



SOUTHWEST PREPARATORY LEARNING CENTER

GOVERNING COUNCIL

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, August 24, 2017

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

(All present)

ALSO IN ATTENDANCE

Robert Pazstor, Joseph Lucero, Renee Morgan

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, August 24, 2017 at 5:00 PM

Regular Meeting of the Governing Council for the Southwest Preparatory Learning Center

Southwest Learning Centers Conference Room

10301 Candelaria Road NE, Albuquerque, NM 87112

A. Roll Call by Tonya:

Tonya called Leah Graham, Ken Chapman, Amber Romero, Marvin Larsen and Meredith Winters. All members present.

B. Pledge of Allegiance led by Leah

C. Adoption of the Agenda

Motion by Meredith Winters to adopt the agenda.

Seconded by Amber Romero

Carried All in Favor

D. Review / Approval of Minutes from July 27, 2017 Regular Meeting*

Motion by Meredith Winters to approve the minutes from the July 27th meeting.

Seconded by Marvin Larsen

Carried All in Favor

II. Financial Update

A. Finance Committee Report (Committee met August 24, 2017)

-Ken: In attendance at the financial meeting was Ken Chapman, Renee Morgan, Robert Pasztor, and Joseph Lucero. Revenue is at 7.58%, with very little activity through July. Expenditures is 51.26%; we will spend 25-30% throughout the rest of the year. The basic expenditure report is aligned.

B. Business Office Operations Update

-Joseph: Reports are reconciled. Revenues received so far are from state equalization guarantee, some activity fees and tax collection. There are no unexpected expenditures at this time. We have not received our lease reimbursement award as of yet. Cost for after-school program and the activity fund will be reflected in next month's report. For the bank activity, we have a reconciled cash balance of \$727,222.70 and outstanding items through month of July total \$50,866.06. There was a delay in the reconciling of the bank account which resulted in the reports being late, but it will not happen again.

-Ken: Look at item: July 2017 SEG \$121,661. Joseph says this is average of 80 and 120 from FY17. This is what our budget is guaranteed to stay at after consolidating Intermediate students, with an enrollment of 185. Anything above 185 students will give us growth/additional money. Ken suggests looking at smaller class sizes, keeping student population under 200 to receive small school funding vs adding more students. Board conversation about benefits of smaller class sizes but still having the same amount of money coming in.

Task: Joseph will compare cost of small school size vs a larger school in early September and send it out to the Board members.

C. Voucher Approvals*

Motion by Ken Chapman to approve the check register dated July 1 through July 31.

Seconded by Amber Romero

Carried All in Favor

D. Budget Adjustment Requests*

1. Title 1

-Joseph: Two bars are to true up the Title 1 budget to match the application. The budget was due before the application could be completed. The federal funds program are behind this year. First bar is to move \$3,000 from supplies and materials into professional development. The second bar is to budget for foster and homeless services.

Motion by Meredith Winters to approve the two bars, the 0001M and 0002M.

Seconded by Ken Chapman

Carried All in Favor

E. Property Disposal – chairs and desks*

-Joseph: Form 947 is not filled out for furniture that needs to be disposed of. It has not been made clear as to which school actually owns the property. Joseph is working on balancing the cash portion of the capital funds, then we can figure out what will happen to the property. Board determined to table this issue.

Task: Joseph will talk to Sean or David to see what the plan is with the physical inventory that's tagged to the Southwest community.

Motion by Meredith Winters to table the property disposal action until we find out for sure if we have to do it or not.

Seconded by Amber Romero

Carried All in Favor

F. Audit Entrance

-Joseph: Audit Entrance as not been scheduled yet. The audits have been scheduled for the schools in the 3rd week of October. All four schools will be audited.

Task: Joseph will send out an email to the auditor to see if she has an idea of when they scheduled the meetings and let the Board know.

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

-Leah explained that she polled the teachers to see when they would like Public Comment, at the beginning or the end of the meeting. Teachers decided to have it in the beginning.

-No public comment

IV. Ongoing Governing Body Business Matters

A. Governing Body Recruitment

1. Advertisement

-Leah says Robert sent out an email, there was a table at registration, and there will be more information available at Open House. Robert stated he has had a few parents ask how they can help. Amber suggested putting an ad in the "Sandia" newsletter and the Board agreed.

Task: Marvin or Amber will look into putting an ad in the "Sandia"

2. Board Members

-Leah stated we have two people that would like to resign so we need two more Board members. She also suggested teachers could look for parents that want to be involved and nominate them to join the Board. Discussion about training.

a. **Current: Leah, Ken, Meredith, Amber, Marvin**

b. **No Vacancies** (We will need two members soon.)

3. Audit Committee

-Leah has emailed Sherry and Stacy to tell them it was coming up. Stacy emailed back and said she is no longer interested in being on that committee. Robert suggested having a teacher on the committee, but Board wasn't sure it could be a teacher from our school.

a. **Current: Leah, Meredith, Sherry**

b. **Vacancy** – Need one member due to Stacy leaving.

