

**NORTHPOINT**  
CHARTER SCHOOL



**Northpoint Charter School Governance Board**

<b>Officers</b>	<b>Members</b>
Eileen Johnson, President Anthony Padilla, Vice President Deborah Burns, Secretary	Debra Jensen Danielle Parker

**Regular Meeting Minutes**

Wednesday, August 21, 2024 at 5:00 pm

This public meeting was held via Zoom

Meeting ID: 815 5196 0549

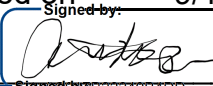
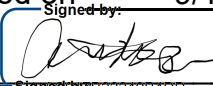

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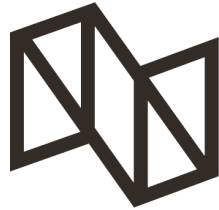
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The Zoom meeting information was posted on the agenda to ensure public access.

<b>Board Members Present</b>	<b>Board Members Absent</b>	<b>Also in Attendance</b>	<b>Public in Attendance</b>
Eileen Johnson	Debra Jensen	Lisa Mora	
Anthony Padilla		Chris Gilman	
Deborah Burns		Denise Dixson	
Danielle Parker			

**Minutes Recorded by: Deborah Burns**

Minutes Approved on	9/18/24
Signed by:	
Vice President:	
Signed by:	B22249B4DD...
Recorded by:	
Signed by:	D6AF0B8A6F8E4FC...



**NORTHPOINT**  
CHARTER SCHOOL

## **MINUTES FOR AUGUST 21, 2024**

### **1. Call to Order**

#### a. Roll Call

The meeting was called to order by Ms. Johnson at 5:01. After roll call, all Board members were present except for Mrs. Jensen.

#### b. Pledge of Allegiance

Ms. Johnson led the Board in the Pledge of Allegiance.

### **2. Adoption of the Agenda (Discussion/Action)**

Ms. Johnson asked for any changes to the agenda. There were no requested changes. Ms. Johnson requested a motion to approve the Agenda and Mr. Padilla made the motion to approve the Agenda. Mrs. Parker seconded the motion, and the motion was unanimously approved by roll call vote.

### **3. Public Comment** (see process below)

#### a. Seeking stakeholder input on the NM DASH plan, Literacy Plan & Parent Engagement policy

Ms. Johnson noted that there were no members of the public present.

### **4. Consent Agenda (Discussion/Action)**

#### a. Review Minutes from August 1, 2024 Meeting

#### b. Finance

##### i. Check Register

##### ii. Bank Reconciliation

Ms. Johnson asked if there were any changes requested to the Consent Agenda. No one had any changes. Ms. Johnson requested a motion to approve the Consent Agenda as presented. Mrs. Parker made the motion to approve the Consent Agenda and Mr. Padilla seconded the motion. Mrs. Burns took a roll call vote and motion passed unanimously.

### **5. Discussion and Possible Action on Item(s) Removed from the Consent Agenda**

Ms. Johnson noted no items were removed from the Consent Agenda.

### **6. Financial Management**

#### a. Finance Committee Report – Ms. Johnson reported that the Finance Committee met prior to the Board meeting and went over the detailed monthly reports with Mrs. Mora and Mr. Gilman. There was nothing to report at this time.

- b. Business Manager Report – Mr. Gilman provided a summary of the Financial Report provided to the Finance committee.
- c. Vendor Contracts over \$20K (Discussion/Action)
  - i. Varsity Tutors - Mrs. Mora requested the approval of a contract with Varsity Tutors to provide tutoring services to students for this fiscal year. After discussion, Ms. Johnson requested a motion to approve the contract, Mr. Padilla made the motion, and Mrs. Parker seconded the motion. The motion passed unanimously through a roll call vote.
- d. K12 Accounting Monthly Invoice Signature Policy (Discussion/Action)
  - i. GB Policy GB Policy Manual D.09.3.i – amount is \$10,179.53 for FY25 Mrs. Mora requested the Board approve the K12 Accounting monthly payment be able to be signed per Board policy without a Board member signature since it is a set monthly amount. After discussion, Ms. Johnson asked for a motion, Mrs. Parker made the motion and Mr. Padilla seconded the motion. Mrs. Burns did a roll call vote and the motion passed unanimously.
- e. Audit Committee Update – Mr. Padilla reported that the Audit entrance conference has been completed. Ms. Johnson shared that the Business Manager indicated to the Finance Committee that they have begun supplying the information requested by the Auditors.

