



GOVERNANCE COUNCIL

Governing Council Meeting Minutes
of Thursday July 28th, 2016

Board Members Present

Leah Graham, Meredith Winters,
Ken Chapman

Board Members Absent

Amber Romero, Elizabeth Armijo

Also in attendance

Sharon Huber, Joseph Lucero,
Ronda Joyce, Kirk Hartom

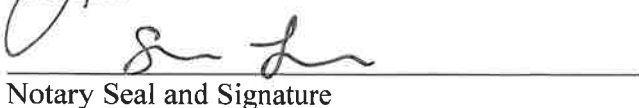
Public in Attendance

Tim Walsh (IT Director)

These Minutes were approved on 8.24.2016
by a vote of 4 yes no 1 Absent abstained.



President



Notary Seal and Signature

Submitted by
Savannah Lopez

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) regular Governing Council meeting to order on Thursday, July 28th, 2016 at 5:05 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, absent; Elizabeth Armijo, 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 Lease-to-Purchase update from the Head Administrators Report and Summary to the Financial Update and to include an update on the Employee Handbook in the Head Administrators Report and Summary and Ken 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 Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from June 23rd, 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 Thursday, June 23rd, 2016. Leah asked if there were any comments or questions and since there were none, Leah asked for a motion to approve the June 23rd, 2016 minutes. Ken stated he was not present at that meeting and would not be seconding which left Meredith and Leah to approve.

Meredith made the motion and Leah 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*. Joseph informed the Council that he met with the finance committee before the meeting at 4:00 pm to discuss SPLC's end-of-year reports.

- Joseph informed the Governing Council that SPLC ended the year very well. Joseph stated that the revenues came in at 93.55% of what was budgeted through the end of the year.
- Joseph informed the Council that SPLC does have excess budget authority in the Activities Fund and there will be a BAR next month.
- Joseph stated that the expenditures at the end of June came in at 76.4%, with the only items that were negative on function level, were the 2300 functions in HB-33, which were journal entered to decrease the revenue a month that the school has actually received as the school did not actually expend those funds because that is the 1% fee that the Bernalillo County holds when the wire transfers are distributed every month.
 - Leah asked if the audit will be finished the weekend after Labor Day. Joseph responded that the auditors would like to do all 4 schools consecutively, they will start with 2 the first week and start the other 2 the second week which would begin the Tuesday after Labor Day.
- Joseph continued the Finance Report by saying that the revenues exceeded the expenditures by \$20,140.85. Joseph went into detail about the upcoming BAR...

Ronda moved on to the next item, *SPLC Property Disposal*. Ronda explained that she needed approval of the inventory disposal for the computers in Smart Lab that are being replaced with new computers, the tables and chairs that have been replaced. *There was a brief discussion on where the items will go and the process of disposal...* Leah asked for a motion to approve the SPLC Property Disposal. Meredith made the motion, Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Leah asked for the Finance Committee to report.

- Ken gave a brief update on the committee meeting stating that after SPLC finished paying all bills, should be bringing in about \$140,000 end of the year, cash only. Ken and Meredith informed their fellow Council member that the financial operator before Ronda, did not request a lease reimbursement which amounts to around \$19,000 which needs to be paid and will come out of the Operations budget next year.
- Ken stated that they went through and were able to identify FTE for classroom teachers for Primary. Ken stated that they also looked at the EA's positions; EA position was at a .7 when it should be full time. Leah asked if this was all worked out in the committee meeting and Meredith answered, yes.
- Ken informed his fellow Council members that the biggest issue now is the Actuals. Joseph said the Council will see more of the actuals next month.

Joseph presented the *Voucher Approvals*.

- Joseph stated that the Voucher Approvals is the Check Register for the month of June. Meredith stated they looked it over and did not have any questions regarding the Check Register Report. Meredith made a motion to approve the Check Register/Voucher and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

Joseph stated that there are no BARs.

Leah moved on to the next item, *NMPED Financial Update*. Leah asked Kirk to give his input on the meeting.

- Kirk stated that he believed the PED meeting was positive and that they complimented the schools on the things they have accomplished but did let them know that there is still more to do in corrective action. Kirk informed the Council that they did give the Vigil Group full access to the APTA system.
- Kirk stated that they had concerns regarding salary schedules especially because they were able to increase salaries. Kirk informed the Council that he presented the True and False document at the meeting and does think it helped.
- Leah stated that she has a summary that she wrote up in a letter. Leah read the letter to her fellow Council members and the administration. *Briefly...* Leah does not believe that the meeting was as positive as others believe. She emphasized on what Mr. Aguilar found negative, especially the CBA field trip to Cliffs. She stated that Mr. Aguilar did state they do need contracts with vendors or they will not be paid. Leah stated that Mr. Aguilar did say there would be findings on this upcoming audit. Mr. Aguilar did give the board members his cell phone number and stated that if they have any questions to call him. Leah stated that Mr. Aguilar did say the schools have made improvements but they are nowhere near getting their finances back.

Leah stated that her summary letter is available for anyone who wants or needs a copy of it.

- Kirk stated that everyone did have their own views of the meeting but that it had been known there needs to be 2 clean audits before the schools receive their finances back.

The Council and administration discussed the rules of audits and what is considered to be a clean audit...

Leah stated that the report on the Uncle Cliff's field trip was embarrassing because it was trying to be passed as an educational field trip when it should've been said that it was a reward. *The Council stated, from now on if the field trip is a reward to students it needs to be labeled and sent into the state as a request for a reward and not to try and pass the field trip through by saying it is educational.*

Leah moved on to the next item, *Lease-to-Purchase*. Leah stated that she read through the SSLC minutes from June and had questions regarding the Lease-to-Purchase discussion during that meeting.