4. Finance Committee

-Ken stated Gabe did not show up again. Leah suggested retired Sandians that would like to serve on the committee.

a. **Current: Ken, Meredith, Gabe**

b. **Vacancy** – We have Gabe but he never shows up. Once Meredith resigns, we will then need two members.

B. Governing Body Policy Manual

1. Mission Statement*

-Leah states we have three different mission statements. Leah thinks teachers need to have a say in this. Board discusses options. Renee explains difference between vision (overall, where you want your school to go) and mission (what steps you'll take to get there) statement and thinks we can have both, and discusses with the Board. Robert said he can discuss this with the staff at the October 16th In-Service.

Motion by Meredith Winters to table the mission statement until the October meeting.

Seconded by Amber Romero

Carried All in Favor

2. Approval of Policy Manual*

-Leah talked about approval of the Policy Manual. We have to have Vice President and Secretary positions. Robert talked about instructional minutes. We can use hours at the beginning of the year for parent conferences to count as instructional hours (Grades 1-6 = 22 hours; Grades 7-12 = 12 hours). This has been updated in the Policy Manual. New NMPSIA policy is in Employee Handbook. Discussion about Vision/Mission statement was that Board could approve the statements, and would then be able to approve the Policy Manual.

Motion by Meredith Winters to approve the Governing Body Policy Manual

Seconded by Amber Romero

Carried All in Favor

***Since the Vision/Mission statement was previously tabled in this meeting (IV.B.1), a motion will be taken to delete the first tabled motion:**

Motion by Ken Chapman that we do not table to October's meeting the Mission Statement discussion due to the changes that have been made on the Governing Body Policy Manual, which has now been approved.

Seconded by Meredith Winters

Carried All in Favor

3. Vice President and Secretary positions

-Leah: As stated earlier (IV.B.2), we need Vice President and Secretary positions

4. Revise Conflict Policy and add conflict procedure to Employee Handbook

-Leah: We are in process of getting Barry's contract approved. Once done, he will start looking into that.

-Ken: Items need to be adjusted in the Employee Handbook, ie: three distinct schools, and administration changes. Robert states he has been making changes and it is on the agenda for next month to approve.

Task: Board to send changes to Employee Handbook to Robert and he will fix.

5. Policy Binder (Tonya)

-Leah: Tonya is working with Alex to complete binder.

C. Election of Officers*

1. Vice President and Secretary

-Leah would like to nominate Amber for Vice President and Marvin for Secretary

Motion by Meredith Winters that Amber Romero be our new Vice President and Marvin Larsen be our Secretary

Seconded by Ken Chapman

Carried All in Favor

D. Lawyer Contract Renewal*

-Leah: We have a new lawyer contract. Discussion that the contract does not include Special Education matters. We need to approve and sign, then the lawyers will sign, then it will be sent to the PED for approval. This contract will deal with everything, not just the consolidation.

Motion by Meredith Winters that we accept the contract for Walsh Gallegos for the attorney representation.

Seconded by Amber Romero

Carried All in Favor

E. Review of internal controls (update)

-Robert: Conversation regarding Accounting Policies and Procedures (next bullet: IV.F)

F. SPLC Manual of Accounting Policies and Procedures

-Robert: Robert, Ronda and Heather have been updating and cleaning up the Accounting Policies and Procedures Manual. Ken noted we need to define CAO (Chief Academic Officer vs. Chief Accounting Office) and CFO (Chief Financial Officer). It is noted Vigil is our Chief Financial Officer. Board agreed to remove CAO, and just use CFO: Chief Financial Officer, Vigil Group.

-Robert: Added policy that states date to allow a teacher to change their contract by adding educational hours. Teachers need to submit additional hours to their contract by September 1st. No other changes.

Task: Robert will remove CAO and define CFO as Chief Financial Officer, Vigil Group

Motion by Meredith Winters that we approve the SPLC Manual of Accounting Policies and Procedures with the CAO taken out everywhere, and with the specification of who the CFO is.

Seconded by Ken Chapman

Carried All in Favor

G. Salary adjustment policy*

Action was taken in the above discussion (IV.F).

H. Beginning of Year Student/Parent/Teacher Conference Policy*

This item discussed by the Board in above discussion (IV.B.2)

Motion by Meredith Winters that we approve the beginning of the year Student/Parent/Teacher Conference Policy that allows us to use the conference hours as educational/instructional hours.

Seconded by Amber Romero

Carried All in Favor

I. 2019 Renewal

-Robert: No changes to this 2017/18 school year. In June or July we will need to submit a Letter of Intent to renew. October 2018 we will submit application. November 2018 we will have a site visit from the State Department. December 2018 we will go before the PEC and present our renewal application. Possibility of PEC encouraging consolidation of the two schools is a possibility, and the Board would like this issue put onto the agenda for future discussion and strategic conversation.

