



GOVERNANCE COUNCIL  
Board Meeting Minutes of  
Tuesday, October 11, 2016

**Board Members Present**

Cheryle Brody, Krista Keay,  
Deborah Lansdell, Steve Oberg,  
Kayleigh Wood

**Board Members Absent**

None

**Also in attendance**

Kirk Hartom, Robert Pasztor,  
Sharon Huber, Joseph Lucero

**Public in attendance**

Tim Walsh, Dan Castillo

These Minutes were approved on \_\_\_\_\_  
By a vote of \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Abstained \_\_\_\_ Absent

\_\_\_\_\_  
President

\_\_\_\_\_  
Notary Seal and Signature

**Submitted by  
Taylor Bischoff**

## **CALL TO ORDER**

Cheryle called the Southwest Intermediate Learning Center (SILC) Governing Council meeting to order on Tuesday, October 11, 2016 at 4:06 pm in the Conference Room of Southwest Learning Center.

## **PLEDGE OF ALLEGIANCE**

Cheryle asked everyone to stand and join her in the Pledge of Allegiance.

## **ROLL CALL**

Cheryle asked Savannah to call roll. Savannah called Cheryle Brody, here; Krista Keay, here; Deborah Lansdell, here; Steve Oberg, here; Kayleigh Woods, here; no absence.

## **ADOPTION OF THE AGENDA**

Cheryle asked for a motion to approve today's SILC Governing Council Agenda. Krista made the motion and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES from September 13, 2016**

Cheryle asked her fellow Council Members if they had a chance to review the minutes from the regular SILC Governing Council meeting held on September 13, 2016 and there were none. Cheryle asked for a motion to approve these minutes. Deborah made the motion and Steve seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

## **REVIEW / APPROVAL OF MINUTES-JOINT BOARD MEETING from September 26, 2016**

Cheryle asked her fellow Council Members if they had a chance to review the minutes from the regular SILC Governing Council meeting held on September 13, 2016 and they said no. Cheryle asked for a motion to approve the September 26<sup>th</sup> minutes. Deborah made the motion and Krista seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

## **RECOGNITION**

No recognition

## **PUBLIC COMMENT**

No public comment

## **ADMINISTRATIVE REPORT**

Cheryle turned the meeting over to Kirk.

Kirk began with the firm item of his report, *Charter Renewal Progress*

- Kirk stated that we have all the paper work needed and the paper verification for the charter renewal progress.

Kirk moved on to the next item, *Lease-To-Purchase*

- Kirk stated that the lease to purchase is still being embedded with the landlord and sales. The lawyers will have a lease
- Kirk stated that the lawyers will have a lease purchase agreement to put before the board next month.
- Kirk talked about the change from three schools to two schools is how to structure that deal.
- Kirk talked about transferring the intermediate down payment money into the primary account, which should not be a problem.
- Kirk questioned on how to go about structuring the deal. Should we put it into one or two deals with secondary and now primary?

Robert moved on to the next item, *Site Visit*

- Robert stated that all the applications are submitted and done.
- Robert talked about the site visit on October 21
- Robert stated that he did send out with my update on the letter for any board members who are interested in coming to the site visit.
- Robert informed the board that he received a letter that said to make sure and invite all the parents, teachers, board members and students is an option.
- Robert stated that the three optional times are 9:30am, 10:30am and 11:30am.
- Robert stated that 3 members from the Public Education Department would be there to come and help with the visit.
- Robert stated that attached to the parent update in the letter was a list of questions that they will be asking if it is any interest to you.
- Robert explains that some people have been uncomfortable on what they will ask but in the letter it explains what they will ask.
- Kirk stated that this will be savannahs last meeting, and introduces Taylor Bischoff as the new Board Secretary.

*Dan arrived at 4:29 pm*

*Tim arrived at 4:24 pm*

Kirk moved to the next item, ***School Health Advisory Council (SHAC)***.

