



SOUTHWEST PREPARATORY LEARNING CENTER

GOVERNING COUNCIL

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, May 24, 2018

BOARD MEMBERS PRESENT

Aaron Redd, Alissa Mavridis, Marvin Larsen, Amber Romero

BOARD MEMBERS ABSENT

Leah Graham

ALSO IN ATTENDANCE

Robert Pasztor, Maria Foster, Michael Vigil, Rebekah Mahape

PUBLIC

(None)

These minutes were approved on _____

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

_____ President

_____ Secretary

I. Call to Order

By Aaron Redd

Thursday, May 24, 2018 at 5:05 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 Aaron Redd, Alissa Mavridis, Marvin Larsen, Amber Romero, and Leah Graham (absent)

B. Pledge of Allegiance

Led by Aaron

C. Adoption of the Agenda*

Aaron asked for a motion to adopt the Agenda.

Motion by Amber Romero that we ADOPT the agenda.

Seconded by Marvin Larsen

Carried All in Favor

D. Review / Approval of Minutes from April 26, 2018 Regular Meeting*

Marvin stated there is a typo on page 3 under D. March 2018 Bank Reconciliation, which shows his name as "Marvin Redd". This should be changed to "Marvin Larsen."

Motion by Amber Romero that we APPROVE the minutes from April 26th with the adjustment at the top of page 3, seconded by Marvin Larsen.

Seconded by Alissa Mavridis

Carried All in Favor

II. Financial Update

A. Finance Committee Report (Committee met May 24, 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 24th, and they will meet with Robert and Maria to work on that.

Maria passed the CPO class and will be receiving her certificate. Student numbers and material requests are looking good. 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 April 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 check register for April.

Seconded by Marvin Larsen

Carried All in Favor

D. April 2018 Bank Reconciliation*

Marvin: We have one outstanding check that needs to be reconciled. Michael stated that check was paid by another school through Wells Fargo, but we caught the mistake and it is being corrected.

Motion by Amber Romero that we APPROVE the Bank Reconciliation for April.

Seconded by Marvin Larsen

Carried All in Favor

E. Approval of BAR's*

There are eight BAR's today. They all remove the negative lines in our budget. Once approved by the Board and Robert, it goes back to Michael, and he submits to Santa Fe.

#1-3: BAR 0020-I, BAR 0021-I, BAR 0022-I: Fees that have already been collected by our school. We are just asking for budget authority.

#4: BAR 0023-I: Activities Fund to recognize revenues they received from activities.

#5: BAR 0024-M: Maintenance of Operational 1000 Functions.

#6: BAR 0025-M: Maintenance of Operational 2000 Functions.

#7: BAR 0026-M: Aligned the Budget to our spending for instructional materials.

#8: BAR 0027-M: Align budget with Least to Purchase and Supply Assets.

Motion by Amber Romero that we APPROVE BAR's 20-I, 21-I, 22-I, 23-I, 24-M, 25-M, 26-M, and 27-M.

Seconded by Alissa Mavridis

Carried All in Favor

F. FY19 Budget and Salary Schedule Approval*

Michael explained the new salary schedule to the Board, including the new base pay minimums, and how years of experience affected their annual salary. He noted the average teacher salary needs to be a 2.5% raise with the new requirements, but in our school every teacher received more because of how the new schedule works. Amber asked if our schedule paid more than APS. Michael said we don't know, because APS has not negotiated their pay schedule as of yet, but the consensus was that if last year it was more, it would likely be more this year. Michael went over the budget and explained the different lines. He showed the estimated expenditures for FY18 and the difference may result in a \$207,000 carryover for next year. He went over estimated expenditures for FY19 with the Board and answered questions they had. He estimated a carryover of \$64,000 for next year. Michael recommended using the newly budgeted capital money (\$600,000) on things we can use for the future like student computers, desks, or furnishing a new building. He reminded the Board to follow two rules: It has to be legal, and it has to balance.

Motion by Amber Romero that we APPROVE the FY19 projected Budget as well as the FY19 Salary Schedule.

Seconded by Marvin Larsen

Carried All in Favor

G. Final FY18 BAR's Submission Approval*

Michael stated he had originally wanted this on the agenda because of what the State was doing. We have a couple of funds that are coming through: Title 1, IDEA B, and an Operational. We were told that June 1st was the deadline for all BAR's by the PEC, but it was moved to June 27th. So this is now a non-issue and needs to be removed from the agenda.

