



GOVERNANCE COUNCIL

Governing Council Meeting Minutes
of Thursday June 23rd, 2016

Board Members Present

Amber Romero, Leah Graham,
Elizabeth Armijo, and Meredith Winters

Board Members Absent

Ken Chapman

Also in attendance

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

Public in Attendance

Tim Walsh (IT Director)

These Minutes were approved on 7/28/2016

by a vote of yes ___ no 2 Absent ___ abstained.

**Submitted by
Savannah Lopez**


President

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) regular Governing Council meeting to order on Thursday, June 23rd, 2016 at 5:04 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Leah asked Savannah to call roll. Savannah called Amber Romero, here; Leah Graham, here; Elizabeth Armijo, in route; Meredith Winters, here; Ken Chapman, absent. Ken Chapman is the only council member absent.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Meredith moved to amend today's SPLC Governing Council Agenda to move the Financial Update ahead in the agenda, before the Closed Session and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

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.

Elizabeth arrived at 5:07 pm.

REVIEW / APPROVAL OF MINUTES from May 16th, 2016, May 23rd, and May 31st

The Council made corrections to the May 16th minutes; page 6, paragraph 3, "merit" was spelled incorrectly and page 7, paragraph 3 bullet point "Robert" needed to be deleted. Leah asked for a motion to approve the minutes from May 16th, May 23rd, and May 31st with the corrections to the May 16th, 2016 minutes. Meredith made the motion to approve the minutes from May 16th, May 23rd, and May 31st with the corrections to the May 16th, 2016 minutes and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

FINANCIAL UPDATE

Leah moved to the first financial item, *Finance Committee Report*, Joseph informed the council members that the finance committee met at 4 pm today, June 23rd, 2016 in the Conference Room of Southwest Learning Center.

- Joseph went over the finance packet in detail beginning with the Revenue Report.
 - Joseph informed the Council that SPLC did bring in more money in the activities fund as well as in Fund 31-200.
- Joseph went into detail about the bank activity and stated that it looks very good for the end of the year and there is a healthy cash balance.
 - Meredith explain to her fellow Council members that the financial team thought they would be able to use the 2012 GO Bond Money to buy the \$3,120 in books but that is not possible because there was not a Request to Obligate Funds so it is being used out of the 2014 funds instead.
- Joseph informed the Council that SPLC will begin the FY17 roll over as soon as the Vigil Group is granted access in APTA from PED which was requested for 10 days ago.
- Amber asked if the finance committee went over the Check Registry and Meredith answered yes.
 - Meredith asked for her fellow Council members to note that on the PO Report the PO amount and the invoice amount doesn't equal because the report was run a few days prior. Meredith stated that there is no issue, it is just a side note because it was not in the packet or report.
- Joseph stated that there will have to be a motion to approve the Check Register Report as there are no BARs.

Meredith made the motion to approve the Check Register Report for May and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

Meredith stated, for the record, who attended the June 23rd finance meeting; *Leah, Meredith, Sean, Joseph, Robert, Kirk, Ronda, and Rich (via conference call)*

Leah moved to the next financial item, *Business Operations Update*.

- Ronda informed the Council that she did not have any inventory to dispose of in the month of June but most likely will next month.
- Ronda stated that they still have the excess SPLC desks and chairs that they voted to dispose of in March because the State Auditor has not approved of the disposal yet.
 - Joseph informed the Council that they have filed all of the necessary paperwork and the only step left is to send it to the State Auditor in order for them to make any adjustments for their financial records.
 - Leah stated that the Council had thought that was already done.
 - Joseph responded by saying that it is not possible to physically dispose of inventory until we receive the States approval.

Joseph and Ronda left at 5:19 pm.

CLOSED SESSION

Meredith moved for the SPLC Governing Council to proceed into Closed Session, only matters subject to the attorney-client privilege pertaining to threatening pending litigation in which the public body is or may become a participant pursuant to NMSA 1978 section 10-15-1 (H) (7) and limited body personnel matters pursuant to NMSA 1978 section 10-15-1 (H) (2) will be discussed and the Council will also have the option of calling Mr. Kirk Hartom, Amber seconded. Leah closed the session at approximately 5:25 pm.

