



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Special Meeting of the Southwest Preparatory Learning Center Governing Council on  
Thursday, December 14, 2017

### **BOARD MEMBERS PRESENT**

Leah Graham, Marvin Larsen, Amber Romero, Meredith Winters, Alissa Mavridis

### **BOARD MEMBERS ABSENT**

(All present)

### **ALSO IN ATTENDANCE**

Robert Pasztor, Maria Foster, Sean Fry

### **PUBLIC**

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, December 14, 2017 at 5:01 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, Marvin Larsen (*arrived at 5:14 PM*), Amber Romero, Meredith Winters and Alissa Mavridis

### B. Pledge of Allegiance

Led by Leah

### C. Adoption of the Agenda\*

Leah: In Section II.C. it should read November, not October.

**Motion** by Amber Romero that we ADOPT the agenda with the change.

**Seconded** by Meredith Winters

**Carried All in Favor**

### D. Review / Approval of Minutes from November 16, 2017 Special Meeting\*

**Motion** by Meredith Winters that we APPROVE the minutes from the November 16th meeting.

**Seconded** by Amber Romero

**Carried All in Favor**

## II. Financial Update

### A. Finance Committee Report (Committee met December 14, 2017 at 4:00 PM)

Meredith: Attending were Robert, Sean, Maria, Renee and Meredith. Meredith said she'd let Sean talk about it.

### B. Business Office Operations Update

Sean: Not much has happened since the last meeting. Revenue is at 38.35% to budget for the year. This is slightly under for the year. A number of funds are reimbursement based. We need to spend the money first, then request reimbursement from the state. We got a check today for lease assistance for \$74,000 for July through December. Others are Title 1 and Title 2. We will continue to submit reimbursement requests. Expenditures are 72% to budget, 1% less than last month. Budget Adjustment Requests are still being approved through PED. We have spent \$600 for five employees through the UNM Work Study program, well under budget. Revenues are exceeding expenditures each month by roughly \$11,000. We will have more carryover next year than we did this year. Bank balance is \$753,000.

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

Meredith: She looked at the check registers and is good with everything.

Sean: Everything is routine, normal charges and payrolls.

**Motion** by Meredith Winters that we APPROVE the November vouchers check register.

**Seconded** by Amber Romero

**Carried All in Favor**

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

Sean: BAR 14-D; This reduces our Budget Operational Authority by \$20,408. It has to do with the permanent cash transfers that were approved at the last meeting. That money

was moved out of Operational into the negative funds. We can no longer have that budget authority to spend in Operational.

**Motion** by Meredith Winters that we APPROVE BAR 14-D.

**Seconded** by Amber Romero

**Carried All in Favor**

**E. Rescinding of Corrective Action January 1<sup>st</sup>**

Sean: Last week Sean spoke with David Craig. He would like to get the schools off his plate. David has drafted a letter releasing the schools from corrective action, and has the mailing addresses for the Board presidents. We are waiting on approval from the secretary, which will happen soon. The schools should be back to normal status in January. This means our Board will be able to vote on contracts, sign checks, etc. We will gain control back. The Board discussed a new Finance Committee, along with training that will be needed, and new controls. A Special Meeting in January will need to be held to discuss all of this.

**F. Phone and Internet Spending Using Capital Funds Approval\***

Robert: Last year around this time we were working on a new phone system, internet wiring and camera systems. Expenditures were extensive, and this project got tabled due to lease purchase conversations between the schools. Southwest Secondary and Southwest Preparatory have agreed to divide the remaining expenses on the project, and are now ready to move forward to complete the project. Robert asked for Board approval to use capital money to fund the project. Meredith questioned what would happen to our investment if we must move buildings in the future. After discussion regarding lease purchase and new building options, the Board agreed to table this item.

**Motion** by Meredith Winters that we TABLE the phone and internet spending, use of capital funds approval.

**Seconded** by Amber Romero

**Carried All in Favor**

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

No public comment.

**IV. Ongoing Governing Body Business Matters**

**A. Governing Body Recruitment**

Leah: Leah got an inquiry from Leslie Dozzo, a licensed psychologist. They may ask her to be on a committee, and then later on have the option to vote her onto the Board.

**Task:** Leah will talk to her about being on the Finance Committee and possibly joining the Board next year.

**1. Board Members**

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

**2. Election of New Board Member: Aaron Redd\***

Aaron: Aaron gave a brief overview of his experience. He currently works for PNM as manager for Operations Technology. Aaron served on our Audit Committee, and has completed his Board training.

**Motion** by Amber Romero that we TAKE ON Mr. Aaron Redd as a Board member.

**Seconded** by Marvin Larsen

**Carried All in Favor**

Task: Aaron will get with Robert and Eric to set up a SSLC email, and then email Leah and Tonya so they can send him emails.

