



# SOUTHWEST PRIMARY LEARNING CENTER

## GOVERNANCE COUNCIL

Governing Council Meeting Minutes  
of Thursday, October 27, 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,  
Joseph Lucero, Ronda Joyce,  
Robert Pasztor

### **Public in Attendance**

Tim Walsh (IT Director), Lisa Mora,

These Minutes were approved on 11-17-16  
by a vote of  yes \_\_\_ no \_\_\_ Absent \_\_\_ abstained.

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Board Secretary

**Submitted  
by: Taylor  
Bischoff**

questions. There were none. Leah asked for a motion to approve the minutes with that change.

Meredith made the motion and Marvin 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 4:00 pm to discuss SPLC's financials. Meredith stated that she, Gabe (new finance committee member), Robert, Joseph, Ronda, Kirk, and Ken were present at the meeting. Meredith stated that the financials look good and there are no questions at this time.

Joseph went through the finance packet, which included the reconciled numbers through the first quarter of the year. September 2016.

- Joseph informed the Council that SPLC's revenues are at 22.87% of what was budgeted through September of 2016.
- Joseph informed the Council that the expenditures are at 61.07% of what was budgeted through September 2016.
- Joseph stated that the actuals spent were 16.52%.
- Joseph informed the Council that next month he would present a trend line report reading for next month's meeting.
- Joseph stated that for expenses in operational, two functions were negative. One of them will be corrected by BAR function 2500, which is -(\$3,553.52.)
- Joseph stated that the school collects a portion of their funds from the students for designated after school, and have been quoting those incorrectly to the activities fund.
  - After getting verification the money will be moved from the activities fund to the corresponding revenue account in operations and request a BAR to put in the 3300 function in operations next month.
- Joseph stated that Title 1 is -(\$2,762) and the school has only spent 2800.
  - That money should be freed up at one point through the year.
- Ken informed the council to look up ways on how to tighten up money.
  - Joseph informed the Council that with the lease reimbursement, the school will be able to get \$75,466 back from what they spent on the lease.
- Joseph informed that Council that after the lease to purchase agreement goes into affect, primary is looking to have their cash account decrease to \$200,000.
- Joseph stated that according to the trend line for bank reconciliation, the school expenses are still exceeding SEG.
- Leah stated that the Council should be looking at all possible options to cut costs.

*Leah, Kirk and Amber go into further discussion on why the lease has not been closed and ways to minimize engagement with the attorney to cut cost.*

*Leah took a moment to introduce Stacy Devonport to the Board. Stacy has a son in secondary, has a master degree in accounting and has agreed to be the audit committee member for primary....*

*Stacy leaves at 5:43 pm.*

Leah moved on to the next item of business, ***Employee Handbook.***

- Leah wanted an update to see if the final version of the handbook went out the employees.
- Robert stated that it has not been sent out, but next month he will be ready to report to the board that everyone has received the handbook.

Leah moved on to the next item of business, ***Governing Board Policy Manual (Ken and Elizabeth).***

- Ken stated the goal is to re write and add to the policy manual for the preparatory schools.
- Ken stated that he dropped a lot of back half of the policy, which uses the same words in the handbook.
- Ken stated that the policy manual would have the basic policies, which will be aligned with the staff handbook.
- Leah informed the Council that during training, Phillip Gloudemans (from PED) explained that there is a difference between a grievance and a complaint, and that the policy needed revision.

*Leah went into more detail explaining the difference between grievance and complaint.*

- Leah stated their needs to be more communication between all boards.

Leah moved on to the next item of business, ***Advertising for the school.***

- Leah asked what has been done so far with advertising.
- Robert stated that the billboards are a great way to advertise.
- Robert stated that starting November 21<sup>st</sup> through January 21<sup>st</sup> (roughly 3 months) the 3 schools would be advertised on multiple boards around the city.
- Robert stated that he had received the contract for board advertisement, which he forwarded, to Heather. In the process of doing it.
- Robert stated that they have advertisements in the Albuquerque Magazine.
- Robert mentioned that advertising on the brochures for the Nutcracker would be a great crowd to grab attention for the school.

