



# SOUTHWEST INTERMEDIATE LEARNING CENTER

## GOVERNANCE COUNCIL Board Meeting Minutes of Tuesday, November 8, 2016

### **Board Members Present**

Cheryle Brody, Deborah Lansdell,  
Steve Oberg,  
Kayleigh Wood

### **Board Members Absent**

Krista Keay

### **Also in attendance**

Sharon Huber, Joseph Lucero

### **Public in attendance**

Tim Walsh

These Minutes were approved on 12/6/16  
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, November 8, 2016 at 4:03 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 Taylor to call roll. Taylor called Cheryle Brody, here; Deborah Lansdell, here; Steve Oberg, here; Kayleigh Woods, here; Krista Keay, absent.

## **ADOPTION OF THE AGENDA**

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

## **REVIEW / APPROVAL OF MINUTES from October 11, 2016**

Cheryle asked fellow Council Members if they had a chance to review the minutes from the regular SILC Governing Council meeting held on October 11, 2016. They said yes, and there were no issues. Cheryle asked for a motion to approve these minutes. Kayleigh made the motion and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes; Motion carried.

## **RECOGNITION**

No recognition

## **PUBLIC COMMENT**

No public comment

## ADMINISTRATIVE REPORT

Cheryle began with the first item on the report, *Spring Board Schedule*.

- The board agreed to continue meeting on Tuesday's at 4:00 pm.

Cheryle moved on to the next item, *PEC Charter Renewal Meetings December 8-9 in Sante Fe*.

- Cheryle asks the Board if they would like to attend the Charter renewal meeting on December 8<sup>th</sup> and 9<sup>th</sup>.
  - Deborah agreed that she would be able to attend.
- Cheryle invited the Council to attend the December meeting and support whatever is best for the SILC students and faculty. This will also allow for information to be brought back to the school as well as the Council the opportunity to witness operations of PEC.

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

- Sharon informed the Board that SILC is up to 99 of 112 students. This number is reflective for the 80-day deadline in December, which is used to calculate student enrollment averages between the 80 and 120 days.
- Sharon stated SAMS is mentioned in the November edition of Albuquerque The Magazine; and it is expected that SILC will be mentioned in the December edition.
- Sharon stated there are attendance issues with students and parents coming to the enrollment meetings whenever they want or simply not showing up.
- Sharon suggested that it may be beneficial to recruiting students early, and marketing towards parents a little more.
- Sharon stated on a positive note, that if the schools were to be joined, the 6<sup>th</sup> graders would receive a letter of intent and not a letter about the lottery, which means they would be able to stay, creating a healthy 7<sup>th</sup> grade enrollment base for next year.
- Sharon stated that the 40-day mark was a mess and not the States fault. She acknowledged that there were many things going on during PED's site visit.
- Sharon announced that SILC received notice of approval for Special Education, which will provide additional resources to students, SILC and the Staff.
- Sharon lended commentary also about the first Fall Dance for grades 7-12 grade. She stated that the entire event went amazingly well (without incident) and was attended by a whopping 133 students. The Board was astounded by such attendance and exceptionally pleased that the event was so well attended.)

Cheryle turned the meeting over to Tim.

Tim moved to the next item, *IT Report*

- Tim stated good news, as the IT Team was able to get accounts set up for students on their Chrome books, thereby all are logging in successfully.
- Tim informed the Board about ScholarChip, a centralized database with smartcard technology, for management and the reporting, monitoring of multiple security services.

which manages student and staff identity, and visitors (new and returning). He gave current status of the installation, and said that there is still some work that needed completion before it is functioning at 100%.

- Tim also informed the Board that he is still waiting for Administration to determine the process of how the alerts are to be configured, if/when someone is identified as an offender match via email, text message for telephone call. For instance, if a visitor comes up as a potential sex offender, a process must be developed as to who (1 or more persons) gets alerted, so the situation can be handled appropriately and confidentially, eliminating panic, public humility and/or combative situations. we have a system of who gets alerted so we can manage the problem.
- Tim stated that the database is still a “work-in-progress” as there are over 100 parent records with incomplete names; and student data may be delinquent in some areas, currently.
- Tim asked the Board about their capability and ease of use for their SILC email accounts. All reported that there are no issues with use or access.
  - Cheryle asked Tim if Board members’ emails are still active, and if so, should they be removed.
  - Cheryle stated that she would work to get him a list of former Board Members so that accounts could be deleted.
- Deborah asked Tim, “When using ScholarChip and comparing the names on file, do you go by the individual’s legal name?”
  - Tim replied, that the name listed on the person’s driver’s license is the name used when entering in ScholarChip.
  - Tim stated a potential security hold could occur if someone forget were to forget his/her driver’s license, thereby no checking could be conducted to query whether they were an offender.
  - Sharon added comment about there being an alert system on Power School (current classroom management tool).
  - Deborah asked Tim if there were already a set of (canned) policies, which could be customized, or would these policies be first-hand-written?
  - Tim responded that they would be custom, and be accompanied with a set of procedures.

## **FINANCIAL REPORT**

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

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

- Joseph went into detail about the Revenue Report.
  - Joseph stated revenue came in at 31.68% of what was budgeted.
  - Joseph reported expenses on the expenditure side, and stated that all funds are positive, except the lease reimbursement, which has a pending BAR needed for approval.
- Joseph went into detail about the Bank Activity for October.

