



# SOUTHWEST PRIMARY LEARNING CENTER

## GOVERNANCE COUNCIL

Governing Council Meeting Minutes  
of Thursday, November 17, 2016

### **Board Members Present**

Leah Graham, Meredith Winters,  
Ken Chapman, Amber Romero,  
Marvin Larsen, Elizabeth Armijo

### **Board Members Absent**

#### **Also in attendance**

Kirk Hartom, Sharon Huber,  
Sean Fry, Ronda Joyce,  
Robert Pasztor

### **Public in Attendance**

Tim Walsh (IT Director), Lisa Mora,

These Minutes were approved on 12/18/16  
by a vote of  yes  no  Absent  abstained.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Board Secretary

**Submitted  
by Taylor  
Bischoff**

## **CALL TO ORDER**

Leah called the Southwest Primary Learning Center (SPLC) special Governing Council meeting to order on Thursday, November 17, 2016 at 5:03 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

## **ROLL CALL**

Leah asked Taylor to call roll. Taylor called Leah Graham, here; Meredith Winters, here; Ken Chapman, here; Amber Romero, here; Marvin Larsen, here; Elizabeth Armijo, here.

## **PLEDGE OF ALLEGIANCE**

Leah asked everyone to stand and join her in the Pledge of Allegiance.

## **ADOPTION OF THE AGENDA**

Leah asked for a motion to approve today's SPLC Governing Council Agenda. Elizabeth made the motion and Meredith seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES from October 27<sup>th</sup>, 2016**

Leah asked her fellow council members if they had a chance to review the minutes from the regular SPLC Governing Council meeting held on Thursday, October 27<sup>th</sup>, 2016. Elizabeth makes a motion to table approving the October 27<sup>th</sup> minutes until December 15<sup>th</sup>, 2016 and Marvin seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

## **INTRODUCTION AND WELCOME TO NEW BOARD SECRETARY**

*Leah took a moment to introduce Taylor Bischoff as the new Board Secretary.*

## **FINANCIAL UPDATE**

Ken moved to the first financial item, ***Finance Committee Report***. Ken informed the Council that he met with the finance committee before the meeting at 4:15 pm to discuss SPLC's financials. Ken stated that he, Robert, Kirk, Sean, Ronda, Sharon, and Meredith were present at the meeting.

- Ken informed that Council that overall, we are looking good. A line chart was used to show that things are moving the way they should. We looked at the bank activity and went over the overall checks. There is a constant discussion on the legal fees...

Sean went through the finance packet, which included the reconciled numbers through October 2016.

- Sean went into detail about the Revenue Report.
  - Sean Informed the Council that revenues came in at 29.67% of what was budgeted.
    - Sean mentioned that last year we went through \$100,000 of our reserves plus what we carried over...
    - Sean stated that this year we would increase cash reserves by \$78,000 if things stand as they are.
  - Sean stated expenditures are 65.18% to budget through October.
  - Sean informed the Council of a negative 3300 function in operation. Function 3300 is a community involvement/relations function.
  - Sean stated overall for Operational in budget authority we are looking good with \$189,184 for available budget. Plus we will be increasing that once we receive our draft audit...
  - Sean stated the amount projected from cash carryover from operational is \$78,990.
  - Amber asked Sean if by the end of the fiscal year would we replenish \$78,990 of the 189,184 that we earned and carryover from before?
    - Sean replied, not for right now... Our available balance of \$110,194 is actually \$78,990 more.
  - Sean informed the Council we are not able to increase the amount until we get the award letters.
  - Sean stated that by next month he expects to have BAR's for three items.
- Sean went into detail about the Bank Activity for October.
  - Sean stated expenditures exceeded revenues by \$17,214.14.
  - Sean stated reconciled cash balance is \$628,736.82.
  - Sean stated the outstanding items total \$14,905.81.
  - Sean informed the Council the legislative session costs \$30,000.
  - Sean stated the cuts were not enough so the Secretary has by law January 31 to set the final unit value for this year. Another reduction...
    - Amber asked Sean if he has any idea how much the reduction is?
    - Sean replied he had no idea, but it has already been reduced by 1.5%...
    - Kirk assured the Board their SB9 and HB33 monies are safe.

Leah moved on to the next item, *Assessment of Attorney Changes*.

- Leah asked the Board if they had a chance to discuss what to do to increase the amount for Dan Castillo. The concern was we didn't have enough to finish the lease-to-purchase and renewal...
- Sean replied the concern was the finances for Primary last year... the Board has \$260,000 in budget authority and can move the amount over when needed.

*The Board goes into further discussion on increasing the attorney budget and travel fees...*

- Leah asked Sean how to transfer money over if needed.
- Sean replied, first we have to increase PO, but we can't increase the PO until we get a new contract that allows us to exceed \$12,000...
- Meredith asked how to start the process for mending the contract?
- Kirk replied, he would get with Dan to increase the amount and determine how much more money is needed.
- Sean stated the lawyer within PED has decided they are not able to review the lease them so David Craig is in charge.
- Amber asked the Board how much money should they add?

