



GOVERNANCE COUNCIL
Board Meeting Minutes of
Thursday, February 23, 2017
(Re-created after tape recorder/notes stolen 3/17/2017)
(Revised 4-3-17)

Board Members Present

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

Board Members Absent

None

Also in attendance

Joseph Lucero, Ronda Joyce
Kirk Hartom, Robert Pazstor,
Sharon Huber

Public in attendance

Tim Walsh, Lisa Mora

These Minutes were approved on _____
By a vote of ____ Yes ____ No ____ Abstained ____ Absent

C.

President

Notary Seal and Signature

Leah called the Southwest Primary Learning Center (SPLC) Governing Council meeting to order on Thursday, February 23, 2017 at 4:05pm in the Conference Room of Southwest Learning Center.

ROLL CALL

Leah called roll. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, 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 Governing Council Agenda. Leah made the motion and Meredith seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from January 19, 2017 Special Meeting

Leah asked the Council Members if they had a chance to review the minutes from the regular SSLC Governing Council meeting held on January 19, 2017 and they said yes.

Leah asked for a motion to approve the January 19, 2017 minutes. Ken made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes. Motion carried.

FINANCIAL REPORT

Leah asked if there had been anything to report from the Finance meeting.

Joseph informed the Board that the Finance Committee met previous to the board meeting to look at the finances.

- Joseph went into detail about the Revenue Report.
 - Joseph stated revenue came in at 59.73% of what was budgeted.
 - Joseph reported expenses on the expenditure side were 64.53%
- Joseph went into detail about the Bank Activity for December.
 - Joseph stated revenues exceeded expenditures by \$ 45,286.87
 - Joseph stated the school has a reconciled cash balance of \$ 690,407.08
 - Joseph stated that outstanding items total \$ 16,072.20

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.

Leah asked for a motion to approve the Vouchers for the month of February. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

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

- Joseph informed the Council that there are five BARs to approve.

- *First BAR: 1617-0010- I – Instructional Materials Carryover
- * Second BAR: 1617-0011-M – Title I maintenance
- * Third BAR: 1617-0012-M- IDEA B Maintenance
- * Fourth BAR: 1617-0013-I- Operational Cash carryover

Joseph asked for a motion to approve BARS 1617-I, 1617-0011, 0012-M and 001-3M. Meredith made the motion and Marvin seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

Sean from the Vigil group explained the Financial Audit findings.

SPLC had 4 audit findings. We have a modified audit. 3 types of audits: disclaimed, modified, and unmodified or clean. We are in the middle group. Sean from the Vigil group explained the findings.

1. 2016-001 material weakness/deficiency on internal control. Sean explained this finding is the most serious. Capital assets listing physical inventory with no value assigned. This finding has been listed since 2014.
2. 2016-002 pledge collateral. FDIC insurance not enough to cover deposits. Our credit union does not collateralize automatically. Vigil Group is working to correct this.
3. 2016-003 controls over cash disbursement. Invoices dated prior to PO date.
4. 2016-004 payroll. Employee files/contracts, missing I-9 documents. Need separate files for each school.

Additional discussion occurred with Sean and the board regarding budget and consolidation. Leah asked Sean for a financial recommendation, and Sean advised the best financial option for our school is to eliminate the HA position as the schools consolidate. Everyone referred to a document he provided showing 4 financial scenarios for the HA position.

During further budget discussion, Sean stated SPLC would lose \$19,038 due to state budget recall. The total loss for all Southwest schools will be about \$150,000.

Sean anticipates PED will release control over payroll and purchases under \$10,000 back to school/Vigil group sometime in April-June

ONGOING GOVERNING BODY BUSINESS MATTERS

The Board moved on to *Ongoing Governing Body Business Matters*.

Leah reported on Governing Body Member Recruitment and introduced a new audit committee member. Leah stated Board needs a volunteer for the finance committee. The current members are Gabe, Meredith, & Ken.

Leah recognized Elizabeth Armijo's resignation and congratulated her on her new appointment to the Albuquerque Public School's School Board. Kirk said the Charter Schools Division Change Form would be used to notify CSD and the PEC, along with Elizabeth's resignation letter, and sent to NMPED.

The Board moved on to Governing Body Policy Manual. Ken is working on an overall revision including various policy clarification. He will revise conflict policy and add conflict procedure to handbook.

Governing Body Conflict Policy – correct version was not in the board members' packets. They cannot move forward today without the final version. It was also suggested they add in monitoring of the board self-assessment.

The Board moved to SPLC/SILC New School business. Amber discussed the action item schedule that was utilized at the first Preparatory Committee meeting that was attended by herself, Marvin Larsen, Marvin Deborah Landsell (SILC) and Cheryle Brody (SILC).

The meeting for the Preparatory Committee was Wednesday, February 15, 2017 at 4:00pm at SSLC to organize converting to one school. There are issues in regards to the consolidation of the schools, so beginning this conversation will clarify the items to be addressed and recommended at each board meeting each month. The agenda SW Preparatory Bylaws, SW Preparatory name changes to GC Manual, Staff Handbook, and Student Handbook, Progress of SILC Cash Carry Over and Assets to SW Preparatory, Personnel Records Policy, and Preliminary SW Preparatory Budget.

SILC employees must be rehired at SW Prep. New paperwork, insurance, ERB, etc. Board members from SILC will be approved as members of SW Prep board

The Board talked about the notification / explanation to parents of consolidation. Robert stated that he could inform them through the newsletter and Kirk could also notify through School Messenger.

