 2017, was passed unanimously.

2. Approval of Board Minutes for Regular Board Meeting of July 26, 2017 - By Dr. Juanita Cata, Board President.

* Ms. Glenda Sanchez made a motion for approval of Board Minutes for Special Board Meeting of July 26, 2017.

* Mr. Leo R. Marquez II seconded the motion for approval of Board Minutes for Special Board Meeting of July 26, 2017.

* Dr. Juanita Cata, Board President stated for the record that the motion for approval of Board Minutes for Special Board Meeting of July 26, 2017, was passed unanimously.

3. Approval to and identify the Five Positions on the Cariños Governing Board for the 2017 - 2018 School Year as per approved Cariños Charter By Laws, in order to comply with NNMPED / NMPEC requirement through an annual public vote. The Cariños Board positions are Five and as follows: 1. Board President, 2. Board Vice President, 3. Board Secretary, 4 Board Member, and 5. Board Member.

* Mr. Leo R. Marquez II, Vice President made a motion to approve and identify the Five positions on the Cariños Governing Board for the 2017 -2018 School year as per approved Cariños Charter By Laws to comply with NMPED / NMPEC requirement through an annual public vote. The Cariños Board positions are Five and as follows: 1. Board President, 2. Board Vice President, 3. Board Secretary, 4 Board Member, and 5. Board Member.

* Ms. Glenda Sanchez, Board Secretary seconded the motion to approve and identify the Five positions on the Cariños Governing Board for the 2017 -2018 School year as per approved Cariños Charter By Laws to comply with NMPED / NMPEC requirement through an annual public vote. The Cariños Board positions are Five and as follows: 1. Board President, 2. Board Vice President, 3. Board Secretary, 4 Board Member, and 5. Board Member.

*Dr. Juanita Cata, Board President stated for the record that the motion to approve and identify the Five positions on the Cariños Governing Board for the 2017 -2018 School year as per Cariños Charter By Laws to comply with NMPED / NMPEC requirement through an annual public vote. The Cariños Board positions are Five and as follows: 1. Board President, 2. Board Vice President, 3. Board Secretary, 4 Board Member, and 5. Board Member was passed unanimously.

4. Ratification/Approval of Deviation from Cariños Internal Payroll Policy on a one time basis, due to its urgency.

*Mr. Leo R. Marquez II made a motion to Ratify /Approve of the Deviation from Cariños Internal Payroll Policy on a one time basis, due to its urgency.

* Ms. Glenda Sanchez seconded the motion to Ratify /Approve of the Deviation from Cariños Internal Payroll Policy on a one time basis, due to its urgency.

* Dr. Juanita Cata, Board President stated for the record that the motion for ratification / approval of Deviation from Cariños Internal Payroll Policy on a one time basis, due to its urgency, was passed unanimously.

5. Approval of a BAR(s), if any.

*No BARS to be presented or approved at this Board Meeting.

V. EXECUTIVE SESSION: PURSUANT TO 10-15-1. REF: H-2 and H.7 -OPEN MEETING ACT - NMSA 1978 AS AMENDED FOR PERSONNEL ACTION TO DISCUSS:

1. H-2 - Limited to Personnel Matters.

2. H-4 – Student Matters.

3 .H-7 - Legal Matters.

**Dr. Juanita Cata, President asked Chancellor Jaramillo if there was a need for executive session to discuss Personnel Matters, Student Matters and Legal Matters

*Chancellor Vernon Jaramillo responded that there was a need to go into executive session to discuss Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session.

* Dr. Juanita Cata stated that the Board needed to go into executive session to discuss Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session.

*Mr. Leo R. Marquez II made a motion to go into executive session to discuss Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session.

* Ms. Glenda Sanchez seconded the motion to go into executive session to discuss Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session.

*Roll call vote was called by Dr. Juanita Cata, President to go into executive session by Dr. Juanita Cata at 4:30 p.m. to discuss Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session.

*Mr. Leo R. Marquez II, Vice President – Yes

*Ms. Glenda Sanchez, Board Secretary – Yes

*Dr. Juanita Cata, Board President –Yes

* The Board went into executive session at 4:30 p.m.

*The Board came out of executive session a 5:00 p.m.

*Dr. Juanita Cata, President made a motion to come out of executive session by roll call.

* Mr. Leo R. Marquez II, Vice President seconded the motion to come out of executive session by roll call.

