



GOVERNANCE COUNCIL
 Special Joint Meeting of SPLC and SILC
 Board Meeting Minutes of
 Monday, September 26, 2016

SPLC Board Members Present

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

SILC Board Members Present

Cheryle Brody, Krista Keay,
 Steve Oberg, Deborah Lansdell

Board Members Absent

Amber Romero (SPLC), Kayleigh Wood (SILC)

Also in attendance

Kirk Hartom, Robert Pasztor,
 Sharon Huber, Dan Castille, Ronda Joyce

Public in attendance

Connie Blue, Chris Lutz,
 Joshua Merrill, Vic Fantozzi

These Minutes were approved on 10/27/16

By a vote of 5 Yes 0 No 1 Abstained Absent

Leah Graham
 President

Bischoff
 Board Secretary Signature

Submitted by
 Savannah Lopez

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) regular Governing Council meeting to order on Thursday, September 22, 2016 at 5:02 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Leah asked Savannah to call roll. Savannah called Leah Graham, here; Meredith Winters, here; Ken Chapman, here; Amber Romero, 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 amended Governing Council Agenda. Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from August 24th, 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 Wednesday, August 24th, 2016. Leah asked if there were any comments or questions and stated that "Mr. Seylor" is spelled "Saylor" in the minutes, Leah asked for a motion to approve the minutes with that change.

Meredith made the motion 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 4:00 pm to discuss SPLC's financials. Meredith stated that she, Gabe (new finance committee member), Robert, Joseph, Ronda, Sharon, 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 August, 2016.

- Joseph informed the Council that SPLC's revenues are at 15.55% of what was budgeted through August of 2016.
- Joseph informed the Council that the expenditures are at 50.8% of what was budgeted through August 2016.
- Joseph stated that there are a couple of items on the expenditure side that are of concern.
- Joseph informed the Council that for the Vigil Group contract threw function 2500 -\$4,900(+).
- Joseph stated that there will be a BAR presented in October to fix that negative balance along with any other negative line items.
- Joseph stated that there will be one more employee moved from SILC to SPLC once a signed contract is turned in.
- Joseph stated that in fund 14000 (Instructional Materials) there were PO's issued for items that hadn't been paid (\$9000) but have now been paid, they are going to Journal Entry the money from operational to instructional...
- Joseph went over the bank activity for July and stated that revenues exceeded the expenditures by \$19,758.73 increasing the reconciled cash balance which is now \$658,431.99.
- Joseph stated that there are 4 outstanding items totaling \$2,231.55 which are only 11 days old.
- Joseph stated that there will be BARs in October.

Joseph moved on to the next financial item, ***Voucher Approvals***. 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. Ken made the motion and Meredith seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Joseph and Ronda left at 5:14 pm.

ONGOING BUSINESS

Leah moved to the first item of Ongoing Business, ***Introduction of New Finance Committee Member***.

Meredith took a moment to introduce Mr. Gabe Holloman, a new member on the SPLC's finance committee. Gabe told the Council a little bit about himself...

Gabe left the meeting at 5:16 pm.

Leah moved on to the next item of business, ***Introduction of (potential) New Board Member***.

Leah took a moment to introduce Mr. Marvin Larsen, a potential new board member. Marvin took a moment to introduce himself and tell the Council about himself...

Leah asked for a motion to accept Marvin Larsen as a new SPLC Governing Council Member. Elizabeth made the motion and Meredith seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Marvin joined the Council at their table...

Leah moved on to the next item of business, **Governing Body Member Recruitment.**

Leah stated that because of the consolidation, the SPLC Council is no longer recruiting Council Members at this point.

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

- Leah asked Robert if the handbook is completed.
- Robert stated that he has made the grammatical changes on the employee handbook and it is done.
- Leah stated that the handbook is already approved and they would like the administration to send it out to the employees.

Robert state that it will be sent out.

