



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, April 26, 2018

## **BOARD MEMBERS PRESENT**

Amber Romero, Marvin Larsen, Aaron Redd, Alissa Mavridis

## **BOARD MEMBERS ABSENT**

Leah Graham

## **ALSO IN ATTENDANCE**

Robert Pasztor, Renee Morgan, Maria Foster, Michael Vigil

## **PUBLIC**

Megan

These minutes were approved on \_\_\_\_\_

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

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## **I. Call to Order**

By Amber Romero

**Thursday, March 22, 2018 at 5:03 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 (absent), Marvin Larsen, Amber Romero, Alissa Mavridis, Aaron Redd

### **B. Pledge of Allegiance**

Led by Amber

### **C. Adoption of the Agenda\***

Amber asked for a motion to adopt the agenda.

**Motion** by Aaron Redd to ADOPT the agenda for today.

**Seconded** by Marvin Larsen

**Carried All in Favor**

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

No comments from the Board.

**Motion** by Amber Romero to APPROVE the minutes from March 22<sup>nd</sup>.

**Seconded** by Aaron Redd

**Carried All in Favor**

## **II. Financial Update**

### **A. Finance Committee Report (Committee met April 26, 2018)**

Amber and Marvin reviewed the Finance reports and had no concerns.

### **B. Business Office Operations Update**

Michael: Our school remains very healthy. Our spending cycle is looking very good. Our cash balance is \$805,000. Our budget is due May 24<sup>th</sup>, and they will meet with Robert and Maria to work on that.

Maria passed the CPO class and will be receiving her certificate. She requested Julia to requisition items but it's not in the agenda. Things are going smoothly with Rebekah.

Michael mentioned Maria received a request from an out of state company for our list of vendors. He confirmed they were a legitimate company and it is a marketing tool.

**Task: Robert will put the requisition request on the next agenda.**

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

Amber and Marvin looked at the check registers, revenue and expenditures and have no concerns.

**Motion** by Amber Romero that we APPROVE the vouchers as well as the check register for March.

**Seconded** by Marvin Larsen

**Carried All in Favor**

### **D. March 2018 Bank Reconciliation\***

The Board looked over the bank reconciliation. Michael said the check register listed all the vendors, and all the documents they have are open to share with the Board at any time.

Amber clarified all the items on the bank reconciliation are outstanding items, and Michael confirmed.

**Motion** by Amber Romero that we APPROVE the March Bank Reconciliation.

**Seconded** by Marvin Redd

**Carried All in Favor**

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

Maria Foster: You guys are doing a great job. I love working with you.

**IV. Ongoing Governing Body Business Matters**

**A. Re-Organization of Board**

Amber: Leah has decided to resign as Board President; however, she will remain a Board member until a new member is found.

**1. President\***

Amber went over the primary responsibilities of Board president and Board member duties: agenda, time involved, running the meeting, and any ad-hoc events. Aaron volunteered to be President.

**Motion** by Marvin Larsen MOVES that Aaron Redd be our next President.

**Seconded** by Amber Romero

**Carried All in Favor**

**2. Vice President\***

Alissa volunteered to be Vice-President.

**Motion** by Amber Romero to NOMINATE Alissa Mavridis for the position of Vice President.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**3. Secretary\***

Marvin volunteered to continue to be Secretary.

**Motion** by Amber Romero to NOMINATE Marvin Larsen as our Secretary.

**Seconded** by Aaron Redd

**Carried All in Favor**

**B. Steering Committee for Facility Master Plan\***

Robert: The Facility Mater Plan is required. It expired in 2015 and we now need to do another official update. We have an architectural company we are working with. We will have an additional building built and updates done throughout the buildings. We need to have Board members on the Steering Committee so they will be a part of the results of the Facility Master Plan. We already have a Building Committee, so those members should be on the Steering Committee.

**Motion** by Amber Romero that we KEEP the Building Committee, which is Marvin and I, the same for this Steering Committee for the Facility Master Plan.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

**C. RTI and State Special Education Policies and Procedures Approval\***

Robert: This is regarding our Student Assistance Team process and the manual we follow. It is already approved, but we need to re-approve that we follow the State RTI Manual and the Special Education Manual Policies and Procedures.

**Motion** by Amber Romero that we RE-APPROVE the RTI and the State Special Education Policies and Procedures.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**D. Re-Chartering with APS/PEC Sub-Committee Update (Aaron & Alyssa)**

Aaron: He reported that SSLC was not open to meeting together regarding this committee. Robert stated Mr. Feldman and their lawyer wanted to stay with the PEC, and we have not made that decision yet. Robert said we will probably go with them if that's what they want to do because we have researched the issue and have not come up with a clear choice that is better over the other. We voted to consolidate with them, but Mr. Feldman thinks it would be better to not consolidate until after we are certain Small School is gone. After discussion, the Board agreed as well.

**E. Revision of Conflict Policy\***

Robert: We would like to use the Las Cruces Conflict Resolution Policy. We need to review it before we approve.

**Task:** Board members will review the Conflict Policy and send comments/revisions to Robert.

**Task:** Robert will make changes for the next Board meeting.

**Motion** by Amber Romero that we TABLE the revision of the Conflict Policy pending the Board and Robert being able to review it more thoroughly.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**F. Revision of Bullying Policy**

Robert: He updated the Policy and it is posted online.

