



SOUTHWEST PRIMARY LEARNING CENTER

GOVERNING COUNCIL

Regular Meeting of the Southwest Primary Learning Center Governing Council on

Tuesday, May 30th, 2017

BOARD MEMBERS PRESENT

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

BOARD MEMBERS ABSENT

None

ALSO IN ATTENDANCE

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

PUBLIC

JayLynn Knight, Lisa Mora

These minutes were approved on June 22, 2017

By a vote of 4 yes no 1 absent abstained

Leah Graham President

Tasha Duran Secretary

I. Call to Order

Leah called to order the Regular Meeting of the Governing Council for the Southwest Primary Learning Center on **Tuesday, May 30th, 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 Amber to call roll. Amber called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero and Meredith Winters.

B. Pledge of Allegiance

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

C. Adoption of Agenda

Leah corrected a date error putting the Finance Committee Meeting to May 30th, 2017. She asked for a motion with those changes. Meredith made a motion to adopt the agenda with the amended dates under financial update. Amber 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 informed that due to miscommunication the secretary was not present with the minutes. Leah asked for a motion to table all the minutes. Meredith made a motion to table minutes from March 16th, March 28th, April 6th, April 27th, and May 18th, 2017 until Tasha can be here at the June meeting and we can discuss the changes that we need to make. Amber 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 asked for a motion to table all the minutes. Meredith made a motion to table minutes from March 16th, March 28th, April 6th, April 27th, and May 18th, 2017 until Tasha can be here at the June meeting and we can discuss the changes that we need to make. Amber seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

F. Review/Approval of Minutes from April 6th, 2017 Special Meeting

Leah asked for a motion to table all the minutes. Meredith made a motion to table minutes from March 16th, March 28th, April 6th, April 27th, and May 18th, 2017 until Tasha can be here at the June meeting and we can discuss the changes that we need to make. Amber seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

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

Leah asked for a motion to table all the minutes. Meredith made a motion to table minutes from March 16th, March 28th, April 6th, April 27th, and May 18th, 2017 until Tasha can be here at the June meeting and we can discuss the changes that we need to make. Amber seconded the motion. Leah called for a voice vote and after hearing no opposition the motion carried.

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

Leah asked for a motion to table all the minutes. Meredith made a motion to table minutes from March 16th, March 28th, April 6th, April 27th, and May 18th, 2017 until Tasha can be here at the June meeting and we can discuss the changes that we need to make. Amber 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, Meredith and himself were all at the finance meeting. It

covered the revenues and expenses. We looked at the check register. We have four BAR's to go through tonight and one cash transfer.

B. Business Office Operations Update

- Revenues are 81% of budgeted through 82% of the year
- Expenditures are 63.35% to budget of what is budgeted so far.
 - The only negative line item is from \$2,671.08, which will be rectified in a BAR.
- Bank Activity
 - Expenditures exceeded Revenue by \$14,632.08 in April
- Reconciled Cash
 - Due to expenditures exceeding revenue, your reconciled cash balance per the bank is \$689,771.60.
 - Outstanding items totaling \$12,835.05

C. Voucher Approvals

Ken made a motion to approve the check register dated April 1-April 30. Meredith seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

D. Budget Adjustment Requests

Joseph reported that the first BAR 1617-0020-I, this is your cash carryover for Title II. We received the final award letter for \$3,722.

BAR 1617-0021-I is to increase the carryover for IDEA-B for \$19,105.

BAR 1617-0022-M is a maintenance to true up the negative line items.

BAR 1617-0023-M serves the same purpose as the previous BAR.

Meredith made a motion to approve BAR 1617-0020-I, BAR 1617-0021-I, BAR 1617-0022-M, and BAR 1617-0023-M. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

E. School Budget

Joseph balanced the budget with the budget committee.

Amber asked if the budget includes any changes in the level of teaching staff. She was answered that two EA's are out.

Ken said that we stretched the units as much as we can. There is no wiggle room in the budget.

Amber asked about the number of SPE's dedicated to administration. She was answered it will go down, because of the focus on the instructional staff.