- Kirk explains that for our safety policy, we are supposed to put together a health committee that goes over different health issues for each school.
- Kirk talked about food and the nutritional values.
- Kirk stated that we do not serve lunch or snack.
- Kirk stated that the committee put this policy together so it works for everyone in the school.
- Kirk stated different safety measures we have to take such as, fire drills, and lockdowns, and now we are venturing more into positive behavior support counseling.
- Kirk stated that these policies come from the Obama Administration so we want to make sure we are in compliance.
- Kirk stated that it's about health, wellness and the well being of the kids at large.
- Kirk mentions that he will try to get something going as far as the health committee and bring that to the boards attention.
- Deborah asks if there is a reason why lunch is not provided.
  - Roberts explains that from the beginning when we wrote the charter we do not provide lunch.
  - Robert explains that we provide all the essentials, such as, a microwave and refrigerator.
  - Robert stated that it's very complicated and there are a lot of risks and bureaucracy and federal government issues related to not providing lunch to the students.
- Kirk stated that it would be different if the population were increased.
- Kirk mentions that if the students don't have access to get food, then that is something to take up with the department of agriculture and the food to really see what is possible.

Sharon moved on to the next item, ***Data Report***

- Sharon stated we have a new PE teacher Mike, who is a certified health teacher and got his endorsement in health.
- Sharon explains that Mike teaches health to kids so he did research and a lot of it was different then we thought. He thought health would be physical but its emotions as well.
- Sharon explains that we lost 3 Intermediate kids today to the public school.
- Sharon stated that we were at 98, which takes us down to 95.
- Sharon explains that it doesn't matter if they withdrew from Intermediate. If such school gets them then they claim those 3 students.
- Sharon stated that the average for funding next year comes from between 80 and 120-day report.
- Sharon explains that we are still okay number wise, but we need to keep on with those commercial and infomercials.

- Joseph stated the funding for next year is the average between 80 and 120.
- Robert stated that 80 and 120 determines funding for this year.
- Robert asks if they only look at the 40-day and then make a decision, or do they wait for March? The 40 80 and 120 have gone by, do they average anything or do they only go based on the 40?
  - Joseph explains that they look at the average based on what the new formula average is of 80 and 120.
- Joseph explains that this year the average has gone down, but we are still working with the Public Education department and budget analysis to determine how we are going to combine the schools.
- Sharon stated that we had an in service they mentioned that there is a test train tomorrow, and we did the best we could look at other trainings around the state.
- Cheryle asks Sharon out of curiosity what grades the student were that left.
  - Sharon explains that one 7<sup>th</sup> and two 8<sup>th</sup> graders left.

Kirk turned the meeting over to Tim.

Tim moved to the next item, ***IT Report***

- Tim stated that we already did the training on the students.
- Tim explains how students are always in main lab on Friday. There is a lab in the morning and afternoon.
- Tim explains that they showed the presentation twice; one in the morning and one in the afternoon.
- Tim stated that all Intermediates have watched everything they need to.
- Tim asks the Council if everyone has received email accounts to use them to make sure all board business is done through the schools email account.
- Time stated that we finally got the purchase order for the management on the chrome book account for Intermediate.
- Time stated that we are able to get the students account all set up and teachers have been informed.
- Tim asks the Council if there are any questions.
- Krista stated that the site looks really good

## **FINANCIAL REPORT**

Cheryle asked if there had been anything to report from the Finance meeting.

Joseph informed the Council that the Finance Committee met earlier in the day to look at the finances.

- Joseph went into detail about the Revenue Report.
  - Joseph pointed out a typo on the worksheet with the finance notes side on the revenue side for Intermediates.
  - Joseph stated that we are right on par for a quarter of the year, bringing in 24.09% as budgeted.

- Joseph stated that he did work with the capital outlook bureau regarding budget for hospital money and for some odd reason we have not had the budget uploaded.
- Joseph stated that he would look into that and make the corrections needed by next months board meeting.
- Joseph stated that everything looks good on the revenue side.
- Joseph informed the Council that the expenditures are 53.83% of what was budgeted which is good.
- Joseph stated that the only negative fund or function on the function level is the PFC capital outlook, which Kirk has informed me that we reviewed those letters today.
- Joseph explains that next month there will be a bar for that fund north of \$80,000.
- Joseph explain that since the fund is negative -\$112,000 the remainder \$32,000 will go back into operation.
- Joseph states that it will be easier once we pay out the lease entirely and close the books.
- Joseph went into detail about the Bank Activity for September.
  - Joseph informed the Council that for school activities, expenditures exceed the revenues slightly by \$14,898.77. decreasing the reconciled cash balance to \$966,812.55 with outstanding checks totaling 4,757.77.
  - Joseph stated that the items listed on September 23<sup>rd</sup>, those check were hand delivered to me by David Craig on Monday morning and were mailed out personally by myself from my office.