## **7. Academic Performance**

- a. Academic Dean Report
  - i. CTE Grants – Mrs. Dixon updated the Board on use of various grants received last year and for this academic year for items for the SMART Lab. Last year’s \$87,000 grant has been spent on a replacement laser engraver, new robotics kits, new and updated 3D printers, replacement of a Wacom monitor, updated video and photography equipment, profession Certification courses and testing, salary support for New STEM teacher for CTE program, and consumable materials for STEM projects.  
This year, the school has received three grants totaling \$113,000 which will be spent on a new DTG printer to support the graphic design program, salary support and stipends for STEM teachers, the STEM team and Robotics team, a new robotics program, professional development training, replacement laptops and consumables for STEM projects, and professional certification courses and testing,
- b. Executive Director Report
  - i. Enrollment – Mrs. Mora reported enrollment at 145 students, with several new student tours scheduled and two pending offers outstanding.
  - ii. Recruitment – Mrs. Mora has sent out a records request to obtain a mailing list for a targeted mailer to attract students that are likely

- candidates for NPC's hybrid learning environment.
- iii. School Business – Mrs. Mora shared training has been completed for the Cognia re-accreditation process. The evaluation is scheduled in January.
- c. NM DASH Plan (Discussion/Action)
- Mrs. Mora reviewed the NM DASH plan and CSI designation requirements. The annual plan and fall 90-day plan were discussed in detail with the Academic Committee. Goals for ELA, Math, Science, English Language Proficiency, and Graduation are established. The funding application has been completed and includes actions focused on the five goal areas to include interventions, professional development, family engagement, and social emotional wellness. After discussion, Ms. Johnson asked for a motion to approve the DASH plan. Mr. Padilla made the motion and Mrs. Parker seconded. Mrs. Burns did a roll call vote and the motion passed unanimously.

## 8. Governance

- a. Academic Committee Report
- Mrs. Parker reported that the Academic Committee met with Mrs. Mora to review the DASH Plan and were very impressed with the process and composition of the DASH Plan.
- b. Review Milestone Report from CSD – Mrs. Mora presented the Milestone Report highlights and noted that the school is meeting all PED requirements.
  - c. Fiscal '24-'25 Compliance List & Assurances for Performance Indicator 3.c (Discussion/Action) - Mrs. Mora went over the Compliance List and indicated NPC met all the compliance requirements although change in Business Manager Board approval may be late due to PED requesting associated Board minutes. With the minutes approved at this meeting, the minutes will be sent tomorrow.
- Mrs. Mora also mentioned that the Equity Council is having difficulty with engagement, but efforts are being made to invite new members from parents and community.
- Ms. Johnson requested a motion have Mrs. Mora and Ms. Johnson work together on the Assurance letter to the PED reporting on the Compliance List. Mr. Padilla made the motion and Mrs. Parker seconded the motion. Mrs. Burns took a roll call vote and the motion was passed unanimously.
- d. Updated Title IX Policies (Discussion/Action) – Mrs. Mora went over updated policies provided by Sue Fox, NPC counsel, as recommended changes which Mrs. Mora will update. Ms. Johnson asked for a motion to approve the updates, Mrs. Parker made the motion and Mr. Padilla seconded. Mrs. Burns took a roll call vote, and the motion was passed unanimously.
- e. Board Development
    - i. Five hours annually for returning members. – Ms. Johnson thanked Mrs. Mora for providing the training session options to the Board. Ms.

Johnson and Mrs. Burns preferred to have K12 provide the fiscal training although there is also a PED option. Mrs. Mora also provided information for a one-day training in December.

- f. Closed Executive Session for purposes of discussion of threatened or pending litigation pursuant to NMSA 1978, Section 10-15-1(H)(7)  
Ms. Johnson requested a motion for the Board and Mrs. Mora to go into Closed Session pursuant to the above. Mr. Padilla made the motion, Mrs. Parker seconded, and the motion was approved unanimously through a roll call vote. The Board went into closed session at 5:45 PM.  
At 5:54 PM., Ms. Johnson brought the Board out of Closed session and indicated that the Board only discussed the pending litigation, and no action was taken.

## **9. Announcements/Governing Board Member Comments**

There were no announcement or Board Member comments.

## **10. Adjournment**

- a. Next regular meeting is September 18, 2024 @ 5:00 pm via Zoom  
Ms. Johnson adjourned the meeting at 5:54 PM.

*Individuals with disabilities who need any form of auxiliary aid to attend or participate in the meeting, please contact Lisa Mora at Northpoint Charter School at 505.296.7677 or [lmora@northpointcharter.com](mailto:lmora@northpointcharter.com) at least one week prior to the meeting date. Public documents, including the agenda and minutes, can be provided in various accessible formats upon request.*

## **Public Comment Process**

*The time limit will be at the discretion of the Governance Board President. Persons from the same group and having similar viewpoints are asked to select a spokesperson to speak on their behalf. Multiple and repetitious presentations of the same view will be discouraged and may be ruled out of order.*

*Members of the public who wish to speak at the Governance Board meeting are asked to join the meeting between 4:45-5:00 to sign in via the Chat. Simply type your name, who you represent, the topic, and indicate you would like to speak during Public Comment. The sign-up for Public Comment and the Chat room will be closed at 5:00 pm. Identified speakers will be unmuted in order to address the Governance Board.*