



SOUTHWEST PREPARATORY LEARNING CENTER

GOVERNING COUNCIL

Special Meeting of the Southwest Preparatory Learning Center Governing Council on
Thursday, January 25, 2018

BOARD MEMBERS PRESENT

Leah Graham, Marvin Larsen, Amber Romero, Alissa Mavridis, Aaron Redd

BOARD MEMBERS ABSENT

(All present)

ALSO IN ATTENDANCE

Robert Pasztor, Maria Foster, Sean Fry

PUBLIC

(None)

These minutes were approved on _____

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

_____ President

_____ Secretary

I. Call to Order

by Leah Graham

Thursday, January 25, 2018 at 5:09 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, Amber Romero, Marvin Larsen, Alissa Mavridis, and Aaron Redd

B. Pledge of Allegiance

Led by Leah

C. Adoption of the Agenda*

Motion by Amber Romero to ADOPT the agenda.

Seconded by Aaron Redd

Carried All in Favor

D. Review / Approval of Minutes from December 14, 2017 Special Meeting*

Motion by Amber Romero that we APPROVE the minutes from December 14th.

Seconded by Marvin Larsen

Carried All in Favor

E. Review / Approval of Minutes from January 3, 2018 Special Meeting*

Leah: In item II-B: Banking Resolution, there is a typo. "Meredith" should be "Amber" on two instances.

Motion by Amber Romero that we APPROVE the minutes from January 3rd with the correction of Meredith and Amber's name.

Seconded by Aaron Redd

Carried All in Favor

II. Financial Update

A. Finance Committee Report (Committee met January 25, 2018)

Amber: We studied the funds and functions. Next time we would like to study the bank statement and compare it with the internal numbers. We made a lot of progress with the new members of the committee.

Sean: Nothing additional to report but will talk about new changes in the Legislature in his Business Office Operations Update.

B. Business Office Operations Update

Sean: We report to the PED at the end of each Quarter, which will be tomorrow. Sean will give that to the Finance Committee. It takes all the information in the trial balance and condenses it into an easy to read format. The 88th day Review of Membership has been reviewed by the PED and it will be submitted for certification. Our funding is based on three primary days: The 48th day (locks in funding for the current year, which is based on the average of the 88th and 120th days from the previous year); the 88th day and the 120th day (next month). These counts will determine what we are funded for next year. During this Legislative Session, two bills have dropped that will impact our school: Senate Bill 147 (If we have another school within one mile that serves the same population, we would not qualify for Small School. We could lose \$199,000.), and the second Senate Bill proposes that any Bill pulled back as result of budget shortfall last year be given back. The LEFC (Legislative Educational Finance Committee) has funded an additional \$58 per unit (student) due to New Mexico losing students overall. Next year we will not receive Small School funding, or Lease Assistance, but we will

get more money due to the increase of students this year. However, in three years our funding will be attacked so we need to operate in a frugal manner. We are also being told that because the State has more Capital Outlay funds, we qualify for money from them, but we need to request it for large projects.

C. Approval of December Financials Including Vouchers*

Sean: Through December, we are at 47.42% budget. Expenditures are 31.21%; if we include our encumbrances we are at 66.92% of budget due to the approval of BARS in December's meeting. Four functions are negative: two BAR's, revenues exceed expenditures by \$47,264 in December, and reconciled cash balance was \$803,131 with outstanding items of \$2024.

Available cash in projects was \$488,746.

Motion by Amber Romero that we APPROVE the December financials.

Seconded by Alissa Mavridis.

Carried All in Favor

D. Budget Adjustment Requests (BAR)*

Sean: We have two Budget Adjustment Requests.

First: BAR 15-I: Increase to our Activities Fund. We currently have no budget based on anticipated or actual revenues. We charge every student \$40 and have brought in \$8,961. We are requesting budget authority to spend money we have actually brought in but don't have authority to spend yet. This money will be spent on things such as supplies, materials, clubs, and food for testing.

Second: BAR 16-T: This is a cleanup BAR. We will move \$2013 from other contract services, instruction. These have an available balance of \$12,157. \$2000 is going towards administrative and staff professional development, which is currently negative by \$1,630. That will make this positive. The other \$13 is for Function 2700, negative by \$12.05, which will make it positive and us in compliance with the second level of what's required.

Motion by Amber Romero that we APPROVE BARS 15-I and 16-T.

Seconded by Aaron Redd.