OPEN SESSION

Meredith moved for the SPL Governing Council to go back into an open session, only matter subject to attorney-client privilege pertaining to threatening pending litigation in which the public body is or may become a participant pursuant to NMSA 1978 section 10-15-1 (H) (7) and limited personnel matters pursuant to NMSA 1978 section 10-15-1 (H) (2) were discussed, and Amber seconded. Leah asked Savannah to take roll call. Savannah called Amber Romero, yes; Leah Graham, yes; Elizabeth Armijo, yes; Meredith Winters, yes. Leah opened the SPLC Governing Council meeting at approximately 5:59 pm.

ONGOING GOVERNING BODY BUSINESS MATTERS

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

- Leah reminded her fellow Council members and the administration that they have 4 potential positions open.
- Elizabeth informed her fellow Council members and the administration that there is a potential candidate by the name of Marvin Larsen. Elizabeth informed the Council of Marvin's background and stated that she would vet him.
- Leah stated that they are also looking for a volunteer for the Audit Committee.

Leah moved on to *Election of Officers*. Leah asked for a motion to be nominated as permanent President of the SPLC Governing Board. Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

Leah moved on to the next item of Ongoing Business, *School Law Attorney*. Leah asked Amber if she had an update on this matter.

- Amber informed her fellow Council members and the administration that the Search Committee sent out a Letter of Solicitation to 4 different firms and received 2 responses back from Cuddy & McCarthy LLP and Modrall Sperling Law Firm.
- Amber stated that there is a meeting on Wednesday, June 29th to discuss the 2 firms that responded and their proposals.
- Amber stated that the price proposal for Cuddy & McCarthy LLP is between \$190 and \$205 per hour and the price proposal for Modrall Sperling Law Firm is very broad.

- Elizabeth asked for a timeline and Amber responded by saying that hopefully by Wednesday, June 29th they will have everything wrapped up.

Leah moved on to the next item of Ongoing Business, *Governing Policy Manual*.

- Elizabeth state that they have not met as a group yet but she will reach out to the whole group and try to set a meeting.
- Elizabeth asked when the manual should be done by and Robert responded by saying that they should compare manuals/policies and revises or add any new policies that have been created.
- Kirk and Robert stated that Ronda is revising the policies as they learn to do different tasks with the Manual of Accounting Policies.

Leah moved on to the next item of Ongoing Business, *Acceptable Use Policy*. Leah mentioned that Tim created these policies.

- Leah made a few grammar corrections to the Acceptable Use Policies.
 - 1st correction: On the Student Acceptable Use Policy, first line, it should read “participating and working”
 - 2nd correction: On the Student Acceptable Use Policy, on the sentence “Be aware of any privacy setting to WHICH I (instead of to I WHICH)
 - 3rd correction: On the Staff Acceptable Use Policy, 4th paragraph down, it should read “at the school” instead of “AND the school”

Leah asked for a motion to approve both Acceptable Use Policies with the 3 minor corrections discussed. Amber made the motion and Elizabeth seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

ADMINISTRATIVE REPORT

Leah turned the meeting over to Kirk to present his report.

Kirk moved on to the first item on the report, *Consolidation Analysis Report to PEC*. Kirk informed the Council that they are analyzing the pros and the cons of the consolidation as it relates to the school curriculum. Kirk stated that he is on Draft #6 of the Consolidation Analysis Report at this point, and that he left the conclusion blank because they are only commissioned to present all the options to them and he does not know if there is a conclusion at this point in time.

- Leah stated that she as well as the other Council members had requested for some changes to be made to this draft that are both grammatical errors and additions that have yet to be done to this document. Leah stated that she sent Kirk an e-mail explaining the errors and changes that needed to be made. The changes are listed below:
 - Suggestions of pros for Option 4 are not listed
 - Suggestions from SILC meeting are not listed
 - No discussion from cons on Option 4 – need to be vetted with the Boards
- Leah stated that the Council would like to see the final draft before it has to be presented to PEC on June 30th, 2016.