There was discussion on various ways the budget was achieved and reasons for it. Leah brought up a great point that it is not just SPLC that is suffering, all of the schools in the state are.

Ken wanted noted in the minutes that Joseph and Sean mentioned in the last meeting that we had was that it was also imperative that it is documented and noted that we didn't have the meeting of feedback on the budget, which we had meeting prior. PED has to know this.

There was discussion of the specifics of the budget meeting.

Amber proposed to give time to everyone at the meeting to look at the numbers. *There was discussion if it was legal to show the public the budget.*

Leah asked for a motion to approve the school budget of 2017-2018. Meredith made a motion to approve the Southwest Preparatory FY 17-18 budget as presented. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

Joseph asked for two original copies to be signed.

III. Closed Session

A. Limited Personnel Matters Pursuant to NMSA 1978, Section 10-15-1 (H) (2)

Leah called for a motion to go into closed session with the option to invite Kirk, Robert and Barry. Meredith made a motion that 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 employment contract, including possible action on the contract such as placement on administrative leave, and if necessary, appoint an Interim Head of School. I would like to invite our attorney Barry Barenberg our attorney with the possibility of inviting Robert Pasztor and Kirk Hartom. Amber seconded the motion. Leah asked Amber for a roll call. Amber called Leah Graham-yes, Ken Chapman-yes, Meredith Winters-yes, Marvin Larsen-yes, and Amber Romero-yes. Leah announced closed session. Closed Session began at 5:36pm.

IV. Open Session

Leah called for a motion to go back into open session. Meredith 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 employment contract, including possible action on the contract such as placement on administrative leave, and if necessary, appoint an Interim Head of School were discussed while we were in closed session. Marvin seconded the motion. Leah asked Amber for a roll call. Amber called Leah Graham-yes, Ken Chapman-yes, Meredith Winters-yes, Marvin Larsen-yes, and Amber Romero-yes. Leah announced open session.

V. Head Administrator contract

Leah asked for a motion to place the Administrator Hartom on paid Administrator Leave until the expiration of his contract. Meredith made the motion to place the Administrator Kirk Hartom on paid Administrator Leave until the expiration of his contract. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

VI. Interim Head Administrator

Leah entertained a motion to appoint Robert Pasztor as our Interim Head Administrator. Meredith made a motion that we appoint Robert Pasztor as our Interim Head Administrator. Ken seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

Leah asked if Barry could notify PED about the change.

VII. Ongoing Governing Body Business Matters

A. Head Administrator Evaluation

Leah asked for a motion to table the discussion and action of the Head Administrator Evaluation. Meredith made a motion to table the discussion and action of the Head Administrator Evaluation. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

B. Governing Body Member Recruitment

Leah uttered that we need to start recruiting board members starting in July. Ken added that the size of the board can go up to nine.

1. Current Audit Committee

a. Leah, Meredith, Sherry & Stacey

2. We Need a Volunteer for the Finance Committee

a. Current Members: Gabe, Meredith & Ken

C. Governing Body Policy Manual

Leah believed that there will have to be an overall revision of the policy manual, also we do need to revise our conflict policy.

Ken led the discussion on what needs to be done for the policy manual.

Leah really wanted to make sure that the conflict policy is up to date and all the forms are present.

Barry encouraged that the attorney office can help with the policy, they can work with the draft and they will make sure to go through it to see what they need to do.

Marvin wanted to make sure that they know exactly what they need to do.

Leah discussed doing a training with the employees of the grievance process.

1. Overall Revision Including Various Policy Clarification

2. Revise Conflict Policy and Add Conflict Procedure to Handbook

D. PEC Contract Negotiations for SW Preparatory

Leah asked Robert if he knew anything. Robert answered there won't be an actual negotiation. An email from PED that the plan is to use the Performance Spring work that we are already under and carryover, because they have a new Performance Spring work they are coming up with. Potentially we will be without an actual contract. It is on the agenda to be discussed.

E. School Calendar

Leah pointed out that she wants the dates that have already been approved online on the calendar for next year.

