



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Special Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, November 16, 2017

## **BOARD MEMBERS PRESENT**

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

## **BOARD MEMBERS ABSENT**

(All present)

## **ALSO IN ATTENDANCE**

Robert Pasztor, Maria Foster, Renee Morgan, Sean Fry

## **PUBLIC**

Alissa Mavridis, Aaron Redd

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

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

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## I. Call to Order

by Leah Graham

**Thursday, November 16, 2017 at 5:02 PM**

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

### B. Pledge of Allegiance

Led by Leah

### C. Adoption of the Agenda\*

**Motion** by Amber Romero that we approve the agenda.

**Seconded** by Meredith Winters

**Carried All in Favor**

### D. Review / Approval of Minutes from October 26, 2017 Regular Meeting\*

**Motion** by Amber Romero that we approve the minutes with the change on Section II.E to change "going to find all" to "specifically seeking" in front of the word fraud.

**Seconded** by Meredith Winters

**Carried All in Favor**

## II. Financial Update

### A. Finance Committee Report (Committee met November 16, 2017)

Ken: Meeting today included Ken Chapman, Maria Foster, Renee Morgan, Robert Pasztor, Meredith Winters and Sean Fry. Revenues are on target at 38.4% of the budget. Expenditures are good and at 73% of the budget, most of which is salary. We looked at bank activity and key activities.

### B. Business Office Operations Update

Sean: Nothing new to add.

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

Ken: We didn't see any issues.

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

**Seconded** by Ken Chapman

**Carried All in Favor**

### D. Budget Adjustment Requests (BAR's) \*

Sean: We have five Budget Adjustment Requests tonight. They all have to deal with reconciling the current budgeted carryover cash against what we actually carry over.

- First BAR, 9-I is an increase for operational. We currently have budgeted authority for \$112,016 in carryover cash and we actually had \$182,884. The difference of \$70,868 is what we're using to justify the increase in budget authority. We will hit two negative functions: student support services and legal costs. Both functions will be made positive.

**Motion** by Meredith Winters that we approve BAR 9-I.

**Seconded** by Amber Romero

**Carried All in Favor**

- Second BAR, 10-I is for instructional materials. We projected our carryover cash would be \$2,521. The balance says we actually carried over \$4,968 so we have \$2,447 more in instructional materials cash, which will be added to software.

**Motion** by Meredith Winters that we approve BAR 10-I.

**Seconded** by Amber Romero

**Carried All in Favor**

- Third BAR, 11-IB is for our activities funds. Currently we have no budgeted authority for the activities account. We have \$14,257 carried over from last year to this year. We are requesting budgeting authority that will go towards general supplies and materials.

**Motion** by Meredith Winters that we approve BAR 11-IB.

**Seconded** by Amber Romero

**Carried All in Favor**

- Fourth BAR, 12-D is a decrease. Based on money we got from property taxes, we didn't receive all the revenue we should have (because not everyone pays their taxes on time). We will reduce our budget authority by \$4,915.

**Motion** by Meredith Winters that we approve BAR 12-D.

**Seconded** by Amber Romero

**Carried All in Favor**

- Fifth BAR, 13-D is the Senate Bill 9 property tax money. We projected available cash of \$67,584 and we actually had \$67,063. The difference is \$521, and we are reducing it through lease purchase.

**Motion** by Meredith Winters that we approve BAR 13-D.

**Seconded** by Amber Romero

**Carried All in Favor**

**E. Permanent Cash Transfer\***

Sean: We just finished Budget Adjustment Requests. In order to move actual cash into other funds, we have to do a cash transfer. In 2015, the school didn't request reimbursement for their lease assistance for the first quarter of FY15, but reflected that they spent the money. We are currently negative in cash by that amount of money, and have been carrying this over for the past three years. This cash transfer will correct it.

- First part, #31200: \$19,423.75 from the lease agreement, will be taken from other operational funds.

- Second part, #29102: \$983.79 from a parent donation, will be taken out of operational funds.

**Motion** by Meredith Winters that we approve the permanent cash transfer.

**Seconded** by Amber Romero

**Carried All in Favor**

**F. Name Change on Official Documents\***

Sean: School name change. We have turned this over to payroll. We change it through our local agency first, and then it will be changed through the IRS.

**Motion** by Leah Graham to change our name from Southwest Primary Learning Center to Southwest Preparatory Learning Center on official documents.

**Seconded** by Ken Chapman

**Carried All in Favor**

**III. Closed discussion and possible action regarding pending litigation: Matters subject to the attorney-client**

- *This item moved to after "VI: Ongoing Governing Body Business Matters: Revision of Conflict Policy" to wait for visiting lawyer to arrive*

**Motion** by Meredith Winters that Southwest Preparatory move into closed session and that 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) will be discussed. Meredith invited our attorney Matt Jackson and Robert.

**Seconded** by Amber Romero

**Carried All in Favor**

**Roll Call**

- Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, Meredith Winters and Alissa Mavrides

**Closed Session began at 5:34 pm**

**IV. Open Session\***

**Motion** by Meredith Winters to go back into session and that 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) were discussed.

**Seconded** by Amber Romero

**Carried All in Favor**

**Roll Call**

- Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero, Meredith Winters, Alissa Mavrides

**Open Session began at 6:12 pm**

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

- Amber Romero: What you did on the newsletter was perfect with the situation of the cars trying to get in at pickup time. Some people are observing it and others are not observing it. I don't know who pulled the gate over the other day but it was brilliant. I would like to say that I'm in favor of that happening again as a parent, and as a person who sits in line. I am not in favor of seeing kids walking out to the parking lot and getting into cars that are in the line. I think that's dangerous as well. I just wanted to say those things as a parent.