- Kirk stated that it is to be turned into Katie Pulos, the Head of the Charter Schools Division.
- Amber suggested that they go back to the e-mail that was sent via the May 12th meetings and discuss those suggestions and comments.
- Leah suggested that Kirk go back and make the changes suggested to him as well as have Robert proofread the document before it is sent out.

Leah moved to the next item, **Staff Handbook Update**. Kirk explained the Table of Contents of the Staff Handbook; everything in green has been passed, everything in red has yet to be passed, and the ones in black have yet to be vetted with the Board.

- Kirk explained #F 555 and stated that he has been making changes as they come around. He also went into detail on the SBA's/field trip policy.
- Kirk asked the Council to look at the policies that have yet to be approved.
 - The Council mentioned that this is the wrong document because it says "SSLC" on it several times and that this document is not the same as the one they had previously seen because it has policies that weren't passed on there that have already been passed.
 - The Council discussed the corrections that need to be made to the #F 555 documents (below)
 - #7 in red, #8 in red are the exact same sentence – it should only be listen under #7
 - Sentence in #8 needs to be deleted ("Provisions will be made for review of student or parent...")
 - The document says SSLC instead of SPLC in #'s 10 and 11
 - Sharon suggested to add in #1 "National Common Core Standards and New Mexico State Standards"
- After further discussion the Council decided that they would not approve nor disapprove any policy until they receive the corrected version. The Council stated that they would like to have time to review the documents before coming to the next meeting. The Council asked to have the #F 555 (corrected version) e-mailed to them at least 1 week prior to the next Governing Council meetings, if not sooner.

Kirk moved on to **Lease-to-Purchase Progress**. Kirk informed the Council that the State is now the new signers of any contracts for the schools. Kirk stated that Mr. Sailor sent the new lease, just for this year, and they sent that up to the state.

- Kirk informed the Council that they have a good amount of money in their Capital fund to put a good down payment on the payment.
 - The Council agreed that putting a good down payment down will help with the monthly payment and also help with their financial issues in the end.
 - Kirk stated that Matt Jackson is overseeing this project. Robert added that Matt Jackson has been working with us and is not new to the school.
- Kirk informed the Council that as a part of the renewal, as long as the proposal is submitted on time, the school is in compliance, even if it has yet to be approved by the State.

- Amber stated that Sandia Labs has a team of Lease Negotiators and she will see if they would be willing to volunteer their services.

Kirk moved on to the next item, *Revised Student Handbook & SAT*. Kirk informed the Council that they are looking to review and add to the Student Handbook.

Kirk moved on to the next item, *Employee Contracts & Budgets*. Kirk informed the Council that all of the contracts have been vetted, signed, and are in the hands of the State to be approved.

- Leah asked about the concerns the SILC Council has about the salary schedules and how it would affect SPLC
 - Kirk explained that SPLC's budget is hard to maintain and sustain because of the levels of teachers. Kirk explained that they are trying to match up the FTE's to be in the right schools.
 - Kirk explained that what would happen is that they would move some of the administration around to create enough budgets to make sure all of the correct teachers are in the correct schools. Kirk stated that they may have to BAR some people out of SPLC's budget on the administration side to correct the issue.
- Kirk stated that the administration will bring this back to discussion with the Council in July.
- Kirk stated that they did not have a Salary Schedule in play, and now every non-instructional and instructional, does. Kirk mentioned that they state did have questions about stipends but they did get it cleared up.
- Robert stated that Kirk will be working with Vince (the main budget analyst at PED) to fix the mistakes made within the budget.

Kirk moved on to *July Finance Meeting with Mr. Craig at NMPED*. Kirk stated that Mr. Aguilar and Mr. Craig will be at SSLC on July 12th to meet with the Board presidents.

Robert moved on to the next item, *2016-2017 Fine Arts Education Act (FAEA Art Grant) Application*. Robert reminded the Council that this item of business was discussed and action was taken during the Finance Report.