F. Title II & IDEA-B

Robert informed that Title II is professional development money that we receive for teachers. This is to make sure students have access to highly qualified teachers. *He went into detail on how he is developing this program, and what he will be able to express on the application.*

Meredith made a motion to approve the Title II application as presented, providing professional development and supports for staff based on the specific school data provided by the Teacher Effectiveness Report. The focus of the Title II funded activities will be to increase the quality of all teachers and to provide equitable access to highly qualified teachers for economically disadvantaged, minority, English language learners and students with disabilities. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

Robert informed that IDEA-B is for special education, including OT, PT, and speech therapy.

Meredith made a motion to approve the IDEA-B application. Ken seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

G. FAEA Art Grant

Robert needed a motion to approve to submit the grant for the Elementary Fine Arts program. It can be sent on activities that are Fine Arts related

Meredith made a motion to submit FAEA Art Grant. Amber seconded the motion. Leah asked for a voice vote to approve the motion. The board answered affirmatively. The motion carried.

H. Letters of Re-employment

Leah didn't know where the in the process this was, but it will now fall on Robert. Robert informed that Ronda and Heather were coming in on Thursday to do Preparatory's contracts. Leah affirmed that it would be up to Robert to make sure take charge on all the matters.

I. End of Year Reporting

Robert reported that Sharon is about to start on it. Paula will have to complete it.

J. School Self-Assessment

Ken noted that it needed to be on the agenda because it was on the chart we made. *There was some confusion on what this meant and some discussion regarding it.*

K. New School Business

1. Communication to Staff

Leah wanted to address that staff and parents know what changes are being made.

2. Communication to Parents

Leah wanted to address that staff and parents know what changes are being made. Meredith suggested that a 'Welcome to the New Year' email would be appropriate. Ken wanted to be known that the parents and grandparents know how great a school this is, the best teachers available, to make sure we hit the 216 mark by 40-days. Amber wanted the focus how Preparatory will be preparing their children for college. Robert suggested making a timeline of the school over the past 15 years and all the awards that have been won for Primary and Intermediate. Meredith reminded everyone to be positive when we are talking about the school to the community. Robert suggested pitching the story to the Journal of the two schools consolidating. Leah agreed that we needed positive press to get people excited to be at our school.

3. New Board

Leah wanted to reiterate that they have every intention in July to vote any board members from SILC onto the new board that were still desiring to do so.

III. SPLC Administrative Reports

A. Head Administrative Reports and Summary

There was no report

B. Academic, Operations and Data Updates

1. Data Report

There was no report.

a. School Goal

b. Final Analysis

c. Waitlist

2. IT Report

There was no report.

IX. New Business Matters

A. Date for Next Regular SPLC Governing Council Meeting- Scheduled for Thursday, June 22th, 2017, 5:00PM

X. Public Comment

JayLynn Knight is a teacher. We would like to bring dinner to the board at the final board meeting for all the work you have done for us. If you could some hungry that would help.

Every child that has been asked about the school has said they like it.

Lisa Mora is a fifth-grade teacher. She has data that she would like to share with the board of 4th,

5th, and 6th, that shows the average growth of both reading and math. She doesn't have the exact numbers with her, but both reading and math at all grade levels exceeded one school grade level of growth. She wanted to share, as part of the leadership team, and looking at the journey we have had. One of the strengths that is part of our school were directed at the academics. They are responding to that and are feeling challenged by that. As a staff, we have great confidence in the new leadership, and we appreciate the very difficult job that you do. And how you have tried to do the right thing. It is all about the kids, and we appreciate your diligence and the difficult decisions that you have to make.

XI. Announcements

Leah mentioned a conference that PED is putting on. It's free for June 21st and 22nd. Robert said it's like the charter school coalition conference, but it's a PED conference. Leah noted that PED evaluates us and we want to know what they want us to be doing, and for them to get to know us. It's at Crown Plaza Hotel. Registration begins at 7:30 and the last session ends at 3:15 on both days.

XII. Adjournment

Leah called for a motion to adjourn. Meredith made a motion to adjourn the meeting. Ken seconded the motion. Leah called for a voice vote and after no opposition the motion carried.