



GOVERNING COUNCIL

Regular Meeting of the Southwest Primary Learning Center Governing Council on

Thursday, June 22th, 2017

BOARD MEMBERS PRESENT

Leah Graham, Ken Chapman, Amber Romero, and Marvin Larsen

BOARD MEMBERS ABSENT

Meredith Winters

ALSO IN ATTENDANCE

Tim Walsh, Sharon Huber, Joseph Lucero, Ronda Joyce, and Robert Pazstor

PUBLIC

JaLynn Knight, Lisa Mora, Wanda Fahey, Doug Gillis, Lj Moore, and Mr. Graham

These minutes were approved on July 17, 2017

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

_____ President

_____ Secretary

I. Call to Order

Leah called to order the Regular Meeting of the Governing Council for the Southwest Primary Learning Center on **Thursday, June 22th, 2017 at 5:00 PM in the Conference Room at Southwest Learning Center, 10301 Candelaria Road Northeast, Albuquerque, New Mexico.**

A. Roll Call

Leah asked for Tasha to call roll. Tasha called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, with Meredith Winters absent.

B. Pledge of Allegiance

Leah led the Pledge of Allegiance. Thank you, Leah.

C. Adoption of Agenda

Leah corrected the "Special" to "Regular" meeting, which will be reflected in the minutes. Next for the Head Administrator's Evaluation, it needed to be moved from Item III to under Open Session.

Leah asked for a motion with those changes. Amber made a motion to adopt the agenda with the changes. Ken seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

D. Review/Approval of Minutes from March 16th, 2017 Regular Meeting

Leah presented changes that needed to be made in the minutes. The final revision was discussed by the board. The changes were made in the final draft of the minutes in the meeting. The reason why the wording was needing to be adjusted is because there is no recording of this meeting. February meeting minutes were stolen. The March minutes were recorded by the previous secretary, and now she's gone.

Meredith made a motion to approve the minutes from March 16th with the changes made in open session. Marvin seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

E. Review/Approval of Minutes from March 28th, 2017 Special Meeting

Leah presented changes that needed to be made in the minutes. They were made in the final draft of the minutes.

Leah asked for a motion to approve the minutes from March 28th. Amber made a motion to approve the minutes from March 28th with the corrections already drafted. Leah seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

F. Review/Approval of Minutes from April 27th, 2017 Special Meeting

Leah asked for a motion to approve the minutes from April 27th. Amber made a motion to approve the minutes from April 27th. Marvin seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

G. Review/Approval of Minutes from May 18th, 2017 Special Meeting

Leah asked for a motion to approve the minutes from May 18th. Amber made a motion to approve the minutes from May 18th, 2017. Marvin seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

H. Review/Approval of Minutes from May 30th, 2017 Regular Meeting

There were some corrections needed to be changed for finance from 181% to 81%.

Leah asked for a motion to approve the minutes from May 30th. Amber made a motion to approve the minutes from May 30th, 2017 with the corrections made. Ken seconded the motion. Leah called for a

voice vote and after hearing no opposition the motion carried.

II. Financial Update

A. Finance Committee Report

Ken reported that Ronda, Robert, Joseph, and himself were all at the finance meeting. It covered the revenues and expenses.

B. Business Office Operations Update

- o Revenues are 86.02% of budgeted through 90% of the year
- o Expenditures are 63.47% to budget of what is budgeted so far.
 - 98% of purchase orders have been closed.
- o Bank Activity
 - Revenue exceeded Expenditures by \$3,542.76 in May.
- o Reconciled Cash
 - Your reconciled cash balance per the bank is \$693,314.36.
 - Outstanding items totaling \$6,779.47.

C. Voucher Approvals

Amber made a motion to approve the check register for May. Ken seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

D. Permanent Cash Transfer

Joseph mentioned these were funds made as a donation in the prior year, and per PED's directive at the time, we were told to budget those funds. This fund is reimbursable. Not knowing that it did not occur, so it shows up as a negative fund on the financial statements. The request is to take \$983.79 from Operational.

Ken made a motion to accept the cash transfer for \$983.79. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

E. Budget Technical Review

There is no Budget Technical Review for this year.

F. Salary Schedule Update (pending approval of National Board Certification Compensation Policy)

Ronda noted that a National Board-Certified Teacher will be contracted at a Master's Level III with a stipend equal to 1.5 the current student unit value. It gives us an opportunity to fluctuate that stipend as well. Ken asked where this policy will reside. Robert answered in the board policy under personnel.

Leah asked for a motion to approve the salary schedule update pending the approval of National Board Certification Policy. Amber made a motion to approve the proposed 2017-2018 salary schedule with the Master's Level III change articulated pending approval of the National Board Certification Compensation Policy. Ken seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

Joseph discussed the minor tweaks that happened to the budget yesterday with David Craig. The SEG was redone, and it was increased by \$2,000. At the 40-day, we will then get growth units for what we are above the 184.

III. Closed Session

A. Limited Personnel Matters Pursuant as permitted under Section 10-15-1(H)(2) of the

New Mexico Open Meetings Act, specifically to discuss the Head Administrator's Evaluation.

Leah called for a motion to go into closed session. Ken made a motion to move into Closed Session for SPLC, that we will only discuss Limited Personnel Matters as permitted under Section 10-15-1(H)(2) of the New Mexico Open Meetings Act, specifically to discuss the Head Administrator's evaluation.

Amber seconded the motion. Tasha called Leah Graham-yes, Ken Chapman-yes, Amber Romero-yes, Marvin Larsen-yes, and Meredith Winters-absent. Leah announced closed session.

Closed Session began at 5:37pm.