Carried All in Favor

E. Electronic Payment Approvals*

Amber: This was brought up in the January Special Meeting, but we wanted to discuss with the whole Board together. It was decided that any check amount exceeding \$10,000 needed two approved signers. For electronic (online) purchases and payroll, how should we handle getting approval from two people if two signers are not needed? The Board discussed different scenarios with Sean's advice. It was decided that transactions may be approved by a single Power User, with any transactions exceeding the approved amount needing to call the bank to be approved by an authorized signer. The Power User will be the Head Administrator (currently Robert Pasztor), who Sean will train. The Power User can assign and/or revoke privileges to others, who will be Approvers. Sean informed the Board that he has spoken with PED and that's what they want. This approval procedure is consistent/above with what other schools are doing. The Finance Committee could do random audits throughout the year as would an Audit Committee. The Audit Committee would audit the working of the Finance Committee. The following users and transaction limits are approved by the Board:

- Power User: Head Administrator (Robert Pasztor)
- Approvers: Head Administrator and Business Manager (Maria Foster)
- Payroll maximums: \$25,000 per transaction, \$25,000 per file, \$65,000 monthly
- Other (ERB, NMPSIA, Healthcare, Baybridge, \$30,000 in July) maximums: \$30,000 per transaction, \$30,000 per file, \$100,000 monthly
- Daily limit for all ACH: \$60,000

Motion by Amber Romero we APPROVE the Business Internet Banking ACH Originator Agreement document.

Seconded by Alissa Mavridis

Carried All in Favor

F. CPO (Chief Procurement Officer) Designation – Sean*

Leah: It was thought that Sean would be the CPO, but he cannot. Maria will be attending trainings to be certified and become our CPO in April. Sean stated that it's a better show of faith that we are assigning someone with CPO responsibilities and recognizing one part of the requirement, while not being able to meet the second part, as being opposed to waiting on both. Robert will approve the Purchase Order requests, the CPO will be the person signing Purchase Orders, and then Sean will issue them. We do not want the person authorizing purchases to sign them as well.

Motion by Amber Romero that we make a motion to DESIGNATE Maria as our CPO.

Seconded by Aaron Redd

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. Revision of Conflict Policy

Leah: Barry is still working on this.

B. Revision of Bullying Policy

Leah: The only thing gotten from Barry is a guidance document. Lean can re-forward it to the Board. It is not up to par and we need to work on it.

C. Workers Compensation Policy – Options 1-4*

Leah: Barry's only concern is who chooses the doctor when an employee gets hurt, the employer or the employee. If within 60 days one wants to pick, they can pick who they choose, otherwise have the right of first choice. Worker's Compensation pays 2/3 of the employee's wages. After discussion, the Board feels it should be up to the employee as to what healthcare provider they choose. The employee may also use their sick leave to make up the difference in pay after Worker's Compensation pays 2/3 of the employee's lost wages. These decisions refer to Option #4.

Motion by Amber Romero that we TAKE Option #4 of the Worker's Compensation Policy

Seconded by Alissa Mavridis

Carried All in Favor

D. Professional Boundaries Policy*

Leah: Barry felt like this was very long, repetitive and still had some work to do. It's advised that we TABLE this policy until Barry can look at it and make some revisions. Leah also asked the Board if she can invite Barry to the next meeting, so he can help us work through it. The Board preferred Barry revise the Policy, and the Board could look at it when he was finished. Robert also stated that it was advised to him that this be published in all of our Policy manuals, including the Student Handbook. He feels there is some unusual items that have very adult language not appropriate for students. It was suggested that it be placed on the school website, but not in the Handbooks.

Motion by Aaron Redd to TABLE the Professional Boundaries Policy discussion.

Seconded by Amber Romero

Carried All in Favor

E. Phone and Internet Spending Using Capital Funds Approval Update

Robert: Southwest Secondary decided to go ahead with the purchase of a new phone system. It has an initial \$15,000 purchase, with a monthly expense of \$6,800. The system is off campus. Robert questioned their administration about how much SPLC is participating in this system if the plan is to remove us from the building. We do not want to buy into a phone system if we're not going to use it in the future. This is another one of the "puzzle pieces" we can't put together because currently we don't have a vision for the Southwest Learning Centers future and if we're going to work together.

