



SOUTHWEST PRIMARY LEARNING CENTER

GOVERNANCE COUNCIL

Governing Council Special Meeting Minutes
of Thursday, December 15, 2016

Board Members Present

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

Board Members Absent

Elizabeth Armijo

Also in attendance

Kirk Hartom, Sharon Huber,
Sean Fry, Ronda Joyce,
Robert Pasztor

Public in Attendance

Tim Walsh (IT Director), Lisa Mora,

These Minutes were approved on 1/19/17
by a vote of 6 yes 0 no 0 Absent 0 abstained.

Leah Graham
President
T. Bischoff
Board Secretary

Submitted
by Taylor
Bischoff

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) Special Governing Council meeting to order on Thursday, December 15, 2016 at 5:06 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Leah asked Taylor to call roll. Taylor called Leah Graham, here; Meredith Winters, here; Ken Chapman, here; Amber Romero, absent; Marvin Larsen, here; Elizabeth Armijo, absent.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Leah asked for a motion to approve today's SPLC Governing Council Agenda. Meredith made the motion and Marvin seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from October 27th, 2016

Leah asked her fellow council members if they had a chance to review the minutes from the regular SPLC Governing Council meeting held on Thursday, October 27th, 2016. Meredith makes a motion to approve the October 27th minutes and Marvin seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF SPECIAL MINUTES from November 17th, 2016

Leah asked her fellow council members if they had a chance to review the minutes from the Special SPLC Governing Council meeting held on Thursday, November 17th, 2016. Meredith makes a motion to approve the November 17th minutes and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

FINANCIAL UPDATE

Meredith moved to the first financial item, *Finance Committee Report*. Meredith informed the Council that she met with the finance committee before the meeting at 4:15 pm to discuss SPLC's financials. Meredith stated that she, Robert, Kirk, Sean, Ronda and Sharon were present at the meeting.

Joseph went through the finance packet, which included the reconciled numbers through November 2016.

- Joseph went into detail about the Revenue Report.
 - Joseph informed the Council that revenues came in at 34.49% of what was budgeted through November.
 - Joseph went into further detail about filing for a reimbursement request for title funds that the school has not received yet.
 - Joseph stated that expenditures total 57.29% of what was budgeted through November.
 - Joseph further stated that we need to increase cash carryover by \$78, 990 per the audit is published, which will not be until March or April.
 - Joseph stated that on the expenditure side, we have a negative balance which we can true up with a transfer bar in operational for after school program of \$1,490.06.
 - Joseph stated that Title 1 also shows a negative balance, but with the final award letter and cash carryover we are left with \$8,510.
- Joseph went into detail about the Bank Activity for November.
 - Joseph stated that expenditures exceeded revenues by \$5,967.88.
 - Joseph stated that the reconciled cash balance is \$635,983,82.
 - Joseph stated that the outstanding items total \$9,655.03.
 - Joseph further stated that the outstanding items should be less because some items that have cleared the bank are still on the outstanding items.
 - Joseph informed the Board he will take care of it.
 - Joseph informed the Board that a memo was issued out for the 1.5% reduction and SEG, which equated to \$12, 959.
 - Joseph stated that starting in January, SEG would decrease by roughly \$2,000.
 - Joseph explained that for the 40-day count the school project 105 and actuals came in at 102, which equated to another decrease of \$17,521.
 - Ken asked why the 40-day count was not in projected count?
 - Sharon stated that the reason is due to the fact that we didn't have a waiting list for 6th graders all year long.
 - Sharon further explained that our lottery was so late, so people were accepted at other Charter Schools.
 - Sharon stated the reason why we were late for lottery was because of the info snap training we had to have.
 - Sharon explained to the Board that we have already started the process for next year's lottery.

The Board goes into further detail discussing attorney issues.

Joseph moved on to the next financial item, ***Voucher Approvals/Check Register Report***. Joseph informed the Council that the Voucher Approvals is the Check Register Report within their packet.

Leah asked for a motion to table the Voucher Approvals/Check Register Report until the January meeting. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Joseph and Ronda left the meeting at 5:33pm.

ONGOING BUSINESS

Leah moved to the first item of Ongoing Business, ***Governing Body Member Recruitment***.

- Leah informed the Council that we need a volunteer parent for the audit committee. The current members are myself, Meredith and Stacey.

Leah moved on to the next item of business, ***Student Safety***.

- Tim informed the Board that he had heard back from scholarship and read aloud their response. "Our station is not built to have 3 school data bases going to one station. We don't have a solution to put all data to one station. We would not be able to tell you what school the student is in. The program can only be programmed to one location."
- Robert explained that it can handle anyone coming in for the security check, but as far as matching with Power School, the 1 system can only talk to 1 Power School.
- Robert further explained that if we would like it do the attendance and student parent match up we would have to have a system for each school.
- Robert stated that it would cost \$5,000 to add on another system.

The Board goes into further discussion on the databases.

Leah moved on to the next item of business, ***SPLC/SILC New School Business***.

- Leah informed the Board the Committee would begin meeting January 2017.

Robert moved on to the next item of business, ***Charter Renewal follow up and PEC Meeting***.

- Robert informed the Council that we are negotiation goals and we have goals for both schools.
- Robert stated that it's only a matter of combining them at this point.
- Leah stated her concerns with the assets.
- Kirk informed Leah that we need to have a huge meeting to discuss how assets will be handled.
 - Ken agreed that we need it in writing so we can start to work with the budget.