Leah moved on to the next item of business, **GB Policy Manual.**

- Leah asked if the GB Policy Manual has been worked on and Elizabeth answered, Ken started edits on it.
- Ken stated that during the CSD training he learned that there needs to be committees added into the policy, as well as 22-5-7 organization requirement which states that there needs to be a President, Vice President, and Board Secretary (the secretary is not an administrative assistant)
- Ken stated that there needs to be an updated Grievance Policy, policies on school grades, advisory council, head administrator, etc.
- Amber asked what the Advisory Council is...
- Ken stated that the Advisory Council contains the Head Administrator (who reports back to the whole Governing Council).
- Ken stated that the Advisory Council is very much student, parents, teacher oriented who ask all questions about academics and operations.
- Ken proposed that any items that are in the Employee/Student Handbook be taken out of the Governing Body Policy Manual.
- Ken stated that it was a good training and a lot was learned.

Leah moved on to the next item of business, ***Consolidation of SPLC and SILC.***

- Robert stated that the Joint meeting is this coming Monday at 5 pm.
- Robert stated that the Governing Councils need to approve the Renewal Application at the upcoming Monday meeting.
- Leah stated that the Board for the new school will be the board for the school that is absorbing the other. Leah stated that board will vote in all members from the other board and both presidents will step down and all members will vote in a new president.
- Ken stated that there should be 11-15 board members to be a high functioning charter school governing council.
- Leah stated that there is an agreement between the two Councils that no official decision will be made without both boards in agreement although the board that absorbs the other will be the “signing of documents” board.
- Leah stated that there will be a discussion at the Monday Joint meeting before there will be a toss of a coin to show which schools absorbs the other.

The Council further discussed what they are going to bring up at the Joint meeting... the Council understands that either way – it does not matter which schools absorbs the other...

- Leah stated that there will be a committee with two members from each board meeting to make non-action decisions about the consolidated school.
- Sharon stated that the lottery will stay the same besides the fact that now 6th graders will not have to re-enter the lottery to continue.
- Robert stated that he will send the Renewal application to the Council in order for them to review it before approval.

Leah moved on to the next item of business, ***advertising for the School.***

- Robert informed the Council that there is an ad in ABQ the Magazine every other month.
- Robert stated that they received a solicitation to be in the program for Nutcracker on the Rocks.
- Robert stated that Kirk is speaking with Clear Channel about getting on a billboard.
- Robert stated that there are videos that Mr. Bram made that can be used for public TV ad.
- Sharon stated that ABQ the Children’s Magazine is being worked with to put an ad on there as well.

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

- Leah stated that she is concerned that she went on a field trip with her child’s class this last week and she has yet to be background checked.
- Leah stated that she is concerned with the fact that parents/visitors roam within the school without a badge on.
- Robert informed the Council that there is a new safety feature that has been added to the school in the last few days – Scholar Chip. Robert explained that this new system

requires parents/visitors to scan their official driver's license before entering the school.

Robert stated that once they pass the background check that the system will perform, they will be printed out a visitor's badge.

Leah and her fellow Council members agreed that this was a great step toward better safety of the students.

CLOSED SESSION

Leah asked for motion to move into closed session. Meredith moved for the SPLC Governing Council to proceed into Closed Session, only matters subject 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 1978, Section 10-15-1 (H) (2) and limited personnel and ongoing employee issues will be discussed and Ken seconded the motion. Leah closed the session at 6:16 p.m.

OPEN SESSION

Meredith moved for the SPLC Governing Council to go back into Open Session, only matters subject 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 1978, Section 10-15-1 (H)(2) and limited personnel and ongoing employee issues were discussed and Ken seconded the motion. Leah asked Savannah to take a roll call. Savannah called Meredith Winters, yes; Leah Graham, yes; Ken Chapman, yes; Amber Romero, yes; Elizabeth Armijo, yes. Leah opened the SPLC Governing Council meeting at approximately 6:38 p.m.

ADMINISTRATIVE REPORT

Robert moved on to the first item of Kirks report, *Teacher-Leader and Non-Instructional Meetings*.

- Robert stated that the Advisory Council would be the ones going to those meetings and report back.

Robert moved on to the next item of Kirks report, *School Grade & Data Update*.

