



**Board Meeting Minutes**  
**402 W. Court Ave., Las Cruces, NM 88005**  
**Location: Auditorium**  
**Date: December 16, 2024**  
**5:00 pm**

I. Introduction

Presiding:

Time: 5:01 PM

1. Call to Order
2. Pledge of Allegiance
3. Salute to New Mexico

4. Roll Call

Richelle Peugh-Swofford, President	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Kimberly Skaggs, Vice President	Present <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>	Tardy <input type="checkbox"/>
Sherri Hursey, Secretary	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Martin Swafford, Treasurer	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>
Caesar Alvarez, Member	Present <input type="checkbox"/>	Absent <input checked="" type="checkbox"/>	Tardy <input type="checkbox"/>
Alan Ramirez II, Member	Present <input checked="" type="checkbox"/>	Absent <input type="checkbox"/>	Tardy <input type="checkbox"/>

5. Conflict of Interest Disclosures as may be applicable.  
None

6. Acceptance and Approval of Agenda.

**Motion:** to approve the agenda.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swofford, President	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Sherri Hursey, Secretary	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Martin Swafford, Treasurer	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Caesar Alvarez, Member	Yes <input type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>
Alan Ramirez II, Member	Yes <input checked="" type="checkbox"/>	No <input type="checkbox"/>	Abstention <input type="checkbox"/>

Motion approved 3-0

7. Acceptance of December 16, 2024, Meeting Minutes.  
**Motion:** to approve December 16, 2024, meeting minutes.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

8. Governing Council Member Training Update

a. Members Training

1. Governing Council Members Training

Richelle Peugh-Swofford, Martin Swafford, and Kimberly Skaggs have completed all training.

Sherri Hursey and Alan Ramirez II are having technical difficulties that are being worked on.

9. Board Reorganization – Board Chair

President: Richelle Peugh-Swofford

Vice President: Kimberly Skaggs

Secretary: Martin Swafford

Treasurer: Alan Ramirez II

**Motion:** to accept the slate of officers as presented.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Sherri Hursey

**Vote:**

Richelle Peugh-Swofford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

10. Public Comment – Please follow Alma d’Arte Guidelines for Community Members (Two minutes per speaker, 30-minutes for all speakers. No action will be taken.)

1. Jana Holguin
2. Janet van Coblijn – Online

11. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1 (H)(2)(H) of the New Mexico Open Meetings Act.

**Motion:** To Enter Executive Session

Time: 5:16 PM

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	X	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	___	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

**Motion:** To Exit Executive Session

Time: 6:03 PM

1<sup>st</sup> Martin Swafford

2<sup>nd</sup> Alan Ramirez II

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II	Yes	X	No	___	Abstention	___

Motion approved 3-0

12. Monthly Financial Report (Chris Masters)

- a. Finance Committee Report – presented by Martin Swafford
- b. Review and approval of financial reports and accounts payable
- c. Review and approval of payroll
- d. Review and approval of Budget Adjustment Requests (BAR) (as needed)
- e. Acceptance and approval of Line of Credit with Century Bank

13. Monthly Administrative Report

- a. Monthly Principal's Update Report – Presented by Dr. Adam Amador
  - i. Recognition
    1. Exit from School Improvement Designation
  - ii. Charter School Fair – Feb 1
  - iii. Charter School Dat at the Capitol – Feb 10<sup>th</sup>
  - iv. Early College Designation Conversation
    1. HTRM
    2. ART
  - v. CAP Update
  - vi. Academic Requirements and Graduation Requirements
    1. Course Descriptions
    2. Academic and Art Form Handbook
  - vii. Activities
    1. Feb 28<sup>th</sup> Ribbon Cutting and Gala
      - a. Irene Oliver-Lewis Centre for the Arts Dedication
      - b. VIP preview of Alma Student Gallery

- 2. March 1<sup>st</sup> – Court Junior High Alumni
  - a. Grand Opening Alma Student Gallery

14. New Business

a. Timeline for Grievance Policy

i. Amend Grievance Policy

**Motion:** to add a 30-day timeline for grievance policy

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherrri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

b. Approve Student Handbook

i. Alma

ii. LCPS – Addition (Discipline Matrix – Academics)

**Motion:** To approve the Student Handbook and adopt the LCPS Discipline procedures

**Amended Motion:** To approve the Student Handbook and adopt the LCPS Discipline with procedures as needed.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherrri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

c. Approve Staff Handbook

**Motion:** to approve

1<sup>st</sup>

2<sup>nd</sup>

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherrri Hursey, Secretary	Yes	___	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	___	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	___	No	___	Abstention	___

Motion approved 0-0

d. Approve Academic Policy

**Motion:** to approve the Academic Policy as presented to the PEC with any changes that may be recommended by the PEC.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

e. Approve Food Services Kitchen Policy Adoption

i. LCPS Addition

**Motion:** to adopt the Food Services Policy from LCPS

1<sup>st</sup> Martin Swafford

2<sup>nd</sup> Alan Ramirez II

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

f. Review and Update Board Policy

i. Time of Meetings

**Motion:** to amend our bylaws so that the time of the meeting will be determined by the current board members

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	___	No	___	Abstention	___
Kimberly Skaggs, Vice President	Yes	___	No	___	Abstention	___
Sherri Hursey, Secretary	Yes	X	No	___	Abstention	___
Martin Swafford, Treasurer	Yes	X	No	___	Abstention	___
Caesar Alvarez, Member	Yes	___	No	___	Abstention	___
Alan Ramirez II, Member	Yes	X	No	___	Abstention	___

Motion approved 3-0

15. Future Business / Next Meeting Agenda Items for Discussion or Revision

- Academic Requirements and Graduation Requirements
- BARs

**Motion:** to table #13-6 Academic Requirements and Graduation Requirements until the next meeting February 24, 2025.

1<sup>st</sup> Alan Ramirez II

2<sup>nd</sup> Martin Swafford

**Vote:**

Richelle Peugh-Swafford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Caesar Alvarez, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Alan Ramirez II, Member	Yes	<input checked="" type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 3-0

16. Next Board Meeting: February 24, 2025, 2025, at 5pm

17. Adjourn

Time: 6:47 PM

**Motion:**

1<sup>st</sup>

2<sup>nd</sup>

**Vote:**

Richelle Peugh-Swafford, President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Kimberly Skaggs, Vice President	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Sherri Hursey, Secretary	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Martin Swafford, Treasurer	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Caesar Alvarez, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>
Alan Ramirez II, Member	Yes	<input type="checkbox"/>	No	<input type="checkbox"/>	Abstention	<input type="checkbox"/>

Motion approved 5-0

\_\_\_\_\_  
Richelle Peugh-Swafford or Designee

\_\_\_\_\_  
Date

**GOVERNING COUNCIL POLICY: BYLAWS ARTICLE III – MEETINGS; (G) Conduct of Business; pg. 5**

1. Tie Votes -- In the case of any tie vote by the GC membership, either by quorum attendance at the meeting or by the number of permanent members, the President shall cast the deciding vote. Otherwise, the President shall not vote.