



GOVERNANCE COUNCIL

Governing Council Special Meeting Minutes
of Thursday, January 19, 2017

Board Members Present

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

Board Members Absent

None

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 _____.
by a vote of ___ yes ___ no ___ Absent ___ abstained.

President

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, January 19, 2017 at 5:00 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, here; Marvin Larsen, here; Elizabeth Armijo, here.

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 Special Governing Council Agenda. Elizabeth made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF SPECIAL MINUTES from December 15, 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, December 15th, 2016. Meredith makes a motion to approve the December 15th minutes and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

FINANCIAL UPDATE

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

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

- Joseph went into detail about the Revenue Report.
 - Joseph informed the Council that revenues came in at 45.72% of what was budgeted through December.
 - Joseph stated that expenditures total 62.68% of what was budgeted through December.
 - Joseph stated that there was a negative function in Operational of \$3,300 for budget authority for negative funds and function. However, that was reconciled with a bar of \$1,490.06.

- Joseph stated that for Instruction materials and Title 1 we are still waiting to receive clarification from David Craig and the Finance Analysis Bureau because they would like us to wait until the audit becomes public knowledge before we budget the carryover and this would make those functions positive.
- Joseph further stated that \$8, 510 is available in Title 1 money.
- Joseph informed the Board that for Instruction materials we did receive a decrease in allocations of \$868 dollars.
- Joseph stated that there is \$16,030 left over for carryover in your instructional materials.
- Joseph went into detail about the Bank Activity for December.
 - Joseph stated that revenue exceeded expenditure by \$9,136.36.
 - Joseph stated that the reconciled cash balance is \$645,120.21.
 - Joseph stated that the outstanding items total \$1,465.18.
 - Joseph further stated that 3 out of the 4 checks were issued on December 16 and were mailed out from his office on December 20.
 - Joseph informed the Board that for the Special Legislative Session your 1.5% reduction in unit value is equated to \$12, 959, which will take affect over the last 6 months of the year.
 - Joseph stated that he would do his own calculations by taking the difference between December and January to see what the percentage really is.
 - Joseph stated that for the 40-day count, the actual SEG decrease per 40-day total's \$15,419.

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 approve the Voucher Approvals/Check Register Report from the month of December. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

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

- Joseph informed the Council that there are five BARs to approve.
 - Joseph stated that the first BAR is 1617-0005-D
 - Joseph stated that the second BAR is 1617-0006-M
 - Joseph stated that the third BAR is 1617-0007-M
 - Joseph stated that the fourth BAR is 1617-0008-D
 - Joseph stated that the fifth BAR is 1617-0009-T

Leah asked for a motion to approve BARs 1617-0005-D, 1617- 0006-M, 1617-0007-M, 1617-0008-D, and 1617-0009-T. Ken made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

Joseph and Ronda left the meeting at 5:21pm.

ONGOING BUSINESS

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

- Leah informed the Council that we were going to introduce our new audit committee member, but she had car trouble and was unable to attend the meeting.
- Ken stated that we need to make sure that we are getting the right information to the right person.
- Leah stated that we still need a member for the finance committee. Current member include Gabe, Meredith and Ken.

Leah moved on to the next item of business, *Governing Body Policy Manuel*.

- Leah informed the Board we need to revisit the conflict policy. Based on the training, there is a difference between a complaint and a grievance, which we need to make it clear in our conflict policy.

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

- Robert stated that we are no longer opening the door in the morning. He explained that we are transitioning to where students wait in the lobby until a teachers come to get them.
- Kirk suggested keeping Student Safety on the agenda.

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

- Leah stated that SPLC/SILC committee would start meeting in January.
- Leah suggested that we start working on the action item schedule from PED.
- Leah also stated that we need to make sure that we are visiting all the points for our self-evaluation.
- Leah made a calendar to make sure we are touching bases on what needs to get done and we are being prepared for what's to come.

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

- Kirk stated as of now, we are in a good spot for the moment.
- Kirk informed the Board that he contacted a commercial retailer in town, Gil of Stonebridge reality. Gil has agreed to try to find out all the logistic with PSFA, we will have to do an up to date appraisal of the building and he will make sure that gets done.
- The board agreed that we need to move forward with the lease and do what needs to be done to get it finished.

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

- Leah voiced her concerns and issues with the changes not being made on the personnel records and files policy.
- Leah stated that we need to form a committee and together we need to discuss what needs to happen so the policies can be approved and move forward.

The Board goes into further discussion on this matter.

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

Leah moved on to the next item on the report, ***Marketing***.

- Robert informed the Board he received the PO yesterday and sent it to Susan.
- Leah stated that we couldn't afford to not have our entire enrollment. We need to make sure that we don't lose money again because we don't have our projected students.
 - Sharon stated that the lottery would be done earlier this year.

Leah moved on to the next item on the report, ***Documentation of Training***.

- Leah voiced her concerns on why some Board members have not received documentation from training.
- Leah asked for a follow up to make sure we get our documentation.

ADMINISTRATIVE REPORT

Kirk moved on to the first item on the report, ***Data Analysis for Continuous School Improvement Training***

- Kirk stated that we started training today.
- Kirk Informed the Board that Data Analysis training gives us a better understanding on what the staff needs in terms of improvement.
- The Board agreed that this looks like a great training.

ACADEMIC, OPERATIONS, AND DATA UPDATES

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

- Sharon stated that we are still drawing names in the Primary Lottery to try and get our number up.
- Sharon stated we have 41 students on the waiting list. 6th grade is up to 55 and we only need one more student to raise that number.
- Sharon further stated that the Letter of Intent was posted on January 4th. The Letter of Intent to return for current students will be emailed on February 1st and we will hold the lottery on the 8th of March.
- Sharon explained that at the end of February; Tim, Terry, Paula and I would be traveling to Orlando to go to Power School University.

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

- Tim informed the Board to look at the Teachers webpages on the schools website when they get a chance.
- Lisa discussed how her webpage explains her philosophy, homework and events.
- 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 they completed custom field migration in Power School. This is to comply with the changes that Power School is making to their database. Because it's very particular and involved all of our data, we hired a company.
- Tim stated we would conduct another children's Internet protections act training done by professions using a 45 minutes presentation.
- Tim further stated that Scholarchip has been set up and the alerts are configured as to who gets alerts when notified.
- Tim stated that he and Sharon are getting together to try and get a data committee now that the schools are merging. There may be some costs incurred with the new changes happening.
- 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 Regular SPLC Governing Council Meeting.*

Leah stated that the next Regular SPLC Governing Council Meeting will be *Thursday, February 23, 2016* in the SPLC Conference Room at 5:00 pm.

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 voiced her concerns on how the teachers will receive training since they will not be sent to Power School University Training on how to use the new grade book system.
- Robert stated that we would bring someone in to come a week early in July.

ANNOUNCEMENTS

- Robert informed the Board that the site visit was yesterday. They addressed issues that were key points they noticed in October, which we needed to address. Everything was fixed and they answered our questions.

CLOSED SESSION

Leah asked for motion to move into closed session. Elizabeth 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 7:14pm. 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, yes.

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, yes. Leah opened the SPLC Governing Council meeting at approximately 7:47pm.

Leah asked for a motion to table the action on Head Administration contract renewal. Amber made the motion and Meredith seconded. Leah called for a voice vote, unanimous yes, Motion passed.

ADJOURNMENT

Leah asked for a motion to adjourn the Special SPLC Governing Council meeting. Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the SPLC Governing Council meeting at 7:50 p.m.