*Roll call vote was called to come out of executive session by Dr. Juanita Cata at 5:00 p.m.

Mr. Leo R. Marquez, I, Vice President – Yes

Ms. Glenda Sanchez, Board Secretary – Yes

Dr. Juanita Cata, Board President –Yes

*Dr. Juanita Cata, Board President stated for the record that the board met in Executive Session and that discussion was limited to Personnel Matters, Student Matters and Legal Matters as referenced on the Agenda, under Executive Session and that no action was taken.

VI. OTHER BOARD ACTION AGENDA ITEMS:

1. Acceptance of Letter of Resignation from Mr. Tomas Garcia, Board Member for personal reasons, to take effect August 30, 2017.

* Ms. Glenda Sanchez, Board Secretary made a motion to accept the letter of Resignation from Tomas Garcia, Board Member to take effect August 30, 2017.

* Mr. Leo R. Marquez II, Vice President seconded the motion to accept the letter of Resignation from Tomas Garcia, Board Member to take effect August 30, 2017. Mr. Leo R. Marquez II stated that the Cariños Board has 45 days from the August 30, 2017 to fill in the vacancy. Mr. Leo R. Marquez II recommended to Mr. Vernon Jaramillo, Chancellor that a notice be placed on the Cariños Web Site for additional candidates to consider applying. Mr. Leo R. Marquez II stated

that the Board is expecting to have the two vacant board positions filled by the September 27, 2017 Regular Board Meeting.

*Dr. Juanita Cata, Board President stated for the record that the motion to accept the letter of Resignation from Tomas Garcia, Board Member to take effect August 30, 2017 was passed unanimously.

2. Acceptance of Letter of Resignation from Mr. Robert Candelaria, Board Member for personal reasons, to take effect August 30, 2017.

* Mr. Leo R. Marquez II, Vice President made a motion to accept the letter of Resignation from Robert Candelaria, Board Member to take effect August 30, 2017. Mr. Leo R. Marquez II stated that the Cariños Board has 45 days from the August 30, 2017 to fill in the vacancy. Again, Mr. Mr. Leo R. Marquez II stated that the Board is expecting to have the two vacant board positions filled by the September 27, 2017 Regular Board Meeting. Mr. Leo R. Marquez II, also recommended to Mr. Vernon Jaramillo, Chancellor that a notice be placed on the Cariños Web Site for additional candidates to consider applying.

* Ms. Glenda Sanchez, Board Secretary seconded the motion to accept the letter of Resignation from Robert Candelaria, Board Member to take effect August 30, 2017.

*Dr. Juanita Cata, Board President stated for the record that the motion to accept the letter of Resignation from Robert Candelaria, Board Member to take effect August 30, 2017 was passed unanimously.

3. Approval to investigate complaint(s) and allegation(s).

*Mr. Leo R. Marquez II, Board Vice President made a motion not to take action to investigate complaint(s) and allegation(s), since none of the complaint(s) and allegation(s) have come to the board; and such complaint(s) and allegation(s) are investigated by agencies, where complaints were filed.

*Ms. Glenda Sanchez, Board Secretary seconded the motion not to take action to investigate complaint(s) and allegation(s) since none since none of the complaint(s) and allegation(s) have come to the board; and such complaint(s) and allegation(s) are investigated by agencies, where complaints were filed.

*Dr. Juanita Cata, Board President stated for the record that the referenced motion not to approve to investigate complaint(s) and allegation(s), since none since none of the complaint(s) and allegation(s) have come to the board; and such complaint(s) and allegation(s) are investigated by agencies, where complaints were filed. Dr. Juanita Cata, Board President stated that the motion was passed unanimously for the stated reasons.

4. Approval to place Mr. Vernon Jaramillo, Chancellor on Paid Administrative Leave effective September 6, 2017.

*Ms. Glenda Sanchez, Board Secretary made a motion not to take action to approve to place Mr. Vernon Jaramillo, Chancellor on Paid Administrative Leave effective September 6, 2017, since there was no reason to place him on Paid Administrative Leave.

*Mr. Leo R. Marquez II, Board Vice President seconded the motion not to take action to approve to place Mr. Vernon Jaramillo, Chancellor on Paid Administrative Leave effective September 6, 2017, since there was no reason to place him on Paid Administrative Leave..

*Dr. Juanita Cata, Board President stated for the record that the referenced motion not to approve to place Mr. Vernon Jaramillo, Chancellor on Paid Administrative Leave effective September 6, 2017, since there was no reason ; and that such action was passed unanimously.

