



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, September 28, 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, Maria Foster, Renee Morgan, Sean Fry, Barry Berenberg

## **PUBLIC**

(None)

These minutes were approved on October 26, 2017

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

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## **I. Call to Order by Leah Graham:**

**Thursday, September 28, 2017 at 5:07 PM**

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

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE, Albuquerque, NM 87112

### **A. Roll Call**

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 that we adopt the agenda.

**Seconded** by Marvin Larsen

**Carried All in Favor**

### **D. Introduction of new finance committee member**

Leah: We were going to introduce our new finance committee member, but she had to leave. She met Marvin.

### **E. Review / Approval of Minutes from July 27, 2017 Regular Meeting\***

The following changes were made to the minutes:

- On page 2 Under Finance Committee Report, Meredith Winters was added to those attending.
- On page 4 under Finance Committee, wording was changed to "Once Meredith and Ken resign..."
- On page 8 under the first paragraph (continuation of Closed Session from page 7), the wording was change to "Meredith invited Head Administrator, Robert Pasztor, in Closed Session." to match the past tense of the rest of the minutes.

**Motion** by Marvin Larsen to approve the minutes from the August 24th meeting.

**Seconded** by Amber Romero

**Carried All in Favor**

## **II. Financial Update**

### **A. Finance Committee Report (Committee met September 28, 2017)**

- Leah: We had asked Joseph to compare costs of small school size vs a larger school. We were close on numbers. Sean reported that based on the analysis, it would not matter financially if we adjusted student numbers. At this point, we can look at it from an academic point of view.

- Ken: We had Jennifer Renfro here today. She is the parent Financial Committee member. Also in attendance was Meredith Winters, Ken Chapman, Sean Fry, Maria Foster, Robert Pasztor, and Renee Morgan. 15.56% budgeted, a good number to be at this point of the year. Most expenditures are spoken for. We are not dealing with any negative numbers. We looked at bank activity, reconciling cash and everything looks good.

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

- Sean: One very large negative is operational maintenance. Lease assistance awards will have a 20% cut next year. This year our lease assistance will be based on student account from last year, which is kind of unfair because we had the consolidation. We will be

funded for 102 students and get about \$75,000. We will be fine because when we budgeted our carryover it came out ahead. We had \$170,000 available, but it now becomes \$310,000. We will need to analyze for next year. Instructional material and activities funds are fine. Reserve funds (Title 1 and Idea B) and general obligation bonds for library need to be used this year or we will lose it. The 40 day count is coming up. This year is huge because our growth number will be cemented in by that. Right now we are at 184. Our audit is scheduled for the end of October. The Entrance Meeting is not scheduled yet. Audit Committee members was discussed.

**C. Approval of August Financials including vouchers\***

- Sean: Discussed transactions from August. No questions on revenues or expenditures.

**Motion** by Ken Chapman that we approve the check register dated August 1st through August 31st.

**Seconded** by Meredith Winters

**Carried All in Favor**

**D. Budget Adjustment Requests\***

- Sean: First bar: After School program revenue and expenditures discussed. The bar is giving us revenue authority based on the revenue stream that we currently don't anticipate in our budget but we know it's going to take place.

- Next bar: A budget adjustment request to fix negative lines. When next three bars are taken into account, this will be what the lines end up being. Looked at available budget on reports. The first bar moved the budget authority around so funds are positive. New benefits (education retirement and medical) were calculated high originally; actual numbers are lower. Next bar removes the Principal salary and benefits and promotes him to Superintendent with salary and benefits. Last bar is to cover variance we have in our lease. Once all bars are taken into account, every line in Operational will be positive, minus the lease.

**Motion by Meredith Winters that we approve bars 3, 4, 5 and 6.**

**Seconded** by Amber Romero

**Carried All in Favor**

**E. Property Disposal – furniture and equipment\***

- Leah: Based on agreement between Intermediate and Secondary, physical assets were addressed in the consolidation agreement that was signed off. Leah questioned if physical assets were addressed. Robert said they already approved the disposal, and we have already bought new furniture.

**Motion** by Amber Romero that we approve the property disposal of eight chairs, a drill and a basketball hoop.

**Seconded** by Meredith Winters

**Carried All in Favor**

**F. Audit Entrance**

- Sean: We are going to request it be on the 23rd.

**III. Closed Session\***

**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.**

**Motion** by Amber Romero that Southwest Preparatory move 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. Amber invited our Superintendent Robert Pasztor, and their attorney Barry Berenberg, in Closed Session

**Seconded** by Meredith Winters

**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 5:40 PM**

**IV. Open Session\***

**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.**

**Motion** by Amber Romero 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.

**Seconded** by Marvin Larsen

**Carried All in Favor**

**Roll Call**

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

**Open Session began at 5:52 PM**

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

- Renee Jones: "I talked to some of the teachers, and it was about the school size kinda thing. They are strongly in favor of smaller class sizes. They said we haven't heard anything, so I told them I'd tell you what they said."

