



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, October 26, 2017

### **BOARD MEMBERS PRESENT**

Ken Chapman, Leah Graham, Marvin Larsen, Amber Romero

### **BOARD MEMBERS ABSENT**

Meredith Winters

### **ALSO IN ATTENDANCE**

Robert Pazstor, Maria Foster, Renee Morgan, Sean Fry

### **PUBLIC**

Alissa Mavridis

These minutes were approved on \_\_\_\_\_

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

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## I. Call to Order

by Leah Graham

**Thursday, October 26, 2017 at 5:03 PM**

Regular Meeting of the Governing Council for Southwest Preparatory Learning Center

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE, Albuquerque, NM 87112

### A. Roll Call

Tonya called Ken Chapman, Leah Graham, Marvin Larsen, and Amber Romero, with Meredith Winters absent.

### B. Pledge of Allegiance

Led by Leah

### C. Adoption of the Agenda\*

**Motion** by Amber Romero that we adopt the agenda for this evening.

**Seconded** by Ken Chapman

**Carried All in Favor**

### D. Review / Approval of Minutes from September 28, 2017 Regular Meeting\*

**Motion** by Amber Romero that we approve the minutes from September 28th.

**Seconded** by Ken Chapman

**Carried All in Favor**

## II. Financial Update

### A. Finance Committee Report (Committee met October 26, 2017)

Ken: Meeting today included Ken Chapman, Maria Foster, Renee Morgan, Robert Pasztor and Sean Fry. Revenues show 23.21% budgeted through September. We should be around 25%. Expenditures are at the two-thirds mark for the year. The only change on the form under Bank Activity: instead of Revenue Exceeded it is Expenses Exceeded. Reconciled cash is at \$730,000. Outstanding items are low, written for September and have been closed out. The audit was discussed. We will look at the two BAR's tonight. We would like to change the name to Southwest Preparatory on legal documents. Check register looks good.

### B. Business Office Operations Update

Sean: BAR's approved and Activities Fund changes at the last meeting have not taken affect because these reports are from September 30th and our last meeting was September 28th. Audit is finishing up and will not be official until March. Once we get draft financials, he will send them to the state and prepare Budget Adjustment Request's based on differences in carryover.

### C. Approval of September Financials including vouchers\*

Sean: We have a \$51,000 swing. Expenses exceed revenue by \$25,695 in September. We reviewed half a dozen transactions that Ken pulled out to verify accuracy. The board reviewed the transactions and vendors.

**Motion** by Amber Romero that we approve the check register.

**Seconded** by Ken Chapman

**Carried All in Favor**

### D. Budget Adjustment Requests\*

Sean: We have two Budget Adjustment Requests tonight.

First BAR is for lease assistance. Our award for this year is \$148,723. We are only allowed to use this for lease payments, so \$148,723 revenue, \$148,723 expense.

Second BAR is the new allocation for 3-year life cycle of the general obligations bonds for Student Library. We've received \$2,401 and we have 3 years to use it. Our current budget is \$3,283, so we have a total of \$5,684 to spend. We need to spend our current budget before we receive the new funds.

**Motion** by Amber Romero that we approve BAR 007-IB as well as 0008-I

**Seconded** by Ken Chapman

**Carried All in Favor**

**E. Audit Entrance**

Leah: The audit entrance meeting was October 23rd. In attendance was Sean Fry, Monica, Aaron Red, Paul Lindburg, Gabe Hollimon, Leah Graham, Robert Pasztor, and Meredith Winters. This meeting is a statutory requirement basically to tell us they are not going to find all fraud, and to tell us what they are doing. We are looking at the week of November 6th for the next visit.

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

- No public comments

**IV. Ongoing Governing Body Business Matters**

**A. Governing Body Recruitment**

**1. Advertisement**

**a. Center for Non-profit Excellence**

Robert: Our ad will be up for three months.

**b. Sandia Labs**

**2. Board Members**

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

Amber: We have two Board members that are wanting to retire. With us tonight is Alissa Mavridis who is interested in being on the Board. She has children in 6<sup>th</sup> and 8<sup>th</sup> grade at Southwest Preparatory. Alissa is signed up for training, and needs to fill out her member paperwork. The Board discussed new and current member training requirements and is going to research what is needed. Amber went over new Board member procedures. We would like to vote her in at the November Board meeting.

**3. Audit Committee**

**a. Current: Leah, Meredith, Gabe Hollimon, Paul Lindberg, Aaron Redd.**

We are fully staffed.