- Joseph stated expenditures exceeded revenues by \$9,153.44. He further stated that a majority of costs on the check register, are fixed costs (i.e. utilities and payroll).
- Joseph stated the school has a reconciled healthy cash balance of \$953,568.20.
- Joseph commented that outstanding items total \$15,091.76.
- Joseph also informed the Board that checks were mailed out earlier this month.

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

- Joseph informed the Board that there is only one BAR to approve.
  - He stated that the first BAR 1617-0005IB is a lease reimbursement.
- Kayleigh made the motion to approve BAR 1617-0005IB. 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.***

- Deborah made the motion to approve the cash transfer request PED#527001. Steve seconded the motion. Cheryle called for a voice vote, unanimous yes. Motion passed.

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

Joseph asked the Board to review the Check Register Report.

- Cheryle asked Joseph if there were any reasons as to why payroll was late.
  - Joseph replied that when they initiate payroll through Nusenda that they have a cut off period for wire transfers, which is at 2:00 pm. He further elaborated that since he/SILC does not have full access to draft and approve payroll transfers, the process dictates that an email has to be sent to David Craig and he has to approve it. David Craig did approve payroll for that period, but not until 2:01 pm... which did not get processed until the following day, delaying payroll by 1 day.
  - Joseph assured the Board that he will do everything he can to make sure it does not happen again, and if an issue like this does happen to occur again, he will inform PED about the critical nature and seek approval from David Craig.
  - Deborah commented that it is our responsibility to assure that we are being advocates for teachers and staff by making certain that they get paid on time-every time. Joseph agreed.
- Kayleigh made a motion to approve the Vouchers for the month of October and Deborah seconded. Cheryle called for a voice vote, unanimous yes. Motion passed.

*Joseph left the meeting at 4:42pm.*

## **OLD BUSINESS**

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

- Cheryle stated that she makes it a point to keep Board recruitment on the agenda in case anyone has interests.

- Cheryle mentioned in regards to the Audit and Finance committee, we are still adding persons who are interested. Deborah and the other stated we should never turn down a volunteer.
- Cheryle stated that we can still talk to people and give information regarding Board recruitment, however, it was agreed upon with SPLC, that we refrain from recruiting additional Board members until July 2017.

Cheryle moved on to the next item, ***Personnel Record and Files Policy***.

- Sharon assured the Board that once the process from moving the Human Resource Personnel files for employee from SAMS to SILC is completed, they will stay at SILC.
- Sharon stated that these files are locked in file cabinets and that only she, Kirk and only Robert have access.
- The Board agreed to table additional discussion until next month's meeting.

Cheryle moved on to the next item, ***SILC/SPLC Preparatory Committee***

- Cheryle stated that two members from SILC and two members from SPLC would serve as liaisons between the two schools to save time.
- Cheryle stated that the two committees would get together and bring their discussion to their respective fellow Board Members.
  - Deborah asked Cheryle if the two people should be the same, or if it could be "as available" basis?
  - The Board agreed that any two members would be sufficient, depending on availability.
  - Cheryle asked the Board if she could send out an email to the Board collectively and that they reply independently. The Board agreed.
  - The Board agreed to hold off on making a motion until next month's Board meeting.

Cheryle moved on to the next item, ***Fundraising Policy***.

- Cheryle asked the Board to look over the fundraising policy.
- Kayleigh made a motion to approve the fundraising policy and procedure. Steve seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

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

- Cheryle was informed by Kirk that the timeline is going well.
- Cheryle read an update that Kirk sent since he could not attend the meeting.
- The letter summarized how the lease-to-purchase agreement is moving forward as the school is checking with PSFA. Dan Castillo is meeting with Pat Matthews, a lawyer involved in helping Charters with their agreements to help strategize to push out the agreement further. Kirk, Sue and former State Senator, Richard Romero sat down with Mimi Stewart (a member of the public school's capital school task force) to discuss why the lease-to-purchase charter school agreements are being stalled from PED. PED has not

been willing to approve them for a year now. The schools have met the charter renewal obligations by certifying that the present landlord will adhere to maintain the facility. The Vigil Group assures us that although the State is sweeping unused capital monies they will not be able to sweep our HB 33 and SB9 funds because those funds are designated through the County. We have money and is safe.

- Cheryle stated that she would forward the letter from Kirk to the Board for their review.

## **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. Kayleigh seconded the motion. Cheryle closed the session at 5:01.

## **OPEN SESSION**

Kayleigh Wood 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; Deborah Lansdell, yes; Kayleigh Wood, yes; Steve Oberg, yes; Krista Keay, absent. Cheryle opened the SILC Governing Council meeting at 6:20 pm.

## **CLOSING**

*Next Regular Board Meeting: December 6<sup>th</sup>, 2016 at 4:00pm.*

## **ANNOUNCEMENTS**

- Cheryle informed the Board that she will be away beginning November 11<sup>th</sup> through November 28<sup>th</sup>, and during her absence the board will act as President, collectively.

## **ADJOURNMENT**

Cheryle asked for a motion to adjourn today's regular SILC Governing Council meeting. Kayleigh made the motion and Steve seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed. Cheryle adjourned the meeting at 6:22 pm.