IV. Open Session

Leah called for a motion to go back into open session. Ken made a motion to the meeting for Southwest Primary Learning Center go back into open session and that only Personnel Matters as permitted under Section 10-15-1(H)(2) of the New Mexico Open Meetings Act, specifically to discuss the Head Administrator's evaluation. Amber seconded the motion. Leah asked Tasha for a roll call. Tasha called Leah Graham-yes, Ken Chapman-yes, Amber Romero-yes, Marvin Larsen-yes, and Meredith Winters-absent. Leah announced open session. Open Session began at 6:00 pm.

V. Head Administrator Evaluation

Leah announced that per board policy we are required to do an annual evaluation of the Head Administrator. We invited our current Head Administrator that is on paid leave. He did not attend. We will be sending his evaluation to him electronically requesting a signature and a copy will be placed in his file.

Leah called for a motion to approve the evaluation. Amber made a motion to approve the Head Administrator's evaluation that was completed during Closed Session. Marvin seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

VI. Ongoing Governing Body Business Matters

A. Governing Body Member Recruitment

1. Current Audit Committee

a. Leah, Meredith, Sherry & Stacey

2. We Need a Volunteer for the Finance Committee

a. Current Members: Gabe, Meredith & Ken

B. Governing Body Policy Manual

Ken completed section A, B, C. Most of part D, fiscal management will go away, along with a little bit in E & F. Section G, which is lined with personnel policies will be revised so that it meets the same order that is shown in the employee handbook. Everything after that from H, I, J, and K will go away. Leah mentioned that all policy needs to be approved.

Ken noted that key items of addition is that the board will be expanded and that it will include offices of President, Vice-President, and Secretary. There was a statute of the structure of the Governing Board. *There was discussion of the roles of the officers.*

1. Overall Revision Including Various Policy Clarification

2. Revise Conflict Policy and Add Conflict Procedure to Handbook

C. Temporary Charter Contract

Robert that PEC is working on a new performance framework format. This temporary is saying until we have the new one, we are just going to maintain what we are under from last year, and then they are expecting the new one in the fall.

Amber made a motion to approve the Temporary Contract with PEC Charter School under NMSA. **Ken** seconded the motion. **Leah** asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

D. School Calendar

Robert reported the dates have been updated.

E. FAEA Art Grant

Robert noted that the hard copy is not officially due until August. There is plenty of time to make changes. Some of the concerns were the teacher being certified.

F. New School Business

1. New Board

Leah sent out an email to the SILC board members, and in the email, it was asked if there was any interest for any of them to be on the board for Preparatory. She received two responses, both saying they were not interested. She did specify in the email that if she did not get a reply, she would assume they were not interested. Her recommendation is to move forward and as of July 1st, to recruit new board members. She feels strongly that the Head Administrator not advertising for board members. If someone approaches the Head Administrator, they will be directed to a board member.

G. New Head Administrator Contract

The position is being offered to Robert Pazstor.

Leah asked for a motion to approve offering the contract to Mr. Robert Pazstor as the new Head Administrator. **Amber** made a motion to approve the new Head Administrator Contract for Robert Pazstor for the 2017-2018 school year. **Marvin** seconded the motion. **Leah** asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

H. Petition for Assets

Robert presented a response to the Special Meeting taking place between SSLC and SPLC. An idea was formed to petition asking for the assets to follow the students.

There was much discussion regarding this. Half of the board was for and half was against. There was a consensus to table the petition.

Leah asked for a motion to table the petition. **Marvin** made a motion to table the proposed petition. **Amber** seconded the motion. **Leah** asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

I. National Board Certification Compensation Policy

Robert explained this policy grants a qualified teacher the level of Master's III in regard to compensation. He read the following: The department shall grant level three-A license to an applicant who has been a level two teacher for at least two years and a post-baccalaureate degree or national board for professional teaching standards certification. He continues that policy states, Southwest Preparatory Learning Center(SPLC) teachers that have, and maintain, National Board Certification shall receive a Master's Level III teacher's salary per the approved SPLC salary schedule. They shall also receive an additional compensation equal to one and one half (1.5) of the New Mexico program unit value in accord with NMSA 22-8-23.4. The state gives us the money above and beyond what we get in the budget.

Amber made a motion to approve the National Board Certification Compensation Policy. **Ken** seconded the motion. **Leah** asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

VII. SPLC Administrative Reports

A. Head Administrative Reports and Summary

1. Staffing Report

Robert learned that the person who was the Special Ed teacher is going to SSLC. He has three people interested in that position. All other positions have been filled.

The schedule accommodates everyone. Once in motion, if anything needs to be fixed, it will be.

2. Data Report

a. InfoSnap Update

Robert is now well versed in InfoSnap. At the moment, all the grades are full, with waiting lists.

B. Academic, operations and Data Updates

1. IT Report

PowerSchool created the new server that will host the combined data of both schools. Xcela School, the company performing the migration, has already began the process of copying the data over to the new server. The registrars have completed the year end process of both schools and are adding the new students to each new school before the final migration begins. For the website, we need administration to edit information on the webpage describing the school, the mission statement, and change any documents on the website that have Southwest Primary as the school name. Most of this work can be done in July. We held a meeting with InfoSnap to discuss student registration changes for the 2017-2018 school year, we will get the changes submitted next week with the goal of starting registration on July 6th.

VIII. New Business Matters

A. Date for Next Regular SPLC Governing Council Meeting- Scheduled for Thursday, July 27th, 2017, 5:00PM

IX. Public Comment

No Public Comment

X. Announcements

No Announcements

XI. Adjournment

Leah called for a motion to adjourn. **Ken** made a motion to adjourn the meeting. **Amber** seconded the motion. **Leah** called for a voice vote and after no opposition the motion carried. The meeting ended at 7:02pm