The Board discussed academic improvement opportunities which have been addressed through Bi-Monthly PLC Meetings and Professional Development for all staff to be discussed by Kirk later in the meeting.

Lease-To-Purchase was discussed and Kirk stated that the schools are certified through PSFA and have begun to talk to Mr. Saylor about next year and a one year lease with an option for a one year extension. The legislature is working on SB 313 which could determine if Charter Schools must use a standard template from PED to file Lease-To-Purchase Applications.

Amber discussed working with Deborah Landsell of SILC on some adjustments to the Personnel Records and Files Policy as Ms. Landsell, as an HR Specialist, would recommend. Leah tabled Personnel Records Policy until adjustments were made and they would look to approve in March.(Ken & Marvin)

Leah asked about PEC contract negotiations for SW Preparatory. Neither Robert or Kirk have heard anything from Becky at CSD, but they would continue to check.

SPLC ADMINISTRATIVE REPORTS

The Board moved on to the Head Administrator Report.

Kirk stated that the Board would need to approve the Joint Powers Agreement (JPA) as it re-certifies that the Candelaria Site is privately owned, but the owner agrees to maintain major facility replacements. NMPED will want to sign off on the JPA so once the Board approves it will be signed by NMPED Finance. The JPA was not an action item so it will be approved at the next meeting.

Leah asked about the results of Charter Schools Division Monitoring Visit in January, but Kirk explained the Fall Visit results were inadvertently sent to Administration, so the January results have not been made available.

Leah asked about the Financial Proposal for Securing SILC Budget for SW Preparatory. Kirk stated that the following is what he has received from Sean and Mr. Craig:

NMPED Finance is requesting that the schools provide PED a formal proposal on the consolidation. It is both the Vigil Group and the NMPED recommendation that legal counsel be consulted for this. Regardless, if the consolidation is approved money that SILC spends is money SPLC doesn't absorb and vice versa; the result is that if approved the net result with SW Prep is the same.

NMPED stated that this would need to flow through at least two different department's legal counsel. With the upcoming long legislative session, the sooner this can get up to Santa Fe and get vetted, the better. The financial appendices will come from Sean's office. After speaking

with the SPLC/SILC Preparatory Committee Amber said we should begin a draft and Kirk would work on a draft as well.

Kirk stated that he has been sending continuous legislative updates from lobbyist Sue Griffith which are forwarded to Board Members.

Sharon moved on to the **Data Report**. Sharon informed the Council that our numbers for students in SSLC are steady. The lottery will begin on March 8th. Letters-of-Intent tabs are on the website for students through Info snap. The 120 day reporting to the state is coming up. She will Power School University in Florida and that Power School Pro is the upgraded teacher grading system. Sharon also talked about the upcoming Quality of Education Survey that would be sent to parents by the end of March.

Sharon gave 120 day count as 104 students. She detailed the intent to return letters as having received:

- 21 - 4th grade, 20 on wait list for SW Prep lottery
- 21 - 5th grade, 28 on wait list for SW Prep lottery
- 47 - 6th grade, 44 on wait list for SW Prep lottery
- 34 - 7th grade, 25 on wait list for SW Prep lottery
- did not record number for 8th grade, 21 on wait list for SW Prep lottery

Marketing – billboard ads going, KOAT will have online ad for Camp Smart Lab

Tim moved on to the next item, **IT Report**. Tim informed the Council that letter of intent are posted on the website. Tim stated that they are working on multiple upgrades to the computer lab including new staff and student computers as well as looking at a new phone system and security monitoring system.

NEW BUSINESS MATTERS

The date for next Special SPLC Governing Council Meeting would be Thursday, March 16, 2017, 5:00 PM due to Spring Break. Leah thanked Tim for keeping school calendar updated.

PUBLIC COMMENT

Lisa Mora, Teacher at SPLC, talked about the upcoming English Expo and hoping thanked the boards for working together especially in terms of the consolidation of the two schools.

Academic Improvement – SPLC and SILC staff are already working together. SILC core teachers were invited to most recent PLC meeting - additional collaboration planned for in-service day in March.

Staff concerned about a absent staff member.

A primary student won the art contest at Popejoy for a presentation we attended. The 5th grade class won a pizza party as part of the student's prize.

Thanked the board for their continued efforts on behalf of the school.

CLOSED SESSION

Leah moved for the SPLC Governing Council to proceed into Closed Session, only matter subjected to Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed. Meredith seconded the motion. Leah took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, here.

OPEN SESSION

Leah moved for the SSLC Governing Council to go back into Open Session, only matters subjected to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Steve seconded the motion. Leah took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin, here. Leah opened the SPLC Governing Council meeting.

The Governing Council moved to the discussion/action item with the Head Administrator Employment Contract.

Meredith made a motion and Ken seconded the motion that the SPLC Governing Council **“would not”** be renewing the Head Administrator Kirk Hartom's Employment Contract for the next school year for 2017-2018.

Leah took a roll call vote. Leah called Meredith Winter- yes to not renew; Ken Chapman, yes to not renew, Amber Romero-yes to not renew; Marvin Larsen-yes to not renew; and Leah Graham votes yes to not renew; unanimous yes to not renew, Motion carried 5-0.

AJOURNMENT

Leah made a motion to adjourn today's regular SSLC Governing Council meeting and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the meeting.