*The Board goes into further discussion on how much money is needed and how to get the contract moving...*

- The Board agreed to increase the attorney budget by \$10,000.
- Sean mentioned that it would eventually be best to get rid of the office in Santé Fe and get an attorney here. Our agreement is not with Dan it's with Cuddy...
- The Board agreed once Dan is finished with the job they will discuss getting a local attorney.

Sean moved on to the next financial item, ***Voucher Approvals/Check Register Report***. Sean informed the Council that the Voucher Approvals is the Check Register Report within their packet.

Leah asked for a motion to approve the Voucher Approvals/Check Register Report. Elizabeth made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Leah moved on to the last item, ***SSLC Inventory Disposal***.

Leah asked her fellow council members if they had any questions on the disposal of 4 monitors. Since there were none, Leah asked for a motion to approve the inventory disposal. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

## **ONGOING BUSINESS**

Leah moved to the first item of Ongoing Business, ***Governing Body Business Matters***.

- Leah stated, per policy manual we need a volunteer parent for the audit committee. The current members are myself, Meredith and Stacey.
- Leah stated, per policy manual we need a volunteer for the finance committee. The current members are Gabe, Meredith and Ken.
- Sean stated the finance committee does not need a community person unless it's in the policy...

Leah moved on to the next item of business, ***Employee Handbook.***

- Leah informed the Council that this should be final copy of the handbook.

Leah moved on to the next item of business, ***Student Safety.***

- Leah thanked Robert for his coverage of the safety in the parent newsletter.
- Kirk informed the Council that he is still working on Scholarchip to see how well they interact with administration when dealing with procedures for Alerts and how to receive those alerts.
- Leah asked, when parents come to pick up their kids from after school how do we know whoever is picking them up is the correct person?
- Sharon and Kirk replied, Power School.
- Sharon stated the faculty knows, but if they don't recognize the person they will look them up.
- Robert informed the Board they are working towards getting Power School linked to scholarchip.

Leah moved on to the next item of business, ***SPLC/SILC New School Business.***

Leah informed the Board the Committee would begin meeting January 2017.

- Leah informed the Board she received a response back from SILC.
  - The letter from Cheryle reads, "SILC did not choose 2 particular consistent members, but decided to sent 2 members based on who is available at the time..."

*The Board goes into further discussion on this matter...*

- The Board agreed there would be things that need to be talked about so that in July when we are ready to have the new Board, everything will be approved.
- Leah stated this committee is for reviewing things that need to be done for the new school...
- The board agreed if there are things that need to be voted on then they need to discuss it.
  - Leah stated Amber and Marvin would start working on the revolving schedule.

*The Board goes into further discussion on attending SILC Board meeting as a public...*

- Kirk stated as far as administration goes, they will get together and do what needs to get done.

- The Board agreed to wait until January to make any decisions.

Leah moved on to the next item of business, ***Discontinue membership with NMSBA***

- Sean informed the Council they have discontinued their membership with NMSBA.

*Sean and Ronda left at 5:55 pm.*

Leah moved on to the last item of business, ***NMPED monthly Governing Body Training.***

- Leah informed the Board that from 8:00am to 1:00pm on Tuesday, December 6<sup>th</sup> 2016, New Mexico Activities Association is having a Governing Body training.

## **ADMINISTRATIVE REPORT**

Kirk moved on to the first item on the report, ***Lease-to-purchase progress***

- Kirk informed the Council that Dan Castillo is working on what needs to be done. There should be no surprises with the landlord...
- Kirk stated there would be a public capital outlook committee on December 1<sup>st</sup>, 2016. PED hasn't approved a lease-to-purchase in a year...

Robert moved on to the next item on the report, ***Spring Board Schedule***

- Robert pointed out a small mistake on the Schedule.
  - Monday's should be changed to Thursday's.

Robert moved on to the next item on the report, ***Teacher Leader follow up***

- Robert stated the teacher leader agenda is the first part of December.
- Leah stated her concern with Primary is that our teachers have school on Fridays, which makes it hard for them to get away... We want to make sure they are getting all the information they need.
- Kirk stated he could create a summary on what was discussed during the meeting and have it sent out to the teachers.

Kirk moved on to the last item on the report, ***Personnel Records and Files.***

- Kirk stated that principals, data, and business people have access to the files.
- Sharon assured the Council that once the process from moving the respective files for respective employee from SAMS is completed with they would then stay at their own respective sites.
- Kirk stated if a file leaves the office in which it's designated for, their needs to be a log keep track of who is handling a file...

- Kirk informed the Council they are doing document imaging, to make digital copies of staff files. By having this will be an advantage to getting information.
- Kirk stated the files are public, but they have to go through him before they are released.
- Ken asked Kirk who has access to these files? Not just anybody can get access...
- Ken stated having an HR point of contact would be something to consider...

*The Board goes into further discussion on the location of the files and who has access...*

- The Board agreed to table this discussion until next months meeting.