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

Marvin: He met with Eric and Tim regarding Google classroom, but a solution has not been found at this time. The Board agreed there are some issues we need to discuss, and possibly put together a manual for Best Practices in Technology. This can be something that is worked on over the next few months to put in place for next year.

**Task:** Marvin will update the Board next meeting regarding Best Practices.

**H. Board Training**

Amber: She stated she and Marvin will need to attend the conference to get their training hours. Alissa said she may have to attend as well because she needs two more hours of training. Megan confirmed the number of hours existing and new members need, and suggested they visit the PED website for Charter Schools regarding training to find courses. She said they are in Albuquerque at least two times a week for training. The Board discussed courses, and talked about training in June they could all attend.

**V. SPLC Administrative Reports**

**A. Head Administrator Report and Summary**

**1. PED Site Visit, Thursday, April 26<sup>th</sup> (all day)**

Robert: Today was our site visit from the Public Education Department. We will get a report, and there were some items specified. One of these is ELL. As far as program and managing students we have already identified as ELL, we are doing better, and Michelle is doing a good job with that. Some of the staff were able to attend the report at the end of the day. We will get a report in about 30 days, and then we will have the opportunity to fix anything that needs to be done.

**Task:** Robert will print out the report and get it to the Board members when he gets it.

## **2. Title 1 Program Approval\* (application available on May 1<sup>st</sup>)**

Robert: Some of the important things that have changed, one of the most important is that the money be used to provide a level of equity that all students are receiving the best instruction the school can provide. In larger schools, they have to justify how each student is getting the best instruction through various teachers. In our school, we have one teacher for each class, so all students are receiving the best possible instruction.

Title 1 money is used for various reasons in our school:

- Mrs. Bachechi will be teaching a Math Skills class during the summer for students needing it.
- Staff development and Training
- All the UNM Work Study students
- Educational Assistants are partially paid
- Homeless transportation, materials and supplies they may need
- Foster care student transportation

**Motion** by Amber Romero that we TABLE the approval of the Title 1 Program Application.

**Seconded** by Marvin Larsen

**Carried All in Favor**

## **3. IDEA B Program Approval\* (not available yet)**

Robert: Last year we had seven Special Education students on our roll, which sets the financial assistance we receive. We got new students in and we have been servicing 29 this year, which are not gifted. We will receive more money next year. Due to the increase, Robert asked Michael for advice on how to spend the additional money. We are looking at hiring an additional teacher, or educational assistant.

**Motion** by Amber Romero that we TABLE IDEA B Program Approval until next month.

**Seconded** by Aaron Redd

**Carried All in Favor**

## **4. Title II Program Approval\* (not available yet)**

Robert: This is specifically for professional development that supports the staff to provide equitable access to highly qualified teachers for all students economically disadvantaged, minority, English Language Learners, and student with disabilities.

**Motion** by Amber Romero that to TABLE the Title II Program approval until we have the application ready next month.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

## **5. Lease Assistance Application (not available yet)**

Robert: This isn't ready, but is due on May 24<sup>th</sup>, our next Board meeting. He doesn't need approval, just a signature. This pays most of our rent. This is where we apply with the Public Schools Facilities Authority (PSFA). They pay most of our rent. For several years we will continue to lease. He thinks it may still provide assistance if we are lease purchasing.

**6. 2018-2019 Calendars\***

Robert: He showed Instructional and Non-Instructional calendars to the Board. They follow the APS calendar and are the same number-wise as last year. There are 184 contract days for teachers, and 169 for students. The teachers will come back August 1<sup>st</sup>. The last day of school will be on May 17<sup>th</sup>, a Friday. Spring Break will be March 11-15<sup>th</sup>. This calendar will be turned in with our budget.

**Motion** by Amber Romero that we APPROVE these 2018/2019 calendars.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

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

Robert: Today was the last big day of testing. We have a week to do any makeups. Everything went well; students reported it wasn't as hard as they thought it would be. The Board said it will be interesting to see the results.

**VI. Closed Session\***

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

**Motion** by Amber Romero that we MOVE INTO Closed Session and that only matters subject to limited personal matters pursuant to NMSA 1978, Section 10-15-1 (H) (2), and the annual evaluation of the Head Administrator will be discussed.

Amber invited Head Administrator Robert Pasztor in Closed Session.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**Roll Call**

Tonya: Called Amber Romero, Marvin Larsen, Alissa Mavridis, Aaron Redd

**Closed Session began at 6:15 pm**

**VII. Open Session\***

**Motion** by Aaron Red that we GO BACK INTO Open Session and that only matters discussing the Head Administrator's evaluation were discussed.

**Seconded** by Amber Romero

**Carried All in Favor**

**Roll Call**

Tonya called Amber Romero, Marvin Larsen, Alissa Mavridis, and Aaron Redd

**Open Session began at 6:21 pm**

**VIII. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – scheduled for May 24, 2018, 5:00pm**

**IX. Adjournment\***

**Motion** by Amber Romero to ADJOURN  
**Seconded** by Marvin Larsen  
**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.

DRAFT