**VI. Ongoing Governing Body Business Matters**

**A. MOU with SSLC**

- Robert: Discussed separation of utility bills, custodian and seats in the main lab, and the percentage paid between Southwest Secondary and Preparatory. He does not feel anything needs to be changed. Ken is concerned with internet percentage usage. We pay for availability, not usage so it cannot be separated like the other bills. The Board would like to see the bills, and have more communication with Secondary to ensure expenses are paid, vendors don't change, and there is accountability between schools. We need to add a Hold Harmless Clause to the contract, which means if they don't pay the vendors,

they will hold harmless SPLC. It is also suggested that we receive a receipt for payments from SSLC within 10 business days, if requested.

- Barry: Discussed binding mediation, which makes the mediation settlement part of the contract, and both parties agree in advance that if they can't reach an agreement, then the mediator decides. He suggests using NADM. Amber suggests making these changes quickly.

Task: Barry will make changes and give it to Robert.

Task: Robert will draft the changes and send to our lawyers, with the explanation that we have reviewed it and have made some changes.

## **B. Governing Body Recruitment**

### **1. Advertisement**

- Leah: We were going to have three visitors tonight that were potentially thinking about joining the Board, but we have one. Leah introduced her friend Jenny West.

#### **a. Center for Non-Profit Excellence**

- Robert: He posted the position for the Board as a volunteer position through Non-Profit for Excellence. Leah posted the position on Facebook but got no response. It is also on PED's website.

Task: Leah will double check PED and make sure it is still on there.

#### **b. Sandia Labs**

- Amber: The open position is posted to the Sandia Labs Community Involvement internal webpage.

### **2. Board Members**

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

- Leah: When Ken and Meredith resign, we will need two board member.

#### **b. No Vacancies**

### **3. Audit Committee**

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

- Leah: We need to find more members.

Task: Meredith will talk to Gabe about being on the Audit Committee.

Task: Leah will ask Jennifer.

Task: Robert will ask his retired friend.

#### **b. Two Vacancies**

### **4. Finance Committee**

#### **a. Current: Ken, Meredith, Gabe, Jennifer Renfro**

-Leah: Gabe doesn't show, so we need to find another member

## **C. Employee**

### **Handbook\***

- Robert: We just need to vote on the Employee Handbook.

**Motion** by Meredith Winters that we approve the Employee Handbook.

**Seconded** by Marvin Larsen

**Carried All in Favor**

### **D. Revision of Conflict policy**

- We just need to get Barry involved with this.

Task: Leah will contact Barry to ask for his help.

### **E. Policy binder (Tonya)**

- Tonya: She has completed the Policy Binder. It is in the conference room with the SPLC Board Binder.

**F. Governing Board Self-Assessment**

- Board members turned in their self-assessments.

[Task: Leah will complete her assessment.](#)

**G. Updated Monitoring Cycle (V-5)**

- Robert: We do the Lease Assistance application in May. He took a few things out that were unnecessary. We do not do this now.

[Task: Robert will add MOU Negotiation in June](#)

**VII: SPLC Administrative Reports**

**A. Head Administrator Report and Summary**

**1. October 16 Planning Session**

- Robert: We have a full training schedule day planned. We have had two staff meetings since the beginning of the year. For our In-Service we will be discussing the Mission Statement (we need an "adult" and a "student" statement that both can understand), academic and survey data, and our 90-day plan. Board members are welcome to attend (but no more than two in the same place).

**2. NM PED Site Visit**

- Robert: The visit went very well. We are 100% compliant in our personnel, Special Education and student files (thank you to Veronique and Maria). The only question was regarding what looked like an art project during Language Arts, but Robert feels PED was trying to find something to criticize. We will see them again on April 26th.

**3. UNM Work Study Students**

- Robert: He received the final letter on Tuesday for an engineer that will start today. Other students are working well within the school.

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

**1. Academic Report and Data Report**

**a. Enrollment**

- Robert: Two students have been dis-enrolled due to attendance. We have had a few students go out, but we have also enrolled a few. Our numbers are still over 190.

**b. Special Education**

- Robert: These numbers change often. If our Special Education teacher goes over 1.0, we need to look at getting an Educational Assistant, or a Coordinator.

**c. Schedules**

- Robert: We changed the end time to 3:00, and shortened lunch by five minutes to meet PED standards.

**2. IT Report**

- Robert: We don't have anything to report.

[Task: Robert will ask Tim if he wants anything on the agenda before the meeting, otherwise Leah will keep it off the agenda.](#)

**VIII. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – scheduled for Thursday, October 26, 2017 at 5:00 PM**

## **IX. Announcements**

-Ken: Would like a strategic planning session. We had talked about this, and it will be planned after the October 16th Inservice.

## **X. Adjournment\***

**Motion** by Amber Romero we adjourn.

**Seconded** by Ken Chapman

**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](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.