## **ACADEMIC, OPERATIONS, AND DATA UPDATES**

*The Board goes into further discussion on correcting some grammatical errors for the Dress code policy, and the difference between policy and procedure...*

Sharon moved on to the firm item, **Data Report**

- Shared stated the 40-day reporting started October 12 and did not end until a couple days ago. The 80-day is only 14 days away...
- Sharon stated PED was not up to date. Their systems kept crashing and it was totally unprofessional. PED is understaffed... it should not have taken over a month to get submissions approved.
- Sharon stated Southwest Primary has 101 students and are down four 6<sup>th</sup> graders. We have four offers down and the deadline is tomorrow for them to accept...
- Sharon stated funding is high for next year and it's based on the average of the 80 and 120 days.
- Sharon informed the Council district report cards came out today and it was very close to the school report card.
  - Sharon stated they mixed up board members between Primary and Intermediate.
- Sharon stated training begins tomorrow with info snap.

*The Board goes into further discussion on the costs of Power School training...*

Tim moved on to the next item, **IT Report**

- Tim stated student records have to be saved for 99 years which means we still have to maintain those student records...
- Tim informed the Council on document imaging. They are a firm we contract with that digitally saves papers. There are still many changes that need to be done.
  - Website adjustment, lottery, info snap...
- Tim stated as far as the data side, he would like to gather a data committee.

- Tim stated in order to make the conversion process now we contracted with an outside firm who is very savvy on Power School. They will charge \$5,500 per school to get this conversion done...
- Tim stated the good news, we did receive the changes and they were made on the Primary page. The teachers helped us by supplying the information we need.
- Tim stated they just finished asking teachers to work on their individual pages.
- Tim stated they finally received the purchase order to get the chrome book accounts created for the students. Now all Primary students have their own Google accounts. The teachers need to follow up and make sure they feel comfortable with the Google classroom so they can review the student docs.
- Tim stated that when the purchase order was first done on scholarship it was only done through Southwest Secondary which is why there is only Southwest Secondary data on there. When he contacted them they didn't even know we had 2 other schools...
- Tim informed the Board he has gotten with Robert in working on the alert list to decide who has access to scholarship, what their levels are and who should receive text alerts if something come up. It should be an administrator...

Robert moved on to the next item, ***Charter Renewal follow up.***

- Robert stated the Board should look through the preliminary response report from the visit, which is due on Thanksgiving Day.
  - Our intention of our responses is to correct little mistakes that need to be made...
- Robert stated the negotiating meeting with PEC would be December 7<sup>th</sup>, 8<sup>th</sup> and 9<sup>th</sup>.
  - Leah asked who should attend the meeting?
  - Robert replied, a board member, himself, Kirk, our lawyer, Sean and parents.
- Robert informed the Board to make the changes quickly.

## **NEW BUSINESS**

Leah moved to the first item of business, ***Date for next Regular SPLC Governing Council Meeting.*** Leah stated that the next Regular SPLC Governing Council Meeting will be ***Thursday, December 15, 2016*** in the SPLC Conference Room at 5:00 pm.

Leah moved on to the next item, ***Calendar of Events.*** Leah stated that the Board Calendar has been updated and is on the SLC website. Leah requested that the Board trainings be put on the calendar.

## **PUBLIC COMMENT**

Leah asked if there were any Public Comment.



Lisa Mora introduced herself as the 5<sup>th</sup> grade teacher of SPLC and the SPLC unofficial representative. Lisa voiced a few of her comments and concerns (listed below)

- Lisa asked the Board to explain what the requirements are for an audit committee member. She would like to add it to the classroom newsletter.
- Lisa asked Robert if he could send her the dates for the parent support renewal meeting. She would like to add it to the classroom newsletter.
- Lisa asked the Board if they would consider a non voting teacher representative because she is highly interested.
  - The Board agreed it would be a great idea...
  - Ken mentioned it might be applicable going into next year to have a faculty member from Primary.
- Lisa stated as far as digital personal files; she was concerned because she had no idea her information was being copied digital.
  - Lisa asked Kirk if employee files are being copied and stored digitally.
  - Sharon replied, nothing is digital right now it's all discussion...
- Sharon gives a special thanks to the staff.

### **CLOSED SESSION**

Leah asked for motion to move into closed session. Elizabeth moved for the SPLC Governing Council to proceed into Closed Session, ongoing employee issues and limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) issues will be discussed and Ken seconded the motion. Leah closed the session at 6:16 p.m. Leah asked Taylor to call roll. Taylor called Leah Graham, yes; Meredith Winters, yes; Ken Chapman, yes; Amber Romero, yes; Elizabeth Armijo, yes; Marvin Larsen, yes.

### **OPEN SESSION**

Meredith moved for the SPLC Governing Council to go back into Open Session, ongoing employee issues and limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) will be discussed and Elizabeth seconded the motion. Leah asked Taylor to take a roll call. Taylor called Leah Graham, Meredith Winters, yes; Ken Chapman, yes; Amber Romero, yes; Elizabeth Armijo, yes; Marvin Larsen, yes. Leah opened the SPLC Governing Council meeting at approximately 7:20 p.m.

### **ANNOUNCEMENTS**

Leah informed the Council that the holiday party would be held on December 20<sup>th</sup>.

### **ADJOURNMENT**

Leah asked for a motion to adjourn the regular SPLC Governing Council meeting. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the SPLC Governing Council meeting at 7:21 p.m.

