

# Foundation



The Pojoaque Valley Schools Educational Foundation, Inc. *an atmosphere of caring*

1574 State Road 502 West, Santa Fe, New Mexico 87506

Telephone: (505) 455-2282

**PVSD Educational Foundation  
-Minutes-  
Organizational Meeting  
Sammy J. Quintana Community / Board Room  
Friday, January 12, 2018**

---

The PVSD Educational Foundation Board of Directors met for an organizational meeting on Friday, January 12, 2018 at the Sammy J. Quintana Community / Board Room. Ex-Officio Member, Dr. Melville L. Morgan, called the meeting to order at 2:10 pm.

## **1. Welcome**

Dr. Morgan welcomed each member and provided an overview of the meeting agenda. Mr. Jon Paul Romero, Ex-Officio Member, was also present to welcome each member.

## **2. Introduction of Members**

- Introductions were made by all board members.
- Board of Directors present: Dianne Baros, Lynda Lujan-Trujillo, Mark LeDoux, Phillip Perez, Martha Trujillo, Jeffrey Atencio and J. David Ortiz (arrived at 2:15 p.m). Staff members present: Dr. Melville L. Morgan (Ex-Officio member), Jon Paul Romero (Ex-Officio member; excused at 2:30 p.m.), Sondra Adams, Associate Superintendent; Michelle Ortiz, Business Manager; and Diahann Cordova, Recording Secretary.

## **3. Vision**

Dr. Morgan presented an overview of his vision for the PVSD Educational Foundation.

## **4. Board Organization**

### **a. Selection of terms**

- Dr. Morgan explained the staggered terms as specified in the By-Laws and asked each member to draw a number from 1-3 to identify their term. The result of the drawing was as follows: J. David Ortiz (3 terms), Jeffrey Atencio (2 terms), Martha Trujillo (2 terms), Phillip Perez (2 terms), Mark LeDoux (3 terms), Lynda Lujan-Trujillo (3 terms) and Dianne Baros (1 term).

### **Board of Directors:**

J. David Ortiz, President  
Phillip Perez, Vice President  
Dianne Baros, Secretary  
Martha Trujillo, Member

Lynda Lujan- Trujillo, Member  
Mark LeDoux, Member  
Jeffrey Atencio, Member

Dr. Melville L. Morgan, Superintendent of Schools / Ex-Officio Member

## **b. Nomination and selection of officers**

- Dr. Morgan presented an overview of the nomination process and opened the floor for nominations.
- Lynda Lujan-Trujillo nominated J. David Ortiz to serve as President. There were no other nominations presented. Jeffrey Atencio seconded the nomination and a motion was passed by a 7-0 vote to appoint J. David Ortiz to serve as the President for the PVSD Educational Foundation.
- Jeffrey Atencio nominated Phillip Perez to serve as Vice President. There were no other nominations presented. Mark LeDoux seconded the nomination and a motion was passed by a \*6-0 vote to appoint Phillip Perez to serve as the Vice President for the PVSD Educational Foundation. \*Phillip Perez abstained from voting.
- Phillip Perez nominated Martha Trujillo to serve as Secretary. Martha Trujillo declined the nomination due to other commitments.
- J. David Ortiz nominated Dianne Baros to serve as Secretary. There were no other nominations presented. Phillip Perez seconded the nomination and a motion was passed by a 7-0 vote to appoint Dianne Baros to serve as the Secretary for the PVSD Educational Foundation.

## **c. Voting Members and Ex-Officio**

- Dr. Morgan provided an overview of the voting members and Ex-Officio members (non-voting). He also explained that staff members are not allowed to vote.
- Dr. Morgan presented Quorum requirements informed the members that four members will need to be in attendance for voting. Dr. Morgan asked members to please contact President Ortiz or himself to report an absence. Three consecutive non-excused absences will result in removal of membership.

## **d. Executive services and anti-donation clause**

- Dr. Morgan explained the executive services and anti-donation clause and informed the members that he will work on ensuring that the foundation is not in violation.

## **5. Review of Operating Documents**

### **a. Articles of Incorporation**

- Dr. Morgan provided an overview of the Articles of Incorporation.

### **b. Bylaws**

- Dr. Morgan provided an overview of the Bylaws and informed the members that the Bylaws could be amended as needed.

### **c. Rolling Quorums**

- Dr. Morgan provided an explanation of rolling quorums. President Ortiz informed the Board that as a public entity, the PVSDEF will follow the Open Meetings Act.

### **d. Robert's Rule of Order**

- Dr. Morgan provided an overview of Robert's Rules of Order.

### **e. In absence of policy, follow board policy**

- Dr. Morgan explained that board policy will be followed in the absence of PVSDEF policy. Dr. Morgan informed the Board that the District policies were accessible on the school website.

### **f. Conflict of Interest Policy**

- Dr. Morgan presented an overview of the Conflict of Interest policy.