Motion by Amber Romero that we TABLE, or otherwise REMOVE, this from consideration until it's needed in the future.

Seconded by Alissa Mavridis

Carried All in Favor

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

No Public Comment.

IV. Ongoing Governing Body Business Matters

A. PED Governing Board Observation Review

Amber stated at the next meeting, we need to update the by-laws. The new requirement is eight hours annual training.

Task: Board members need to approve and update the by-laws regarding the annual training requirements at the next meeting.

B. Affidavits for Renewal Negotiations

Robert said nothing has to be voted on, but he needed paperwork signed from Amber. She signed it and it will be notarized. He described how the lease renewal works, along with due dates and requirements from our school. All applications need to be filled out, signed, and approved, as the final negotiation will occur on June 30th.

C. Board Training

Aaron asked if everyone has their hours in. Not everyone has, but they are attending the June conference, which will complete their hours.

V. SPLC Administrative Reports

A. Head Administrator Report and Summary

1. Title 1 Program Approval*

Robert explained we usually receive \$30,000. This will increase due to having more students. This money would be used to help subgroups (poverty, English Language Learners, etc.) gain equitable access to highly qualified teachers. This money also goes towards programs such as UNM work study students, foster/homeless transportation and supplies, staff development, Social Work, Vision and Hearing tests, and Educational Assistants.

Motion by Amber Romero that we APPROVE the Title 1 Program and also that Robert submit the application for it.

Seconded by Alissa Mavridis

Carried All in Favor

2. IDEA B Program Approval*

Robert explained IDEA B is Special Education, specifically students with disabilities. This money will increase by about \$200,000 for next year due to the increase of students. Jonas will become a half-time coordinator, and a half-time teacher. We will hire another full-time (and possibly an additional half-time) teacher, and we will hire two Educational Assistants. The thing to remember is that we need to maintain this level in the future, so we need to be careful in how we invest this money. We have

always been able to afford ancillary services; we are now able to afford more instructional services.

Motion by Amber Romero that we APPROVE the IDEA B Program, and that Robert submit the application for that.

Seconded by Marvin Larsen

Carried All in Favor

3. Title II Program Approval*

Robert explained Title II is tied to professional development, and ensuring our teachers are maintaining their high level of instruction. Marvin asked how we can maintain this if we only have one teacher in each grade level. Robert said he will be attending the Culturally and Linguistically Relevant Instruction workshop, which focuses on instruction for English Language Learners. He said all students benefit from this instruction, and our teachers are always very interested in professional development.

Motion by Amber Romero that we APPROVE the Title II Program and that Robert submit the application for the Title II Program.

Seconded by Marvin Larsen

Carried All in Favor

4. Lease Assistance Application*

Robert explained this is grant money that comes from the Public School Facilities Application, which pays most of our rent. We have submitted this application every year. The Board members signed the application.

Motion by Amber Romero that we APPROVE the Lease Assistance Application and that Robert be committed to submit that application.

Seconded by Marvin Larsen

Carried All in Favor

5. FAEA Grant Application*

Robert explained this is the Fine Arts Education Application. We get money for Primary (4th-6th) for arts and crafts, Pope Joy field trips, and any guests that come in that are art related. Amber signed the application as a parent to be the Fine Arts Advisor.

Motion by Amber Romero to APPROVE the FAEA Grant Application and that Robert submit that application.

Seconded by Marvin Larsen

Carried All in Favor

6. 2016 Renewal Negotiations – May 30th, 10:30 AM, CES in Albuquerque

Robert explained this is part of our renewal. This Statement of the Governing Body to consult with PED is an assurance you will work with the PED as a Governing Board and follow the Federal Charter School laws. We have a couple of new members and need an updated one. The Board members signed. Aaron stated this is next week and he will be attending with Robert.

7. July Meeting Date Change*

Robert said our next meeting will be June 28th, and the next July 26th. Robert will not be able to attend on July 26. The Board discussed when they were available and decided to hold the meeting on Thursday, July 19th.

Motion by Amber Romero that we MOVE the July meeting to Thursday, July 19th.

Seconded by Alissa Mavridis

Carried All in Favor

VI. New Business Matters

Robert needed some papers signed by the President, Vice President and Secretary.

A. Date for next Regular SPLC Governing Council Meeting – scheduled for Thursday, June 28, 2018, at 5:00 PM.

IX. Adjournment – 6:35 PM*

Motion by Aaron Redd 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.