



**GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, March 22, 2018

**BOARD MEMBERS PRESENT**

Leah Graham, Marvin Larsen, Aaron Redd, Alissa Mavridis

**BOARD MEMBERS ABSENT**

Amber Romero

**ALSO IN ATTENDANCE**

Robert Pasztor, Maria Foster, Michael Vigil, Rebekah Mahape

**PUBLIC**

Chris Lutz, Joseph Escobedo

These minutes were approved on April 26, 2018

By a vote of X yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

Amber Romero President (Acting)

Tonya McCullough Secretary

## I. Call to Order

By Leah Graham

**Thursday, March 22, 2018 at 5:00 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 (absent), Alissa Mavridis, Aaron Redd

### B. Pledge of Allegiance

Led by Leah

### C. Adoption of the Agenda\*

Leah: Marvin needs to leave at 6:00, but would like to be a part of the Closed Meeting. We have a visitor from APS coming at 5:30. It was suggested to move the Closed Meeting after the Financial Update.

**Motion** by Alissa Mavridis to MOVE the Closed Meeting to right after the Financial Update on the agenda.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**Motion** by Aaron Redd to APPROVE the agenda with the amendment.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

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

Aaron: One typo on Page 2: Section III, Item C: Aaron's last name is spelled wrong.

**Motion** by Aaron Redd, with that correction, to ADOPT the minutes from February.

**Seconded** by Marvin Larsen

**Carried All in Favor**

## II. Financial Update

### A. Finance Committee Report (Committee met March 22, 2018)

Marvin: We have good capital and cash on hand. We are still learning and Mr. Vigil was very instructional tonight.

### B. Business Office Operations Update

Michael: The Finance Committee reviewed several reports: Budget to Actual, Check Register, Reconciliation, and Outstanding Purchase Orders. We will bring a few maintenance BAR's in an upcoming meeting. As we get into rules for next year's budget, April 4<sup>th</sup>-6<sup>th</sup> at the Budget Workshop, we will work with administration to develop a budget that will work for you. They are hoping to bring a draft budget to the next meeting.

### C. Approval of February 2018 Financials including vouchers\*

Michael: The Finance Committee had quite a few questions regarding expenses. He let the Board know that if they had any questions, to please ask and they would get them an explanation. Marvin had no concerns.

**Motion** by Marvin Larsen that we APPROVE the check register for February, 2018.

**Seconded** by Alissa Mavridis

Carried All in Favor

**D. January 2018 Bank Reconciliation\***

Michael: This shows that we have reconciled with the bank and the current balance at the end of the month was \$820,000. We have two outstanding checks as of February 28<sup>th</sup>, and we are following up with those. Marvin didn't see any issues with the Bank Reconciliation.

**Motion** by Marvin Larsen that we APPROVE the February 2018 Bank Reconciliation.

**Seconded** by Aaron Redd

Carried All in Favor

*Board went into Closed Session at this time (see below).*

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

Maria Foster: You guys are doing an awesome job keeping the school's focus on its main purpose, to service the students. I do appreciate it. Even though my students are out, and I have one more graduating, the Boards' are keeping the focus about what their service is.

**IV. Ongoing Governing Body Business Matters**

**A. Presentation by APS Chartering Representative, Joseph Escobedo**

*Marvin Larsen left the Board Meeting at 6:00 pm.*

Joseph: He introduced himself. He works in the Office of Innovation and School Choice for Albuquerque Public Schools, and has been with the district for 13 years. He is one of 72 authorizers in the country, and follows the National Association of Charter School authorizing standards. His office was created this year to improve authorizing practices between charter and magnet schools, and he gave a definition of those along with portfolio schools. Joseph emphasized that it is not easy to run a charter school, and there are many steps to be taken to ensure it runs smoothly. He said all schools are important and they are there to serve our children. Their administration is very supportive of schools, and they have helped schools in Albuquerque that are not governed by them (Albuquerque Academy with safety and threat assessment). APS receives a 2% administrative fee from its charter schools. They use that money to bring students into the information system. Members asked Joseph questions regarding chartering with APS:

- Leah commented about support with Special Education. Joseph said they are putting in systems to help with training and follow-through. They meet with charter schools every six weeks to go over leadership professional development, collaboration, and vendor presentations. APS also does compliance and qualitative site visits every other year, in which a site report is generated, which feeds into the performance framework and annual report.
- Robert asked if we could continue our Extended Learning Program and Joseph said yes. They will also help us market activities like Camp Smart Lab because APS doesn't have enough of those types of programs. We also have access to APS security for no charge.
- Leah asked about assistance with the Safe School Plan. Joseph said they did their state required training this year, and APS sent their plan template to every principal.

Principles were then given the option to personalize their plans and meet with APS for guidance before submitting to PED.

- Robert asked about evaluation. Joseph said APS wants to follow national standards, but include other standards like short cycle assessment and on track graduation. They are bringing in the Director of Accountability for the DC Charter School Board, who will work with their charter schools on elements they want, which will be piloted and tested to see if it gives us good measures.
- Aaron asked if APS has any oversight with budget or finance. Joseph said we have autonomy over our own budget, but they do look at certain things: audit findings, the highest paid administrator, how many people are over \$100,000, and how much enrollment they are projecting.
- Leah asked about ancillary services like OT and school psychologists. Joseph said all that needs to be contracted out, just as they do.
- Aaron asked about programs like band and sports. Joseph said it's the same as state law allows. Those activities are available to students at their home schools. Charter schools also have access to APS buildings with approval (like the Performing Arts Center).
- Aaron asked about the benefits, and pros and cons of chartering with APS. Joseph thinks APS has vastly improved their practices over the last three years. His goal is to be the best authorizer for their schools, emphasize quality over quantity, and reminded the Board that they would still be their own charter, and have autonomy. He would be here to help us succeed.

