



GOVERNING COUNCIL

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, February 22, 2018

BOARD MEMBERS PRESENT

Leah Graham, Marvin Larsen, Amber Romero, Aaron Redd

BOARD MEMBERS ABSENT

Alissa Mavridis

ALSO IN ATTENDANCE

Robert Pasztor, Maria Foster, Sean Fry, Michael Vigil

PUBLIC

Mr. Graham, Lisa Mora, Jennifer Renfro

These minutes were approved on March 22, 2018

By a vote of X yes ___ no ___ absent ___ abstained

Leah Graham _____ President

Tonya McCullough _____ Secretary

I. Call to Order

By Leah Graham

Thursday, February 22, 2018 at 5:02 PM

Regular Meeting of the Governing Council for Southwest Preparatory Learning Centers

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE

Albuquerque, NM 87112

A. Roll Call

Tonya called Leah Graham, Marvin Larsen, Amber Romero, Alissa Mavridis (absent), and Aaron Redd

B. Pledge of Allegiance

Led by Leah

C. Adoption of the Agenda*

Motion by Amber Romero that we ADOPT the agenda.

Seconded by Aaron Redd

Carried All in Favor

D. Review / Approval of Minutes from January 25, 2018 Special Meeting*

- II. Leah: Mentioned that in section II. Financial Update, B. Business Office Operations Update, the 48th and 88th days should be 40th and 80th days.

Motion by Amber Romero that we APPROVE the minutes from January 25th with the change indicated about the 40th and 80th days.

Seconded by Marvin Larsen

Carried All in Favor

III. Financial Update

A. Finance Committee Report (Committee met February 22, 2018)

Amber: We reviewed all the financial information, check register, the BAR's and various reports. We, nor our accountant, have any concerns to note.

B. Business Office Operations Update

Sean: From the January report: Revenues are 57.22% of budget, Expenditures are 36.63% of budget, with encumbrance school is 70.65% to budget. We have seven lines that are at the Negative Fund/Function level, which will be fixed with BAR's that were approved in December/January, or by the two BAR's this evening. Revenues exceeded Expenditures by \$35,207. We had outstanding items on our bank statement of \$60,508, and Reconciled available cash balance was \$836,313. We talked about information pertaining to reports we do with the State of New Mexico, and expenditures. Maria and Sean need to follow up and get one question for a vender concerning the date on a check. Maria stated they just needed to check it on her computer. Overall message was Budget Authority and cash look good.

C. Approval of January 2018 Financials including vouchers*

Motion by Amber Romero that we APPROVE the check register for January.

Seconded by Aaron Redd

Carried All in Favor

D. January 2018 Bank Reconciliation*

Sean: The Finance Committee reviewed the bank reconciliation, and it is included in the Governing Council reports. The ending bank statement balance is \$896,822. Sean adjusted

the outstanding items being \$60,508. The reconciled balance is \$836,313. The oldest item is from a check for a vender from May 2017 that hasn't cleared. This will be cleared with a clearing note, and added as a revenue for this year. The vendor has one year to ask for the check to be processed.

Motion by Amber Romero that we APPROVE the January Bank Reconciliation.

Seconded by Marvin Larsen

Carried All in Favor

E. Budget Adjustment Requests (BAR's)*

Sean: We have two BAR's tonight. Both are increase BAR's.

1st BAR 17-I: Increase to our instructional materials allocation. The State gives us our initial allocation for the year, we get money for that, and then they give us our final allocation. Our final allocation exceeds our initial allocation. Sean believes ours was higher because the State combined the membership reporting from the budgetary period with Intermediate and Primary, to give us Preparatory's. We are adding \$3228 for instructional materials.

2nd BAR 18-I: This is an increase. The State gives us an initial allocation for money based on what we estimate our overall 40th day membership to be. On the 40th day we record how many students we actually have and they give us a growth factor. Each student unit (about 1.8) generates \$30.71. Due to our growth factor, we had an increase of \$88,567 to our available budget for Operational for this year.

Motion by Amber Romero that we APPROVE BAR's 17-I and 18-I.

Seconded by Aaron Redd

Carried All in Favor

F. Inventory Disposal*

Maria: She is requesting the disposal of two desks, ten chairs and an IBM ThinkPad. Aaron questioned wiping the hard drive. Sean said it's a requirement it be wiped, which will be done internally if possible.