**VI. Ongoing Governing Body Business Matters**

**A. Governing Body Recruitment**

Leah: Aaron Redd is observing tonight as a prospective member. Alissa is also with us tonight and has brought her resume and application. Alissa gave a brief statement about her job (legal assistant with the Department of Interior) and qualifications. She has two children at Southwest Preparatory. Alissa has already done her training.

**1. Board Members**

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

**2. Election of New Board Member: Alissa Mavridis\***

**Motion** by Amber Romero to vote Alissa Mavridis onto the Board for Southwest Preparatory.

**Seconded** by Meredith Winters

**Carried All in Favor**

**Task:** Robert will let Tim know Alissa needs a school email.

**Task:** Alissa will contact Tim for a school email.

**Task:** Tonya will take care of new/resigning member paperwork for Alissa and Ken.

### **3. Resignation of Ken Chapman**

Leah: Effective November 16, 2017. Leah read Ken's resignation letter to the Board. Ken contributed greatly and will be missed by all on the Board.

#### **B. Revision of Conflict Policy**

Leah: Barry let her know he is reviewing samples of conflict policies and is working on getting it done for us.

#### **C. Approval of MOU with SSLC\***

Leah: Barry negotiated changes with Southwest Secondary and they approved them. Tonight we need to approve it in our meeting. These changes have already been reviewed. There was one question about the actual list of costs and origin but Robert verified they were correct.

**Motion** by Meredith Winters that we approve the MOU Cost Sharing Agreement between Southwest Secondary Learning Center and Southwest Preparatory Learning Center.

**Seconded** by Amber Romero

**Carried All in Favor**

#### **D. Head Administrator Succession Plan**

Leah: We don't want Robert to leave, but need to have a plan for when he does.

Robert: There are numerous things in play. Renee is in her internship but will still need to work for three years in Level Two when she finishes, and before she can be licensed.

Chris Lutz is nearing the end of her schooling and is most likely the next person in line to be the Southwest Secondary administrator. Jonas Cossey was considering a change of career but after talking to Robert, decided to return to school to finish his administration license, and within a year and a half will be licensed. The Board may be interested in speaking to him. Meredith questioned the process of hiring a new administrator. The job can be posted, but the administrator and interviewing team has the ultimate decision. Robert stated he is currently very happy with his position.

#### **E. Transgender – Changes to Policies\***

Robert: Robert needs approval from the Board to change “gender” to “gender identity and/or expression” within the transgender policy. This was recommended by Barry.

**Motion** by Meredith Winters that we change the language in the policy to “gender identity and/or expression.”

**Seconded** by Amber Romero

**Carried All in Favor**

## **VII. SPLC Administrative Reports**

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

#### **1. Fall Ball**

Robert: It was a lot of fun for the 7<sup>th</sup> and 8<sup>th</sup> graders. Many kids told Robert that it was so much fun and wanted to do it more often. It doesn't cost Southwest Learning Centers any money because the kids pay for it through their tickets.

#### **2. UNM Work Study Update**

Robert: One position is still available on Wednesdays and Fridays. We have one possible person interested, but will only be available to work Wednesdays next semester because she has student teaching. Robert told her to keep things open and we may be able to work it out. The engineer that was interested only stayed one day and decided he needed something more.

### 3. Thanksgiving and Winter Break Dates

Robert: Thanksgiving we are off Wednesday-Friday. Winter Break is December 18<sup>th</sup> through January 2<sup>nd</sup>. Teachers have an In-Service on the 2<sup>nd</sup> and students return on the 3<sup>rd</sup>.

### 4. Mrs. Bachechi – 6<sup>th</sup> Grade Math Update

Robert: Mrs. Bachechi got out of the hospital today. The surgery was successful. We are hoping she will be back to school December 4<sup>th</sup> but we don't know yet for sure. The substitute filling in is doing very well.

## B. Academic, Operations and Data Updates

### 1. Annual/90-Day Plan Update and Timeline

Robert: Robert went to a workshop on this on October 30<sup>th</sup>, and staff worked on this during their last In-Service day. Robert is now calibrated to approve the school's plan. The teachers have had open discussions on the school's focus areas, which will be revisited at the January In-Service. The main focus will be to improve student scores in reading and math, through changes in adult behavior.

### 2. IT Report

Robert: We have received new computers and will try and replace during Christmas break. We are still waiting on approval on the quote for repair and refresh of Chromebooks. We need assistance from staff cleaning up the SSLC website to see what needs to go or be changed. Special Education module in PowerSchool has been installed (TieNet). A part time special education teacher has been hired and will start December 1<sup>st</sup>. They had a meeting with InfoSnap to look at Letter of Intent, which will go out the first of the year.

### 3. 80 Day Reporting – December 1, 2017

Robert: This begins on December 1<sup>st</sup>. Veronique will be doing this again and it should be easier for her because she completed the 40 Day Report. Marie stated she is working with the library grants with the teachers and also the budget. Our population fluctuates but remains around 190.

## VIII. New Business Matters

### A. Date for next Regular SPLC Governing Council Meeting – Scheduled for December 28, 2017 at 5:00 pm

Leah: We need to reschedule our December 28<sup>th</sup> meeting. The Board agreed to have it December 14<sup>th</sup>, before the break, as it will be about one month from tonight's meeting.

#### 1. Date change\*

**Motion** by Meredith Winters that we change the December meeting to Thursday, December 14<sup>th</sup>.

**Seconded** by Amber Romero

**Carried All in Favor**

## IX. Adjournment

**Motion** by Meredith Winters we adjourn.

**Seconded** by Amber Romero

**Carried All in Favor**

Meeting adjourned at 6:39 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.

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