- Sharon stated that SPLC's school grade is a C and there is nothing to appeal.
- Sharon stated that the longer the students stay within the SLC schools, the better they are testing.
- Sharon stated that SPLC is down 5 students but they did make 5 offers and are awaiting responses from the parents.
- Sharon stated that there are 15 students on the waitlist.
- Sharon stated that she and the registrars attended a training today on State Reporting and learned a lot.

- Sharon took a moment to thank the two registrars at SLC, Terry & Paula. Sharon stated that they are great workers and do a lot for the schools.
- Sharon stated that the Book Fair is Wednesday and Thursday of this week and they are looking for volunteers.
- Sharon informed the Council that the teachers gave out reading passes to the staff and if the staff sees a student's reading outside of class, they are to give them a "free book" pass.

Robert moved on to the next item of Kirks report, ***Charter Renewal & Site Visit.***

- Robert stated that as a part of renewal he is to report on current grade standing of the schools and school growth.
- Robert informed the Council that 50% of the current students are new.
- Robert stated that he is to report on students who have been in SLC for a full academic year.
- Robert informed the Council that the SPLC Site Visit is on October 21st and stated that he will send out a schedule and list of questions that will be asked to the Council members.

Robert moved on to the next item of Kirks report, ***Lease-to-Purchase Progress.***

- Robert stated that there will be a meeting with the landlord soon to get ready to sign the paperwork.
- Robert informed to Council that the Lease to Purchase paperwork is standard state department paperwork.
- Robert stated that after consolidation they will have to blend together the Lease.

Robert moved on to the next item of Kirks report, ***Salary Increases.***

Robert informed the Council that there is a chart in their packets showing the salary comparisons from SLC to APS to a few different states around the US.

ACADEMIC, OPERATIONS, AND DATA UPDATES

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

- Tim thanked the Council for approving the (Children's Internet Protection Act).
- Tim stated that he has yet to receive any teacher input on the website.
 - Robert stated that he has yet to receive anything from teachers on their individual website pages.
- Tim asked if the financial items are sent to finance members or council members to their personal e-mails...
 - The Council let Tim know that it is public information (not confidential), and there are no account numbers nor salary information on the finance reports.
- Tim asked the Council (and Savannah) to please hold off on sending him the agenda until it absolutely needs to be posted because he is receiving too many draft agendas and does not want to post more than once.

- Tim informed the Council that he is receiving issues with getting purchase order completed.
 - Tim stated that there is no process in letting people who submit purchase requests that their purchase order has been submitted.
 - Tim informed the Council that the PO to create the students individual Chrome Book accounts has yet to be approved as well as the website renewal contract. Tim stated that the website renewal contract is due on September 30th.
- Leah stated that Tim should ask the finance team to give him an update.
- Tim stated that the visitor management system (Scholar Chip) has been set up and they will be doing training soon and requesting policy be put in place.
- Tim stated that there is a school messenger app upcoming. Tim informed the Council that the parents will be given a notification and every parent who agrees to the terms will be able to receive text messages from the school.
- Tim stated that under Quick Links on the website now has a “Report an Absence” link.

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, October 27th, 2016*** in the SSLC Conference Room at 5 pm.

Leah moved on to the next item, ***Calendar of Events***. Leah stated that the Board Calendar has been updated and is on the SLC website. Leah requested that the Board trainings be put on the calendar.

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 that she believes that the idea for consolidation is wonderful and fully-appropriate, and that it does not seem to matter which schools absorbs the other.
- Lisa asked if the Charter Renewal has been written for consolidation... Robert answered, that part has not yet been written because he does not know which school is absorbing which at this point. Lisa then asked if the intention for consolidation because of renewal and Robert answered, the schools have been asked to present two renewals, as if they are moving forward as two individual schools, and in the renewal there will be a paragraph stating one school is willing to absorb the other and the other stating they will be willing to close in order to absorb.
 - Meredith asked if the PED is still going to be doing separate Site Visits for each school even though the two schools will be consolidating for next year and Robert answered, yes there will be separate Site Visits.