F. Lease and Lease Purchase of Building Update

Robert: Walter Feldman is doing a market analysis and appraisal of the building to see if it's worth keeping the building or moving somewhere else. It was found that it would cost just as much to open a new school as it would be to update the current one. Robert showed the Board examples of buildings that were being looked at. With those buildings, they all needed improvements that would be necessary to turn it into a school. Leah mentioned we have a wonderful building with the outdoor grassy area, athletic areas, and room to expand if we wanted to. Robert said in 2010, we had to develop a Facility Master Plan because APS was our home district. APS has since gotten more Charter friendly and is working with schools that don't have a Master Plan. Currently, our landlord is working with us, and maintaining the building, but hoping to sell. This Plan now needs to be updated as it expired in 2015. The law states that if we have a Facilities Master Plan that's been approved by the District, the state cannot exclude us from receiving funds. Robert received a call from ARC (Architectural Resource Consultants), who originally did our Master Plan, saying we were not approved for funding. However, yesterday he got a call from Brill Sprick saying we will be funded through a \$23,000 award letter, as long as we have an update to our Master Plan. SSLC also needs to update their Plan because they own half the building. He stated we have families with students in both SPLC and SSLC. Robert is sending a letter to parents with students in both schools to encourage them to let their voice be heard if they want their students to continue their primary and intermediate education into the high school. The Board agreed the families and staff want the schools to come together, but the Boards still have conflict within each other. Sean said we have to have approval from the PEC to move facilities. We still have approval for our charter through the FY 2018-2019 year. In July we will be forced to look at renewing our charter and need to make a decision about combining schools. There was a discussion about renewing with APS or the PEC. Sean said there are advantages to renewing with APS and combining schools, for example Small School funding will go away next year, and we would not have duplicate positions (head administrator, secretaries, Vigil Group, etc). At this time, we need to wait it out, and do the right things at the right time for our School with this new Master Plan. The Board discussed why the two Boards were in conflict. They also recognized that both schools could turn in two different Master Plans for the same building.

G. Rechartering with APS? Building, SpEd, Ancillary

Robert: We need to make a commitment in July as to if we will renew with APS or PEC. Robert knows that SSLC is leaning towards going with APS, they will be meeting with APS soon, and Mr. Feldman has told him our Board will be invited to that meeting. The Board agreed that they would like to cooperate with SSLC and that it would be interesting to attend within Board guidelines.

H. PED Teacher Surveys for Principals*

Robert: Robert suggested using a principal survey with the teachers evaluating him. He shared the questions with the Board. Leah stated that this would be a great tool and the Board agreed.

Motion by Amber Romero that we ADOPT the NMTEACH Educator Survey for Principal and Assistant Principal
Seconded by Alissa Mavridis
Carried All in Favor

V. SPLC Administrative Reports

A. Head Administrator Report and Summary

B. Academic, Operations and Data Updates

1. January In-Service and 90-Day Plan

Robert: He is in the last stages of completing the report. The last section is how the goals and critical actions will be monitored. It will be uploaded on Tuesday and he will share the final plan with the Board. JayLynn, Renee and Robert attended a training on Jan 22nd on the Early Warning System. Leah asked if the school Mission Statement was finished, and Robert said we are still working on it.

2. Getting Ready for Renewal Workshop – Feb. 7

Robert: Two employees are going from our school. Leah would like to attend as well, but she may have a conflict on the date of the training. Alissa said she would be a backup if Leah is unable to attend. They will stay in touch with each other as the day approaches.

3. IT Report

Robert: The new desktop replacements are installed, with the exception of one. The Purchase Order to repair the Chrome Books has been received. Jonas will receive his own set of Chrome Books. We still need assistance updating our website on anything that needs to be changed or updated. A quote was received from a service that will monitor our website for ADA compliance, however SSLC does not want to get it at this time. The Board would like to get more facts and revisit the issue.

VI. New Business Matters

A. Date for next Regular SPLC Governing Council Meeting – Scheduled for February 22, 2018 at 5:00 pm.

B. Best Practices While Using Technology in Education

Marvin is concerned about compliance regarding best practice rules being followed in the classrooms. He gave the example of student names and birthdays being online. Leah added that she has seen pictures of students on websites and wants to ensure families have given permission to have their child's picture online. Robert stated that about a month and a half ago, students were given personal accounts in Google. Marvin would like to see a discussion held regarding internet safety and best practice for students and teachers. Robert suggested Marvin talk to Tim. Leah will put this discussion on next month's agenda and Marvin and Aaron will have a discussion in the interim.

VII. Adjournment*

Motion by Marvin Larsen that we ADJOURN.

Seconded by Aaron Redd

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.

DRAFT