**4. Finance Committee**

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

Leah: We will need two new Finance Committee members once Meredith and Ken resign, and both need to be Board members. As soon as we have the new Finance Committee established, we will work on getting training. Ken stated that one learns a lot from attending the meetings and asking questions, and that Maria and Sean are very helpful.

**Task:** Sean will send Finance packet to Tonya, and she will print and also send to the committee members via email.

**B. Governing Body Advertisement**

**1. AARP – Create the Good – Volunteer Opportunities**

Robert: He registered and posted our ad here.

## **2. City of Albuquerque volunteer opportunities**

Robert: We are now listed as an organization on this website.

### **C. Revision of Conflict policy**

Leah: She contacted Barry and he is working on it.

### **D. Governing Board Self-Assessment**

Leah: She has finished hers and it is here. She reviewed the Board members' assessments and feels we need to work on a few things: our long-term strategic plan, which we will review annually, and a head administrator succession plan. Leah put these items on the agenda for next month.

## **V. SPLC Administrative Reports**

### **A. Head Administrator Report and Summary**

#### **1. Worker's Compensation Policy and Procedures – In Progress**

Robert: Due to a recent fight between students here at Southwest Preparatory, it was suggested we look at our Worker's Compensation Policy. Robert will have a draft of a revised policy at the November meeting. Ken questioned our student discipline policy and if we are addressing overall student discipline. Robert stated he knows, and has observed, teachers enforcing good behaviors, and if they need administrative assistance they know to go to him.

**Task: Robert will complete draft of Worker's Compensation Policy**

#### **2. Transgender Policies – In progress**

Robert: We currently have transgender students. He wanted to review policies, and it turns out policies have changed since last year. At the moment we are not required to have a transgender policy. He made some adjustments to our current policy and will update the Board on the revisions. Leah put it on the agenda for the next meeting to approve the changes.

**Task: Robert will complete changes to Transgender Policy.**

#### **3. Clear Channel Advertisement\***

Robert: We have the option to pay for advertising on a billboard. The Board discussed the need to pay for advertising since we're currently full. Also discussed was other types of advertising like mailers, and collecting data from parents. It was agreed to not pay for the billboard at this time. The Board will revisit advertising for next school year in a future meeting.

**Task: Robert will research advertising for charter schools.**

**Motion** by Ken Chapman that we not continue with Clear Channel Advertising at this time.

**Seconded** by Amber Romero

**Carried All in Favor**

#### **4. Facility Master Plan (FMP) assistance application – submitted**

Robert: Our Facility Master Plan was officially updated in 2010. Robert and Coreen Carrillo updated it in 2015, but it wasn't turned in to anyone. We need to update it again in order to maintain our status with NMPSFA so we can continue to receive funding from them. It is also required by law. We can combine the update to include both schools and save money. Robert has also applied for assistance to help pay for it.

#### **5. NMCCS Annual Conference, December 8-9, 2017**

Robert: This conference is coming up in November.

**6. MOU w/SSLC update**

Robert: Southwest Secondary will see changes at their November Board meeting, and we will see their response at our November Board meeting.

**7. Annual Program Plan (90-day plan) – goals and Mission-Vision Statement progress**

Robert: As part of being a Title 1 school-wide program, we are required to do an annual plan. We can use our 90-day plan for this annual plan. The 90-day plan was discussed among staff members during the last teacher In-service. Math and Language Arts STAR testing scores were reviewed, which showed we need to identify and focus more on students that are performing on an average level (Tier 3 students). Helping these students fill in skill gaps in Math and Language Arts, and getting them to Tier 4, will improve our PAARC scores. The next step for staff will be looking at strategies and interventions in instruction.

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

**1. 40-day reporting**

Robert: Veronique finished her reporting, and everything looks good. At reporting time we had 194 students. We lose a few, we gain a few but we are holding steady. The Board still likes the idea of having smaller classes next year.

**2. IT report**

Robert: Tim says the Chromebook project is completed. A quote has been submitted for refresh and repair of our current Chromebooks so they last through the year. Staff will be receiving new computers.

**VI. New Business Matters**

**A. Due to the Thanksgiving Holiday, the date for next Regular SPLC Governing Council Meeting is scheduled for Thursday, November 16, 2017, 5:00pm**

Leah: Stated this should be a Special Meeting because it’s outside our normal meeting time. The Board was in agreement.

**VII. Adjournment**

Motion by Amber Romero that we adjourn the meeting.

Seconded by Marvin Larsen

Carried All in Favor

Meeting adjourned at 6:22 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.