Task: Robert and Leah will email current Board policies, the Charter and Contract to all members.

### **3. Resignation of Meredith Winters**

Leah: Effective December 14, 2017, Meredith will retire from the Board.

### **4. Appointment of new Finance Committee members**

Leah: We need two Finance Committee members. The current meetings are held at 4:00 PM before the School Board meetings, and Meredith discussed her role on the committee. Amber and Marvin volunteered to be on the committee. Gabe did not attend the meeting today. The Board would like to find a replacement for him. Not all members are receiving the finance packet

Task: Tonya will get with Sean and coordinate who should print packets, and who should forward copies to all Finance Committee members.

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

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

Leah: It is currently being worked on.

**Motion** by Amber Romero that we TABLE the Revision of the Conflict Policy.

**Seconded** by Aaron Redd

**Carried All in Favor**

### **C. Lease and Lease Purchase of Building\***

Robert: If we don't buy the building, it will most likely be purchased by Southwest Secondary this year. We would then rent a percentage of the building through them, depending on its legality. Abby and Barry are looking into specifics. We would pay via monthly payments, through our Operational budget, and continue to receive lease reimbursement. Leah mentioned that we could lease from them, but they could eventually end our lease. A second option would be to find our own building, which would also mean replacing technology we don't share. It has been advised that we combine into one school in order to survive financially, with one administrator and one assistant administrator. This option also enables the schools to benefit each other (ie. The Preparatory school acts as a natural feeder school for the high school.). A third option would be to open a grade 4-12 school on our own.

**Motion** by Amber Romero that we TABLE the Lease and Lease Purchase discussion for next month.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

### **D. Advertising before Lottery\***

Robert: Letters of Intent for the lottery for the 2018-2019 school year will open on January 4th. The lottery is scheduled to happen on March 12th. We may want to do some advertising. Robert has been talking to a company that specializes in advertising for charter schools. They will come back with a proposal. Robert would like Board agreement to do some sort of advertising. Leah reminded the Board that we have been in the position before in which we did not have enough students and we lost money. The Board agreed that we should do some sort of advertising. Leah asked if we had done any research about effective advertising. Robert said he did do some research, and that's where he found NM-ACES. He will send an email to the Board members with the information he gets.

**Motion** by Alissa Mavridis to APPROVE advertising in the future for the lottery.

**Seconded** by Amber Romero  
**Carried All in Favor**

#### **E. School Safety Plan and Assurances\***

Robert: The plan is sent to schools. It was time to revise it. The new version had “animal in the building,” and “infectious and communicable diseases.” Robert added those policies and they are in the binder at Veronique’s desk. Safety drill information is also posted on every door in the building, and students know where to go during drills. Marvin asked what the Lock-Down procedures were, and the Board and Robert had a discussion about specific procedures for Fire Drills and Lock-Down drills. It was decided that procedures should be reviewed with staff, especially since we have so many new faculty members. This information is always discussed during In-Service meetings, and Robert will address it again during the upcoming In-Service in January.

**Motion** by Amber Romero to APPROVE the School Safety Plan and Assurances  
**Seconded** by Marvin Larsen  
**Carried All in Favor**

#### **V. SPLC Administrative Reports**

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

Robert: He went over everything earlier in the meeting.

##### **B. Academic, Operations and Data Update**

###### **1. January in-service and 90-day plan update**

Robert: During the January In-Service, teachers will be going through student goals one at a time. They will be going over the 90-day plan. They have already done their goals and there will be some discussion on mission and vision, and teacher focus areas. Robert is now trained and calibrated to evaluate the school’s 90-day plan. Marvin asked if Robert had made any changes after he was trained, and Robert stated yes, he had. He realized that the plan needed to include only the teachers and EA's, because they work directly with the students (not administrative personnel). He also revised each teacher and EA biography to be more specific and include their strengths and experience.

###### **2. IT Report**

Robert: Tim said they will start replacing teacher computers over Winter Break, and finish after. They are still waiting on approval on the Chromebook repair purchase order. They still need assistance to update and improve the SSLC websites. Leah mentioned that teacher websites should be updated and, in some cases, added.

#### **VI. New Business Matters**

Marvin: He would like a discussion in a Board meeting regarding best practices while using technology in education. For example, he would not like student names listed on websites. Leah reminded the Board that if anyone wanted an item added to the agenda, they should email her with the topic and she will add it to the agenda. She will add this topic to the next agenda.

##### **A. Date for next Regular SPLC Governing Council Meeting – Scheduled for January 25, 2018 at 5:00 pm**

#### **VII. Adjournment**

**Motion** by Meredith Winters that we ADJOURN.  
**Seconded** by Amber Romero  
**Carried All in Favor**

Meeting adjourned at 6:45 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.