- Lisa stated that last year the ELA teachers spent their PLC time that they were given aligning their ELA standards from 4th grade through 8th grade in anticipation of a consolidation.
- Lisa stated that she would like the Council to know how dedicated the staff is and that teachers are always offering to help students during break or lunch time. Lisa stated that all 4 SPLC teachers are at school after hours to help students throughout the weeks.
- Lisa asked, how the administration anticipates the lottery working after consolidation. Sharon answered that as of now there is a Letter of Intent per each school up until December 31st, and on that day that Letter of Intent will go away and there will be a new Letter of Intent for 2017-2018 school year in January called “...” (New school name)...
 - Lisa asked if the parents are away of the Letter of Intent change. Robert answered, when putting in a Letter of Intent at this point, parents are notified that they are putting in a Letter of Intent for the 2016-2017 school year.
- Lisa stated that a concern from the SPLC staff is that... the teachers were able to use their 10 days in August to focus on classroom preparation and lesson planning and parent meetings BUT there was no In-Service day training for the SPLC teachers.
 - Lisa stated that SILC and SSLC staff attend the staff meetings every Friday and the SPLC staff cannot attend due to the fact that they have students in session all day. Lisa stated that she believes some of the information for staff is being discussed in those meetings and the SPLC staff does not get all of the information afterward.
 - Lisa asked if the administration could follow up on getting someone to take notes for the teachers who aren't present at those meetings. Leah stated that if Lisa presents her issues to the administration and she does not hear anything back, please make the Council aware.
- Lisa stated that the teachers and staff would like to have a training on the new chaperone system and how to use the ID check... Lisa stated that they have always done field trips the same way, and have not been formally instructed on what the chaperone procedure is.
- Lisa stated that it is frustrating, from an instructional standpoint, to not know if there has been an approval for field trips or PO's...
 - Leah stated that it has a lot to do with awaiting on PED for approval...
 - Lisa stated that they were losing time because PO's were being reviewed and sent back to them and there is only two days out of the week to submit. Lisa stated that Robert did clarify the PR process at this point.
- *Lisa stated that she would like to clarify some of the points on the Teacher-Leader Notes from the Teacher-Leader Meetings...*
 - Lisa stated that in paragraph 3, the only Expectation addressed concerned the dress code.
 - Amber stated that the feeling was that the Teacher-Leader notes implies a broader scope than what was actually the scope of the discussion... Lisa agreed.
 - Lisa stated that in paragraph 5 under “Positive Behavior Intervention System,” they did have a presenter come in and talk to them about PBIS – the main focus was on inclusion which the teachers feel they are doing well on already. Lisa stated that the staff focuses on the rewarding positive behavior rather than

focusing on the negative... Lisa stated that the presenter's vision of PBIS was very different from the SPLC teachers...

- Lisa stated that the SPLC teachers are very pleased with the extra leave days.
- Lisa stated that she questioned some of the bullet points within the Teacher-Leader notes because the teachers have yet to hear about it which could be due to the fact that they are not able to attend the meetings...
 - Lisa stated that she personally is familiar with the Staff Handbook because she did help edit it but that the teachers have yet to be given a final copy of the handbook... (Robert agreed to talk to Kirk about sending the Staff Handbook out to the SPLC staff)
- Elizabeth asked Lisa... "Do you feel like there are things being reported in the Teacher Leader notes that absolutely were not discussed...?"
 - Lisa stated that she was not at the August meeting but she does believe that the notes are exaggerated; there are things on the notes that have yet to be discussed at this point.
- Lisa stated that in the 2nd paragraph under New Mexico Teacher Evaluation System, it says "the group felt that just the building administrators should conduct the evaluations" and stated that was not discussed... Lisa stated that she and several of the SPLC staff were approached during car pool and asked by Kirk if it mattered to them who does their evaluation... Lisa stated that they appreciate being asked their opinion on the matter but to them it does not matter who does the evaluation, as long as it is done.

The Council agreed to have a discussion on what is being reported from the meetings and having the right information be reported to the staff who were not in attendance.

Lisa thanked the Council for their dedication and hard work...

ANNOUNCEMENTS

Leah asked if there were any additional announcements and there were none.

ADJOURNMENT

Leah asked for a motion to adjourn the regular SPLC Governing Council meeting. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the SPLC Governing Council meeting at 7:44 p.m.