Kirk moved on to the first item on the report, *Lease Assistance and Lease-to-purchase Statute*.

- Kirk stated that we are in a good spot and we are in the process of having it completed.

Leah moved on to the next item on the report, *Personnel Records and Files Policy*.

- Leah stated that she emailed Kirk with the list of concerns.
- Kirk stated that we are at a better place then we were a couple months ago.
- Sharon informed the Board that the files are locked during the day.
- Leah agreed that we need to have this policy, but as a Board there are changes that need to be addressed.

Leah asked for a motion to table approving the proposed Personnel Records and Files Policy for this month. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Kirk moved on to the last item on the report, *Marketing*.

- Meredith informed the Council that she saw SAMS billboard advertisement on Alameda and Jefferson.
 - Kirk stated there is also one located on Coors.
- Robert informed the Board that we have the signed contract.
- Robert further explained that we had the purchase order in we just have not received the purchase order for it.
- Ken stated that we might want to start getting some communication written to send out to parents explaining the new name of the school.

ADMINISTRATIVE REPORT

Robert moved on to the first item on the report, *Charter School Monitoring Timeline*

- Robert stated that he expects to be wrapping up the visit that we will have in January 18th, around August 2017
- Robert stated that the monitoring timeline helps PEC, but it also helps us.

Kirk moved on to the next item on the report, *Leadership and Teacher Evaluation Process*.

- Kirk explained to the Board that the evaluation process focuses on sustainable result, engaging the team, holding people accountable, commitment to students and determining the conceptual and analytical thinking.
- Kirk stated that the data analysis, staff and student culture are the 3 most important.
- Kirk stated that this is a great model because there are specific things that principles/administration/leaders have to do to present growth.

- Kirk stated that the process is getting better and we are having more interaction with teachers and how they can improve.
- Kirk explained that there are two observations, a formal observation in the fall and in the spring.

ACADEMIC, OPERATIONS, AND DATA UPDATES

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

- Sharon stated that we are going to lose 2 fourth graders at the end of the semester because they are moving.
- Sharon further stated that we made 2 offers and both were refused.
- Sharon explained that 6th grade is still down. And we need 4 more because we are going to lose 2-3 more in January. I made the last offer today for 4 6th graders, which will get the number up to 56.
- Sharon stated that the Letters of intent for new students will be posted on the website for all 4 school's on January 4, 2017. Letters of intent to return for current families will go out by email on February 1, 2017.
- Sharon stated that we have formalized the plan for info snap for the year 2017-2018.
- Sharon stated that we are in good shape, but will need training for the younger schools for consolidating.

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

- Lisa explained to the Board that when people come to our website and click on 5th grade it goes to her webpage.
- Lisa further detailed that her webpage explains her philosophy, homework and events. The links will be added to each particular classroom.
- Lisa stated that this is a great way for parents to have more access to their children's homework and activities so they are always up to date.
- Tim explained that Lisa has worked terrific and Eric has put in a bulk of the work for the project.
- Tim stated that on the letter of intent we came up with a statement that explains the schools combining. On the website there is a drop box that says Southwest Preparatory and Southwest Secondary.
- Tim informed the Board that we are working on those website changes.
- Tim stated that we just received the Purchase Order today.
- Tim explained that Power School is making a change so we have to work on making those changes on the data base side of it.

NEW BUSINESS

Leah moved to the first item of business, ***Date for next Special SPLC Governing Council Meeting.***

Leah stated that the next Special SPLC Governing Council Meeting will be ***Thursday, January 19, 2016*** in the SPLC Conference Room at 5:00 pm.

Leah asked for a motion to move the January Special meeting from January 27th to January 19th. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

PUBLIC COMMENT

Leah asked if there were any Public Comment.

Lisa Mora introduced herself as the 5th grade teacher of SPLC and the SPLC unofficial representative. Lisa voiced a few of her comments and concerns (listed below)

- Lisa stated the wording for intent to return for existing students and letter of intent to reply is confusing.
 - Lisa offered to maybe use application to apply because parents may get confused.
- Lisa stated that we are continuing to talk about the need to continue to market ourselves as a school for academic excellence.

CLOSED SESSION

Leah asked for motion to move into closed session. Meredith moved for the SPLC Governing Council to proceed into Closed Session, ongoing employee issues and limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) issues will be discussed and Ken seconded the motion. Leah closed the session at 6:16pm. Leah asked Taylor to call roll. Taylor called Leah Graham, yes; Meredith Winters, yes; Ken Chapman, yes; Amber Romero, yes; Marvin Larsen, yes; Elizabeth Armijo, absent.

OPEN SESSION

Meredith moved for the SPLC Governing Council to go back into Open Session, ongoing employee issues and limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) did discuss and Amber seconded the motion. Leah asked Taylor to take a roll call. Taylor called Leah Graham, yes; Meredith Winters, yes; Ken Chapman, yes; Amber Romero, yes; Marvin Larsen, yes; Elizabeth Armijo, absent. Leah opened the SPLC Governing Council meeting at approximately 7:20pm.

ANNOUNCEMENTS

Leah informed the Council that the holiday party would be held on December 20th.

ADJOURNMENT

Leah asked for a motion to adjourn the Special SPLC Governing Council meeting. Ken made the motion and Meredith seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the SPLC Governing Council meeting at 7:21 p.m.