Joseph moved on to the next item on his report, ***Budget Analysis Requests.***

- Joseph informed the council that there are two BARs to approve.
  - Joseph stated that the first BAR is 1617-0003-IB
  - Joseph stated that the second BAR is 1617-0004-IB

Krista made the motion to approve BARS 0003-IB and 0004-IB and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph moved on to the next item of his report, ***Permanent Cash Transfers.***

- Joseph informed the Council that cash transfer could be removed from agenda.

Joseph moved on to the next item of his report, ***Voucher Approvals/Check Register Report.***

Joseph asked the Council to review the Check Register Report.

Krista made a motion to approve the Vouchers for the month of September and Cheryle seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph moved on to the next item of his report, *Property Disposal*.

- Joseph informed the council that there was no property to dispose of.
- Joseph later stated that there was a property disposition, but Heather was unavailable to present.

Krista made a motion to approve the property disposition and Steve seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph moved on to the next item of his report, *Final Amendment Budget*.

- Joseph informed the Council that final amendment budget would be reflected once these maintenance bars are approved, and once the final budget for operation will be reflected on Novembers report after reconciled Octobers report.

*Joseph leaves at 4:48*

## **OLD BUSINESS**

Cheryle moved on to the first item of business, *Board Recruitment*.

- Cheryle asked the Council if anybody was interested on recruiting.
- Cheryle stated that we are still willing to talk to people, give information and take it month by month.
- Cheryle stated that Primary had asked to not recruit anymore until July.

Cheryle turned the meeting over to Kirk.

Kirk began with the first item of his report, *Personnel Record and Files Policy*.

- Kirk informs the Council that they have not been able to get the right people and to hold off for now.

Kirk turned the meeting over to Tim.

Tim moved on to the next item, *Child Internet and Protection Act (CIPA)*.

- Tim stated as a reminded that that the school receives E-rate funding is based on how much Internet and equipment used to connect to the Internet.
- Tim stated that this is good because we submit our bills and they reimburse the school a percentage.
- Tim stated that in order to comply, you have to show that you're following the Child Internet and Protection Act, which consist of three things.
  - 1) To make sure we follow the Internet safety policy. It's a general description of how we approach this.
  - 2) We don't have to approve, but establish the technology protection measure. This is to see if we are protecting the students from getting to inappropriate sites.
    - Tim stated that we have a firewall, which allows us to block sites from students and only have access to sites we allow.
    - Tim explains that this protection measure kicks in when the students try to access firewall.
  - 3) Allow public to comment.

Tim asked the Council to review the Child Internet and Protection Act.

Krista made a motion to approve the Child Internet and Protection Act and Steve seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Kirk moved on to the next item of business, ***Pesticides Policy***.

- Kirk mentioned an incident when they city sprayed out at SAMS where a teacher get semi sick from that.
- Kirk stated that we do have a pesticides policy in play within the scope of the safety plan in general.

Kirk moved on to the next item, ***McKinney-Veto Homeless Policy***.

- Kirk informed the Council that there is already a safety plan as part as receiving funds.
  - Sharon stated that we don't receive their funds, but we follow their policy.

Kirk moved on to the last item, ***Fundraising Policy***.

- Kirk informed the council that we will table this until next month.

## **CLOSED SESSION**

Cheryle moved for the SILC Governing Council to proceed into Closed Session, only matter subjected 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 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed. Krista seconded the motion. Cheryle closed the session at 5:07.

## **OPEN SESSION**

Deborah moved for the SILC Governing Council to go back into Open Session, only matter subjected 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 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Steve seconded the motion. Cheryle asked Taylor to take a roll call. Taylor called Cheryle Brode, yes; Krista Keay, yes; Deborah Lansdell, yes; Kayleigh Wood, yes; Steve Oberg, yes. Cheryle opened the SILC Governing Council meeting at 7:09

## **CLOSING**

*Next Regular Board Meeting: November 8<sup>th</sup>, 2016 at 4 pm.*

## **ANNOUNCEMENTS**

*None*

## **ADJOURNMENT**

Cheryle asked for a motion to adjourn today's regular SILC Governing Council meeting. Krista made the motion and Deborah seconded the motion. Cheyle called for a voice vote, unanimous yes, Motion passed. Cheryle adjourned the meeting at 7:23 pm.