Motion by Amber Romero that we APPROVE disposal of the items that Maria outlined for us.

Seconded by Aaron Redd

Carried All in Favor

G. Goodbye to Sean / Welcome Michael

Tonight will be Sean's last Board meeting. He has accepted a position with another school, which will be a good opportunity for continuing his career. Leah stated that Sean has been an asset to our school, and a great ally to her. Sean will be greatly missed. Michael Vigil, his replacement, is here tonight and was able to meet the Board. He introduced himself, giving a brief description of how he started the Vigil Group, the values he has within his company, and how it has grown.

IV. Public Comment (5 minutes per individual with the right to allow more time from Governing Council President)

No public comment.

V. Ongoing Governing Body Business Matters

A. Revision of Conflict Policy

Leah: She has revisions of the Conflict and Bullying Policies. Barry is still working on these, and there are changes that need to be made. One point, from the PED, is that we need to differentiate between a grievance and a complaint. It is also lengthy, and refers to documents that don't exist. The Conflict Policy regulates any kind of grievance between any staff, parents and students.

B. Revision of Bullying Policy

Leah: We have not heard from Barry on this yet either. Leah will put both of these Policies on the agenda for next month as Action Items. She said the Board can form committees in the future if they feel it necessary.

C. Professional Boundaries Policy*

Leah: Barry has stated it's, "Overly broad and too lengthy. I don't see much benefit to paying me to write a more concise policy." He recommended approving the Policy they have given us.

Motion by Amber Romero that we APPROVE the Professional Boundaries Policy.

Seconded by Aaron Redd

Carried All in Favor

D. Review of Behavior / Discipline Policies – Amber

Amber: She wanted to make sure she understood what the Policy states for student behavior and expectation. It states how students should behave, but wanted clarification that we were following policy for escalation of behavior, and the section about prohibition against bullying and cyberbullying. It includes a provision for students that "feel" they are being threatened. Leah stated we had instances of bullying reported, but no evidence. In one instance, parents contacted Leah, but she has no authority to discipline the student. Leah redirected them to Robert. Amber went through each step of reporting an instance, with validation from Robert. Amber confirmed that Robert is required to investigate and verify every instance or report. We have never had to suspend a student for continued bullying or harassment. Robert said he reread the Policy and feels it's complete and has a level protecting both parties.

E. Re-Chartering with APS/PEC Sub-Committee*

Leah: We have been asked by the SSLC Board to form two Sub-Committees: one for rechartering with APS or PEC, and the other would be a building purchase sub-committee. Robert said he went to a meeting last week on renewal. There was a lot of discussion about what the law says, and about what's happening with the Commission and working with the charter school division. Robert said everyone is questioning where we should renew. There was discussion about purchasing the building, and making some upgrades like adding a building on the North side for Primary (4th-6th grades). He talked about the SSLC and Preparatory, and the Boards coming together. There was discussion about how that would be done, since there has been conflict between the two. Leah said she feels if she backed out a little bit, things may be able to move forward in a positive direction. Michael added the Vigil Group helped two Albuquerque Charter schools merge in one Charter School, DATA. He said there are benefits to having just one school. Robert feels we have SSLC on board in moving towards that direction. Aaron volunteered to be on the re-chartering sub-committee. Although absent, it was suggested that Alissa also be on the re-chartering committee with Aaron.

Motion by Amber Romero that Aaron BE ON the APS/PEC Sub-Committee
Seconded by Marvin Larsen
Carried All in Favor

F. Building Purchase Sub-Committee*

Main discussion on this topic in the previous section. Amber and Marvin volunteered to be on the Building Purchase Sub-Committee.

Motion by Marvin Larsen that Marvin Larsen and Amber Romero BE ON the Building Purchase Sub-Committee.

Seconded by Aaron Redd

Carried All in Favor

Amber made a statement that she would like certain questions asked of the landlord Mr. Sailor, the PED, and possibly the FBI. She has heard certain information that she would like to clarify that the funds used to purchase this building by its current owners were not capital outlay related funds or have any connection to Scott Glasrud. Robert said these questions could be answered by the members of the Building Purchase Sub-Committee. Amber would like to confirm, in writing, that there is no connection to Scott Glasrud in the selling of the building. Amber gave the questions to Robert for further investigation.