Task: Leah will put discussion of consolidating the two schools onto a future agenda.

J. Governing Board Self-Assessment

-Leah: Asked members to write name and date on their self-assessments, and return at next Board meeting. Completed assessments will be placed into Board Binder.

Task: Leah, Ken, Marvin, Amber and Meredith will complete self-assessments and bring to next Board meeting.

K. Response and Comment to PED Draft Report

1. Schedule Change – Grades 4, 5 and 6

-Robert: First item was regarding Intermediate, not Primary, in Main Lab. Robert questioned PED and they said do not do anything with Intermediate, it's closed and done. PED corrected incorrect item for Primary. PED added new item for Primary. Hours were 935 for Grades 4-6 and by law should be 990. Their recommendation was to add 15 minutes to each day. Robert worked with teachers to come up with a schedule that would meet PED requirements. Final decision was to extend 10 minutes at the end of the day with a dismissal time of 3:00 PM, and to shorten lunch to 40 minutes (instead of 45 minutes). This, along with the 22 hours of instructional time at the beginning of the year gives us 999.5 hours. This gives us a little flexibility. New times will start September 5, 2017.

-Robert: Two items remain. Sean and Joseph need to do and they are aware of it. There is a mentorship for Level 1 teachers we need to have in place. Robert is researching a format to complete this. Everything is due by September 1st and will be completed.

V. SPLC Administrative Reports

A. Head Administrative Reports

1. SpEd report

-Robert: We have a new Special Education teacher, Jonas Cossey. He is organizing a schedule to accommodate all students within grades 4-8. He is one student away from going over a "full load." It is possible he may go over within the first 40 days. We have explored hiring another Special Education teacher or

an Educational Assistant. The school has bought TIENET, an Individualized Education Program (IEP) online tool, which organizes student documentation and allows teachers access to student information.

2. MOU with SSLC

-Robert: Meeting with Kirk today. Utility bills we split 42/58%. Discussion between Sean and the PED about not going with 42/58% with everything, ie: Edgenuity (We only use 3 classes out of 200, but we do use seats in the Main Lab, so maybe we should go with the number of seats, and pay for 18-20% of the Edgenuity seats). Board discussed that we need to pay our fair share, but there are some things that should not be allocated at 42/58%. Their lawyers will prepare a narrative that we will review.

3. Back to School Report

-Robert: Jana and Wanda are in Main Lab and are doing well. We lost a UNM student, but the replacement is an Engineer and has experience with online education programs. Students are working on homework with UNM students after school. It will take time for everyone to adjust to our new schedules.

B. Academics, Operations and Data Updates

1. Academic Report

-Robert: Most students have taken their first interim assessments. There have been a few glitches, but nothing we haven't been able to fix. PAARC scores and school grades have come in. Robert has looked at grants, but we do not qualify because we are not struggling.

2. Data Report

-Renee: Showed the Board academic improvement data using STAR scores in Math. There was a drop in proficiency across all grade levels two years ago, probably due to the change in lottery procedures, and inconsistent teaching staff. Renee would like to use a blended learning model to improve math scores in her classroom. She will continue to explore the data throughout this year.

3. IT Report

-Robert: Primary and Intermediate data is uploaded onto PowerSchool. Ken pointed out minutes from a previous SILC meeting had an odd number of pages. Board secretary will need to scan and repost. Google Chromebook accounts need to be created, but it's delayed due to PED's signature (no one seems to know how to address this). We are still catching items on the website that need to be changed to Preparatory. Please let Robert know if something needs to be updated.

VI. New Business Matters

A. Date for next Regular SPLC Governing Council Meeting – Scheduled for Thursday, September 28, 2017 at 5:00 PM

VII. Announcements

VIII. Closed Session*

Motion by Meredith Winters that Southwest Preparatory goes into closed session and that the only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to

NMSA 1978, Section 10-15-1(H)(7). Specifically an update on pending litigation involving former employees, and I invite our Head Administrator, Robert Pasztor, in Closed Session

Seconded by Amber Romero

Carried All in Favor

Roll Call

-Tonya called Ken Chapman, Leah Graham, Amber Romero, Marvin Larsen and Meredith Winters. All members present.

Closed session began at 6:59 PM

- A. Matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7). Specifically and update on pending litigation involving former employees.**

IX. Open Session*

Motion by Meredith Winters that we go back into Open Session and only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7), specifically an update on pending litigation involving former employees was discussed.

Roll Call

-Tonya called Ken Chapman, Leah Graham, Marvin Larsen, Amber Romero, and Meredith Winters. All members present.

Open Session began at 7:19

Seconded by Amber Romero

Carried All in Favor

X. Adjournment*

Motion by Meredith Winters we adjourn.

Seconded by Amber Romero

Carried All in Favor

Meeting adjourned at 7:19 PM

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.