*The board goes into further detail to discuss reasons why the school shouldn't pay for advertisement in the first place.*

- Amber asked the board if 4<sup>th</sup>, 5<sup>th</sup> and 6<sup>th</sup> grade enrollments are unhealthy or healthy?
- Sharon stated they are only 4 kids down and have 5 on the waiting list, making our enrollment healthy.

- Marvin and Amber agreed to become members of the joint committee.
- Leah stated that attending trainings are important.

*The board goes into further discussion on the duties of what the two members of the joint committee need to do.*

Leah asked for a motion to accept Amber Romero and Marvin Larsen as new SPLC/SILC Joint Committee members. Ken made the motion and Leah seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Leah moved on to the next item of business, ***Attorney Services.***

1) Board approval for solicitations of services

- Amber informed the Council she did some research on board member's engagement with attorneys without approval from entire board. She wasn't able to find anything specific, but found information on the fact that not one board member can act alone.
- Amber recommended no individual board member can take any action or incur lawyer cost or decision-making without the boards knowledge and/or approval.
- Leah suggested that before we approach the attorney with any issue, the board should meet with Kirk and make sure that the board is approving.

2) Funds

- The Board agreed not to meet with the Attorney unless necessary to cut legal costs.
- Leah asked the Board what they thought about asking legal questions to PED before incurring cost from a lawyer.
- The board agreed that although it may save costs, they also evaluate us.
- Leah informed the Council that unless there is an emergency in which she needs to contact the lawyer, everything would go through the board.

Leah moved on to the next item of business, ***Membership with NMCCS and NMSBA.***

- Leah stated that we are now getting free training from PED
- Meredith mentioned that even if the members are not a member of the coalition we could pay a non-member fee, which is still cheaper then joining collation.
- Kirk informed the Council that we have a paid invoice on coalition, but not on NMSBA.
- Amber asked if we are able to get out of the contract with NMSBA.
  - Kirk informs the Council that since no invoice has been paid we have not made a commitment between them.

*Kirk and Amber go into further discussion about the lease agreement.*

Kirk moved on to the next item of the report, ***Personnel Files***

- Kirk stated that with the help from the Vigil group, they have decided that hard copy folders need to be in the school where the employee works.
- Kirk informed the Council that he would present the Personnel Files back to the board for approval at next months board meeting.

2) Academic, Operations and Data Updates

Leah moved on to the next item, ***Data Report (Sharon)***

- Sharon informed the Council the 40-days was the worst they ever had. PED kept shutting down the computers and it was supposed to go live.
- Sharon stated that the PE teacher's license kept kicking out until she realized the state issued him a license with the wrong social security card number.
- Sharon stated the trimester ends November 11<sup>th</sup> and Parent Teacher Conferences for primary will be November 17<sup>th</sup> and 18<sup>th</sup>. That's when report cards will be available.

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

- Tim informed the Council they are still working on Scholar-chip. Part of the delay was due to the fact that we were not involved in the original purchase of it...
- Tim stated that their needs to be alert system set up to get notified of potential offenders or alerts.
- Tim informed the Council that the system is still going to be a work in progress, but by next meeting there will be something more.
- Tim stated that Power School would cost the school more money because they are changing the way they store the information in the database. We have to do this data base extension, which needs to be done for all 4 schools. It will cost \$5,500 per school...
- Tim mentioned that once we get the final approval there will be a lot of IT costs such as; website, info snap, domain name and Power School.
- Tim stated that we need to take advantage of the website.
- Leah mentioned she over heard a parent concern of how they will get their child's assignments.
- Robert replied there has already been an email sent out to teachers.
- Robert stated the method would be a texting system that's delivered by email or texts between the teacher and parent.
- Lisa stated that the 4<sup>th</sup> and 5<sup>th</sup> grade teachers put assignments out on the beginning of the week so parents can check in Power School for when homework is due.

yes; Amber Romero, yes; Marvin Larsen, yes; Elizabeth Armijo, absent. Leah opened the SPLC Governing Council meeting at approximately 7:44 p.m.

### **ADJOURNMENT**

Leah asked for a motion to adjourn the regular 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 7:47 p.m.