G. Best Practices While Using Technology in Education – Marvin

Marvin: He met with Tim and Eric regarding student names online through Google Classroom, which is a security concern. They told him this feature cannot be turned off. Marvin would like to have a process that gives staff guidance about safe technology usage. Aaron suggested having a Best Practice Guide, which would include password guidelines. The Board asked if we could have Tim start putting together a guide, and Marvin volunteered to be a contact for an advisor.

Task: Robert will get with Tim regarding the making of a Best Practice Guide.

Task: Marvin will share the link for information he has already found on Best Practices.

H. Training

Leah: The PED is requiring three hours of on the job training for new Board members. This could be done from a certified trainer. Leah suggested she could get certified and do the training. The Board discussed it and they resolved that it would take Leah longer than three hours to become certified and plan a training session. There are online and in-person options available for the new members to train in, which Leah outlined. Also discussed was training for current members, opportunities, and dates. Leah would like all Board members to look at the training options and plan to complete their training.

VI. SPLC Administrative Reports

A. Head Administrator Report and Summary

i. Update on Progress Towards Goals

Robert: It is important for the Board to know what our school goals are, and how we are doing towards those goals. We have goals for Math and Reading, based on interim assessments, for students that have been with our school for a full academic year. Hence, fourth grade student goals will not be included in our goals because they have not currently been in our school for a full academic year, nor will students in other grades that have not been with us for one full year. He showed the Board Math and Reading scores from different academic points of the year to show

progress. At this point, 80% of our students are proficient. Sixth grade is not showing improvement, which is most likely due to the absence of their regular teacher (due to a long-term absence). Robert wanted the Board to see that overall, our students are making progress towards their goals. We will have two more testing dates this year to add to our data.

B. Academic, Operations, and Data Updates

i. Lisa Mora – Presentation of PLC Meeting / Possible Amendment to Lottery Policy*

Lisa: Lisa came to the Board to talk about the culture and the marketing of our school, which has been a concern among the staff. A committee was formed (Lisa Mora, Renee Morgan, Tonya McCullough, Michelle Adam) and they met recently to discuss several areas they would like improved, including the application process and school expectations. These areas needed to be revised and updated. The committee will meet again next week to further discuss the application process, mandatory orientation for new students with academic testing, and parent/student contracts for new students. Leah asked about the legality of the aforementioned requirements. Robert stated any student can be accepted to the school through the lottery, but the enrollment process can have different requirements. This ties in with our 90-day plan on culture, and also part of our Early Warning System, which Robert and Renee recently attended, and include attendance, behavior, and course performance. The committee will also be looking at teacher websites within SPLC to ensure all grades are represented, and shared expectations within the school to ensure consistency with things such as test corrections, agenda checks, and behavior.

[Task: Robert will give the final Application page to Tim to put on the website.](#)

Motion by Aaron Redd to TABLE the enrollment policy until the next meeting.

Seconded by Amber Romero

Carried All in Favor

[Task: Culture Committee will send an updated enrollment policy to the Board for approval before the March meeting.](#)

ii. IT Report

Robert: Tim stated we have the best IT team ever. Next Friday we will have our Internet Safety presentation for students. We are evaluating bids from our e-rate application for internet and networking services. Once vendors are chosen we'll need to get contracts signed and submitted to finish the application. Student Chrome Books are ready for SBA testing in March. ELL ACCESS testing is ready for Ms. Adam's testing in her room. We have a Purchase Order for the new phones and still need to negotiate the new phone services contract. They are meeting with the vendor next week and hope to have things wrapped up soon. (This is under Southwest Secondary.)

[Task: Robert will Internet Safety email presentation times to the Board so they can attend.](#)

VII. New Business Matters

A. Date for next Regular SPLC Governing Council Meeting – scheduled for March 22, 2018, 5:00pm

VIII. Adjournment*

Motion by Marvin Larsen that we ADJOURN.

Seconded by Amber Romero

Carried All in Favor

Note: * Indicates Action / Approval Item

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Tonya McCullough at tmccullough@sslc-nm.com or (505) 296-7677 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.