VIII. ROUTINE MATTERS/INFORMATIVE REPORTS/ ENROLLMENT -BY MR. VERNON JARAMILLO, CHANCELLOR:

1. Informative Reports:

Mr. Vernon Jaramillo, Chancellor informed the Board that he had eye surgery and that he was also dealing with some other health issues. Mr. Vernon Jaramillo informed the Board that he will be out on sick leave. Mr. Vernon Jaramillo said that he will using his accumulated sick leave days and some of his accumulated personal leave days as allowed and referenced on his negotiate contract and addendum for 2017-2018 School Year.

2. Mr. Vernon Jaramillo, Chancellor informed the Board that at the Next Board Meeting , Ms. Bernice Life will be presenting the Continued Program Improvement Plan for the 2017-2018 School Year , which document was required and initiated during the 2016-2017 School Year.

3. Personnel Action Report:

Mr. Vernon Jaramillo informed the Board of the following teachers have resigned during the month of August 2017:

1. Ms. Victoria Garcia
2. Mrs. Nora Martinez

Mr. Vernon Jaramillo informed the Cariños Governance Board that Ms. Bernice Life is hereby appointed to continue to serve as “Acting Chancellor and Principal with full authority”, in his absence(s), during the 2017-2018 school year, so that the school can continue to operate smoothly.

Mr. Vernon Jaramillo also informed the Cariños Governance Board that in the absence of both Ms. Bernice Life and himself, then Mr. Anthony Jaramillo is also hereby appointed to continue to serve as “Acting Chancellor and Principal with full authority”, in their absence(s), during the 2017-2018 school year, so that the school can continue to operate smoothly.

IX. ANNOUNCEMENT(S):

1. September 27, 2017 (Wednesday) - Cariños Regular Public Board Meeting @ Cariños Charter School –Time: 4:00 p.m.

X. ADJOURNMENT:

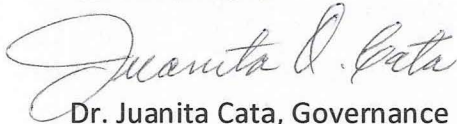
*Dr. Juanita Cata called for a motion to adjourn the meeting.

* Mr. Leo R. Marquez II made a motion to adjourn the meeting.

*Ms. Glenda Sanchez seconded the motion.

* Dr. Juanita Cata stated that the motion was carried unanimously to adjourn the Cariños Regular Board Meeting at 5:15 p.m.

CERTIFICATION:

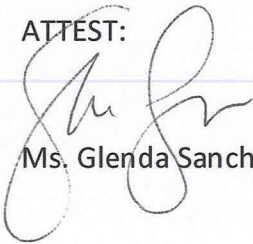


Dr. Juanita Cata, Governance Board President

10/4/17

Date

ATTEST:



Ms. Glenda Sanchez, Governance Board Secretary

10/4/17

Date

August 15, 2017

Dear Vernon & Dr. Cata,

I would like to express my appreciation for being a part of the Carinos Governance Board. I am submitting this correspondence to you as my resignation from Carinos Charter School. My career has increasingly become more demanding and requires my 100% attention. My last day of service to the board will be August 30th 2017. Please accept this as my official charter school resignation letter and formal two weeks' notice of intent to resign.

I do apologize for any inconvenience this may cause the board members of CCS. I am more than willing to assist in wrapping up my duties and helping my replacement get up to speed on the position if needed. Should you need anything further from me as I am always willing to do my best to provide services for any event or fundraising opportunities you may have in the future. Feel free to contact me via phone or email at 505-901-8053 or r.candelaria@ohkaycasino.net.

I have enjoyed my time serving on the board and am grateful for the experience. I will miss the interactions with my fellow board members and the community. Thank you for your understanding.

Sincerely

Robert Candelaria

To:
Carinos Charter School
116 Espinosa Ave
Española, NM
87532

August 4, 2017

Dear president Dr. Cata and CEO Vernon Jaramillo,

I wish to at this moment to tender my resignation from the position of Carinos Charter School Governance board. I have to move on because of personal reasons.

I would like to place on record my appreciation and gratitude for the school and my colleagues here. I would like to thank you for providing me the opportunity to learn a great deal and grow professionally in the two years that I have been part of this wonderful school.

Respectfully,

Thomas J. Garcia