### **g. Open Meetings Act: Regular meetings and executive sessions**

- Dr. Morgan provided an overview of the Open Meetings Act.

#### **Board of Directors:**

J. David Ortiz, President  
Phillip Perez, Vice President  
Dianne Baros, Secretary  
Martha Trujillo, Member

Lynda Lujan- Trujillo, Member  
Mark LeDoux, Member  
Jeffrey Atencio, Member

#### **h. Allocation of Funds Policy**

- Dr. Morgan provided an overview of the Allocation of Funds Policy and provided a financial statement sample for review.

#### **i. Review of current deposits on hand**

- Restrictions, if any
  - Donors
- Dr. Morgan provided an overview of donors who have contributed and the current deposits on hand. He advised that \$10,000 be the corpus for an operating amount.

### **6. Fundraising process**

#### **a. Grants**

#### **b. Advertisement web-based and paper**

#### **c. LANL Employee Giving**

#### **d. In lieu of flowers**

#### **e. Voluntary Payroll Deductions**

- Dr. Morgan provided an overview of items 6a through 6e. He informed the Board that there are other fundraising opportunities that the Board could explore, but explained that items 6a – 6e are standard and effective ways to fundraise.

### **7. Possible funding direction**

#### **a. Support and recognition of desired activities**

- Dr. Morgan presented the following as a suggestion only, in line with his vision for the Foundation. He reminded the Board that they would make the final determinations on how funding is used.

i. Teacher of the year	\$1,000
ii. Non-certified employee of the year	1,000
iii. Student scholarship	1,000
iv. Mini-grants: one to each school for teacher project \$250 each	1,250
v. Employee of the month: certified and non-certified Certified 12 @ \$25/Non-Certified 12 @ \$25	600
Possible Total	<u>\$4,850</u>
Current funds available	\$21,152
Corpus	<u>10,000</u>
	11,152
LANL IA Funds	<u>5,000</u>
Total Remaining	6,152
Possible Total	<u>4,850</u>
Possible remaining funds for emergency	<u>\$1,302</u>

### **8. New Board Discussion and Questions**

- The Board discussed their thoughts on the direction for funding. Some comments included support for a good vision, would like to see more allocations for students

#### **Board of Directors:**

J. David Ortiz, President  
Phillip Perez, Vice President  
Dianne Baros, Secretary  
Martha Trujillo, Member

Lynda Lujan- Trujillo, Member  
Mark LeDoux, Member  
Jeffrey Atencio, Member

Dr. Melville L. Morgan, Superintendent of Schools / Ex-Officio Member

(enhance scholarships), opportunities for technology grants, development of strategic plan and mission statement.

- Dr. Morgan informed the Board that a strategic plan by the district is already in place, and the Board can expand on the foundation portion of the plan.
- Mr. Ortiz commended Dr. Morgan for a well organized and successful first meeting of the Board of Directors.

**9. Homework: Teacher of the Year due January 26, 2018 to Dr. Morgan**

- Dr. Morgan provided an overview of the Teacher of the Year criteria document and asked to bring it back to the next regular board meeting.
- Dr. Morgan informed the Board that the District Accreditation team will be on site on February 5, 2018 at 2:30 p.m. for staff and community interviews. Dr. Morgan inquired about availability of PVSDEF for interviews. J. David Ortiz, Martha Trujillo, Phillip Perez and Jeffrey Atencio informed Dr. Morgan that they could be available to be interviewed by the accreditation team.

**10. Setting of date for next meeting**

- The Board discussed scheduling for the next regular meeting. The meeting was scheduled for Tuesday, February 13, 2018 at 5:30 p.m. in the Sammy J. Quintana Community / Board Room, Jacona Campus.

**11. Future agenda will follow agenda style of BOE**

- Dr. Morgan provided an overview of future meeting agendas as follows:

1. Approval of Agenda
2. Approval of Minutes
3. Public Comment
4. Presentations
5. Consent Agenda
6. Reports
7. Discussion
8. Action Items
9. Announcements
10. Adjournment

**12. Close of Meeting**

- Phillip Perez motioned to close the meeting at 4:00 p.m. Jeffrey Atencio seconded the motion. The meeting adjourned at 4:02 p.m. by a vote of 7-0.

**Approved Minutes:** Pojoaque Valley School District Board of Education

\_\_\_\_\_  
J. David Ortiz, PVSDEF President

ATTEST: \_\_\_\_\_  
Dianne Baros, PVSDEF Secretary

**Board of Directors:**

J. David Ortiz, President  
Phillip Perez, Vice President  
Dianne Baros, Secretary  
Martha Trujillo, Member

Lynda Lujan- Trujillo, Member  
Mark LeDoux, Member  
Jeffrey Atencio, Member

Dr. Melville L. Morgan, Superintendent of Schools / Ex-Officio Member