#### **B. Re-chartering with APS/PEC Sub-Committee Update (Aaron & Alyssa)**

Aaron: He researched websites and information. There are not a lot of pros and cons between chartering with PED or APS. He looked at charter schools that left PED and they seemed to be happier. He noticed that through APS, budget and finance came up: Charters don't have to do as much with this, but they may have to answer questions from APS.

#### **C. Merging and Re-Chartering with SSLC Discussion**

Robert stated we have until October 1st to decide who we will re-charter with: PEC or APS. Aaron stated they will have a sub-committee meeting before the next Board meeting.

#### **D. Revision of Conflict Policy**

Leah: Barry wants us to look at what he sent us. Leah said she went to a training previously and they said we need to differentiate between a complaint and a grievance. She tried to get back in touch with the presenter and several other people but was not successful in getting an answer to that question. She questioned that Barry may be able to help get an answer. She also wants to look at the "retaliation" portion of the document. Leah mentioned a Las Cruces document that we can start with.

[Task: Robert will email Barry to obtain the Las Cruces policy and will blind copy everyone.](#)

[Task: The Board members will review the Las Cruces document and send notes to Robert.](#)

[Task: Robert will compile the notes and send to Barry.](#)

#### **E. Revision of Bullying Policy**

Leah: She printed our current Policy but we are missing a reporting form. The Board doesn't think we need to revise the Policy, but it needs to be cleaned up a bit.

[Task: Robert will clean up the Policy.](#)

**F. Best Practices While Using Technology in Education Update (Marvin)**

Leah: Marvin had to leave so we will not visit this item tonight.

**G. Training**

Aaron is done with his training. Leah is done but has not received her certificate yet.

Board member training needs to be done before June 30<sup>th</sup>.

**V. SPLC Administrative Reports**

**A. Head Administrator Report and Summary**

**B. Academic, Operations, and Data Updates**

**1. Testing Update – SBA, PARCC and Short Cycle**

Robert: SBA is 100% completed, 4<sup>th</sup> and 7<sup>th</sup> graders. With the Short Cycle, the teachers give the STAR assessments at the beginning of the year, and at the end of each quarter. The teachers just completed the Quarter 3 cycle. At the end of the year, we will be able to see graphs that show how students did throughout the year. We are supposed to look at students that have been with us for at least a year. With PARCC, Robert is in the last steps of setting up students in the system. He feels very good that everyone will be ready April 16<sup>th</sup> to take the test.

**2. Report Lottery Results**

Robert: We ran the lottery March 12<sup>th</sup> through SAMS. Our school filled up completely, 217 students, every grade. Some interesting information:

- 6<sup>th</sup> Grade: Filled with 27 students on the waiting list.
- 7<sup>th</sup> Grade: 27 new students, with 27 on the waiting list.
- 8<sup>th</sup> Grade: Most of the 7<sup>th</sup> graders are returning to the 8<sup>th</sup> grade.

We didn't need to do a lot of advertising. He put a sign on the fence.

**3. IT Report**

Robert: Tomorrow, March 3<sup>rd</sup>, we will have our Internet Safety Presentation, given by the New Mexico Attorney General's Office. Board members are invited to attend. (Maria printed out presentation times.) We finished our e-Rate application and are waiting for the funding decision letter to replace our network switches along with increasing our bandwidth. The new phones are scheduled to be installed next week over Spring Break. They are voice over phones (through the internet). We are also changing our service provider to Century Link. It will take a while to make the transition. Teachers will be trained during InService next week.

**VI. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – scheduled for April 26, 2018, 5:00pm**

**VII. Closed Session\***

*This item moved to after "II. Financial Update" to accommodate APS Chartering Presentation, and Marvin needing to leave early.*

**A. Limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H) (2) including the annual evaluation of the Head Administrator**

**B. Building purchase sub-committee (Marvin & Amber) update and report**

**Motion** by Alissa Mavridis that Southwest Preparatory MOVE INTO Closed Session and that only matters subject to limited personal matters pursuant to NMSA 1978, Section 10-15-1 (H) (2) including the annual evaluation of the Head Administrator, and the building purchase sub-committee update and report will be discussed.

Alissa invited Head Administrator Robert Pasztor in Closed Session.

**Seconded** by Aaron Redd

**Carried All in Favor**

**Roll Call**

Tonya: Called Leah Graham, Marvin Larsen, Alissa Mavridis, Aaron Redd

**Closed Session began at 5:10 pm**

**VIII. Open Session\***

**A. Merging and re-chartering with SSLC for 2019-2020\***

**Motion** by Aaron Redd to GO BACK INTO Open Session and only matters regarding merging and re-chartering with SSLC for 2019-2020 were discussed.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**Roll Call**

Tonya called Leah Graham, Marvin Larsen, Alissa Mavridis, and Aaron Redd

**Open Session began at 5:37 pm**

Leah: We discussed the plan moving forward with the Head Administrator evaluation which will be taking place next month. We also discussed the merging and re-chartering with Southwest Secondary and the purchasing of the building. We discussed the possibility of re-chartering as one school with SSLC. SPLC would close, and SSLC would amend their charter and take on our students. As long as we all agree, we need a motion to do this.

**Motion** by Alissa Mavridis to MERGE and RECHARTER with SSLC for 2019-2020.

**Seconded** by Aaron Redd

**Carried All in Favor**

*Board went back to regularly scheduled agenda, Item II: Public Comment at this time (see above).*

**IX. Adjournment\***

**Motion** by Aaron Redd

**Seconded** by Alissa Mavridis

**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](mailto: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.