Robert moved on to *Organizational Performance Framework*. Robert previously talked about Performance Framework and moved on to talk about the next item, *Renewal & NM Charter Schools School Improvement Plans*.

- Robert informed the Council that when they had the annual visit there was a report given to them that asked for a "Recommended Follow-Up." Robert stated that he uploaded all documents they requested to be uploaded by June 15th.

- Robert stated that SPLC does not have to do a School Improvement Plan because A, B, or C schools are not required to.
- Robert informed the Council that they will turn in the renewal application on October 1st.
 - Robert added that he has been to several renewal meetings and received a certificate from one. He also added that there is a meeting every month until October and he will attend all meetings.
- Robert stated that with the consolidation we would be closing SILC and amending SPLC. He added that this consolidation is new and we will be the first to do it.
- Robert added that there is only 1-year to look at for the renewal and it will be fairly easy to do the application.

Robert moved to the next item of business, *Update on Edgenuity Upgrade*. Robert stated that this does not affect SPLC.

Leah moved to the last item, *Data Update*.

- Sharon presented a report on Parent/Student Access Statistics. Sharon explained that 99% of student's records were accessed toward the end of the year.
- Sharon gave a brief update on registration and added that there was a glitch in the registration process via InfoSnap. Registration information was supposed to go out the 22nd but will not go out until July 17th. Sharon added that parents are able to set up their registration appointment online, on their own.
- Sharon went over the SPLC SBA's results and explained that the results are very good.
- Sharon informed the Council that Paula, Terry, Carol, and herself are traveling to Anaheim to attend PowerSchool University the week of the 27th of June.

Leah moved to the last item, *IT Report*.

- Tim informed the Council that the transcripts have been updated and are complete.
- Tim informed the Council that all of the registration is online.
- Tim informed the Council that there will be Asset Dispositions going on next month because they are taking down Smart Lab and some of the boxes as well as "clickers" were tagged.
- Tim informed the Council that because of the contract/vendor issues with PED as previously discussed, the vendor who did the work on the transcripts has yet to be paid because PED does want a contract.
- Tim presented the new Southwest Learning Centers website to the Council.
 - Leah asked Tim if there is a way he could put up a Board Calendar on the website that the Board Members and public could follow.
 - Tim stated that the website only has what it absolutely needs to have before registration and then they will add more information and discuss new ideas.

Leah made a comment that an online calendar that the Board Members can see which has all of the important date and information would be very helpful to her as the new Board President.

- The Council and administration brainstormed on what to add to the calendar and how to update it.

NEW BUSINESS MATTERS

Leah moved to the first item of business, *Date for the next Regular SPLC Governing Council Meetings*. Leah stated that the next regular SPLC Governing Council Meeting will be held Thursday, July 28th, 2016 at 5:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

Leah asked the public if they had any comments.

- Tim made a comment that the lump sum of money that is going to be used for the down payment on the building could also be used for IT related purchases and since Primary is so cash-strapped, maybe it could also be used to supply teacher with the hardware and software they need to be updated.
 - Meredith asked a ballpark price on that hardware and software. Tim answered, around \$80,000.
 - Amber asked if this request has been made by Tim to the administration. Tim answered; no because he was told there was no money available.
 - Meredith explained why the Finance Department wants to have a bigger down payment.
 - Amber asked what they submit for a request. Kirk answered, a Purchase Requisition.
 - Tim responded by saying he could present the Business Office with a quote but they are the only ones to create a PR, and it does not happen.
 - Meredith stated that she understands how tight things are right now and from her understanding this year the school has received a lot of new material and maybe in the upcoming years they can see about getting his request filed.
 - In conclusion the Council agrees that hopefully after the lease negotiations they will not need the whole \$400,000 and will be able to use it for IT software.

Elizabeth stated that at this time Marvin Larsen has responded and she will be meeting with him to vet his interest in becoming a Board Member and she will report back on this at the next meeting.

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 Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Meredith adjourned the SPLC Governing Council meeting at 7:48 pm.

