



# SOUTHWEST INTERMEDIATE LEARNING CENTER

## GOVERNANCE COUNCIL Board Meeting Minutes of Tuesday, December 6, 2016

### **Board Members Present**

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

### **Board Members Absent**

### **Also in attendance**


Sharon Huber, Joseph Lucero,  
Kirk Hartom, Robert Pazstor

### **Public in attendance**

Tim Walsh

These Minutes were approved on 1/10/16  
By a vote of  Yes  No  Abstained  Absent

  
\_\_\_\_\_  
President

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

**Submitted by  
Taylor Bischoff**

## **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 36.37% of what was budgeted.
  - Joseph reported expenses on the expenditure side, and stated that the school encumbered 50.36% of what was budgeted.
  - Joseph stated the only negative function, Entitlement IDEA-B totals (3, 234.75).
- Joseph went into detail about the Bank Activity for November.
  - Joseph stated expenditures exceeded revenues by \$2,001.28.
  - Joseph stated the school has a reconciled healthy cash balance of \$955,569.48.
  - Joseph further stated that outstanding items total \$3,441.23.
  - Joseph also informed the Board that the only item needed for approval is the Check Register.

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 for a motion to approve the Vouchers for the month of November. Steve made the motion and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

*Joseph and Heather leave the meeting at 4:13pm*

## **ADMINISTRATIVE REPORT**

Kirk began with the first item on the report, *PEC Charter Renewal Meetings December 8-9 in Sante Fe*.

- Kirk informed the Council that PEC has reviewed our report and we responded back.
- Kirk stated the initial outlook is that all schools but SILC will be renewed for two years. The kids will not see any changes because of the consolidation.
- Kirk stated that there is still a lot of work to go as far as combining the schools together.
- Kirk further stated that Sean Fry and Dan Castillo would be at the Charter Renewal meeting.
- Kirk informed the Board that they would be asking for a 5-year renewal even though they are being recommended the 2-year renewal. PED has to decide...

*Kayleigh and Krista arrive at 4:17pm.*

Kirk moved on to the next item, *SILC Academic Support Services*

- Kirk stated that there have been a lot of concerns raised about academic support for Intermediate students.

- Sharon stated that we have one offer out on the table and we do not have a waiting list for 8<sup>th</sup> grade.
- Sharon explained that the letters of intent will be available on the website for all four schools on January 4<sup>th</sup> if all goes well. The letter of intent to return for current students will be distributed on Wednesday February 1<sup>st</sup>.
- Sharon stated that the lottery would begin on Wednesday March 8<sup>th</sup>. Once we know what PEC says on Wednesday then we will put up the justifications for attending Power School University.
- Sharon explained that we are being forced to move from Power Teacher to Power Teacher Pro and we have to be certified in order to train teachers to do that.
- Sharon further explained that Katherine, a teacher from SILC who has been there the longest and who inputs grades would be trained in Power Teacher Pro to be able to train SILC teachers. There will be a backup once we get a Primary teacher certified.
- Robert explained that they are bringing the grading system from Primary together with the grading system from Intermediate. They are very different considering Primary does trimester and Intermediate does semesters. We might need to become uniform...

## **OLD BUSINESS**

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

- Cheryle informed the Council that two new parents, Kayleigh and Steven have joined the Finance Committee.

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

- Deborah asked the Board if we do internal auditing for the records?
  - Kirk stated that we started to do internal auditing this year and we will continue to do one every year.
- Kirk explained that when the records were seized, they scattered everywhere and it's still taken over a year and a half to get them organized.
- Kirk stated that we use our internal audit as well as what we are getting from the auditors to know what we need and then we can put a battle plan in place.
- Kirk stated that in the policy, the employee has to make a request to get into their file. There must be someone present with them while they review it.

Cheryle asked for a motion to approve the Personnel Records and Files Policy. Kayleigh made the motion and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

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

- Cheryle informed the Council to let us know if something comes up so we could come together and take action. We are all willing to be a part of the new school.

## **ANNOUNCEMENTS**

*The Holiday party is on December 20, 2016 at the Indian Pueblo Cultural Center.*

## **ADJOURNMENT**

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