- Leah stated that her concern was that *Steve from the SSLC Board suggested to not continue with the meeting with Mr. Seylor if Mr. Seylor brings a lawyer.* Leah's second concern was that *Kirk had stated they have yet to talk numbers but Mr. Seylor had stated the number has gone up.*
- Kirk responded, since that meeting him and Mr. Seylor have spoken numbers. Kirk stated that Mr. Seylor wants to do a Lease-to-Purchase agreement at 6 million dollars at 6% and that is originally what it was a few years ago. Meredith asked if there would have to be a current appraisal on the building and Kirk answered, yes.
 - Kirk stated that there are currently 4 or 5 schools Lease-to-Purchase agreements that are "bottlenecked" up in Santa Fe. Kirk stated that Mr. Seylor has done these deals before and knows the process.
 - Kirk informed the Council that eventually there will have to be lawyers involved in the agreement, it was simply a suggestion from Steve that if at the meeting (a discussion between Kirk, Robert, and Mr. Seylor) he brought a lawyer, that Kirk also suggest a lawyer be present or to walk away...
- Kirk informed the Council that since the SSLC meeting, Mr. Seylor, Robert, and Kirk did meet and discussed the Lease-to-Purchase and stated that Mr. Seylor does want to sell the building to the school and is willing to work with the schools throughout the process.
 - Ken suggested that there be, in writing, a statement saying that "yes, Mr. Seylor does want to sell the building and yes, there will be attorneys involved in the process..." in order for everyone to be on the same page and not get confused.

Joseph and Ronda left at 5:46 p.m.

ONGOING BUSINESS

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

- Leah reminded her fellow council members that the Governing Council still have (4) potential positions open.
- Leah informed the Council and administration that there is a new potential Board Members but we will not discuss or introduce him until September.

Leah moved on to ***School Law Attorney.***

- Leah stated that Amber did write a letter regarding the School Law Attorney search but that the Council has since received updated information.
- Leah informed the Council and administration that the new School Law Attorney is Mr. Daniel Castille from Cuddy and McCarthy, LLP.
 - Leah stated that she did have a concern being that there is a PR in order for the School Law Attorney to begin working for the schools but it has not been approved yet. Leah asked if the Board would have to approve this attorney and Kirk stated, no, Mr. Aguilar signs all of the schools vendor contracts and he does have that contract on is desk. Kirk confirmed that there is a PR generated but the contract has not been signed at this moment.
 - Leah stated that she received a phone call from Mr. Castille already, per request of Kirk, and her concern is that if there is no PO yet, how it is being paid for.

- Kirk stated that Mr. Castille does know that the contract has not been signed and there is no PO *yet* which means they cannot bill the school *yet*, but has agreed to do some pro bono work for a couple of items requested by Kirk.

Leah moved on to ***Governing Body (GB) Policy Manual***. Leah read a statement from Elizabeth which stated “...*from the lack of coordination or interest from the other Boards, I would suggest SPLC move forward with their own version of the Governing Body Policy Manual...*”

- Leah stated that she met with other Board presidents and each have expressed working on their own GB Policy Manuals separately.
- Ken stated that when they went back as 4 joint boards, looking at 1 manual, it is basically the same manual except for the sections in dealing with admissions and the organization of the school. Ken stated that it is going to be difficult for the Head Administrator and any other employee who works for all 4 schools to follow 4 different policy manuals.
 - Leah stated that she did mention that to the other Boards as a concern that it would be hard for Kirk to follow 4 different policy manuals and stated that it would be easier if the 4 Boards collaborated on things but the response she received was that they want to work individually. Meredith agreed that the SPLC Board should work alone in creating or updating the GB Policy Manual.

Leah asked for a motion to withdraw from the Joint Governing Body Policy Manual committee. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

ADMINISTRATIVE REPORT

Kirk moved to his first item, ***Back to School***. Kirk informed the Council that the teachers and all staff will be back on Monday, August 1st, to prepare for registration appointments with students that begin Tuesday, August 2nd. Kirk informed the Council that the fall employee training is on October 10th.

Kirk went on to the next item, ***Consolidation Analysis next steps***, as the Council and administration already discussed Budget Technical Review and Lease-to-Purchase.

- Kirk informed the Council that the analysis was turned in to the Public Charter Schools Division on June 30th.
- Kirk informed the Council that Robert turned in 4 renewal applications.
- Kirk stated that there is a third renewal training on August 12th.
- Kirk informed the Council that Katie Poulos and the group that does SLC’s site visits want to meet with the administration concerning the consolidation and renewal.

Leah stated that she and fellow Council members did receive this information in an e-mail but that the one concern they did have was the fact that the option of eliminating the duplication of the 7th and 8th grades was not included in the Consolidation Analysis.

- Kirk stated that the expectation from the State is that SLC goes from 4 schools to 3 schools.

Kirk moved on to the next item, ***Employee Contracts & Budgets***. Kirk stated that this had previously been discussed during the financial update – getting the right employees in the correct budgets and receiving the correct FTE.

Kirk moved on to the next item, ***Renewal & NM Charter Schools School Improvement Plan***. Kirk stated, as previously noted, the renewal application was submitted and there will be a third renewal training coming up.

- *Kirk took this time to inform the Council that he and Savannah (Board Secretary) have been discussing the printed packets and saving paper... An idea came up about having Chrome books sitting at every meeting with an organized packet opened up for each Council member instead of a printed packet each time... the Council stated that they are interested for September's meeting trying out the Chrome books.*

Leah moved on to the next item, ***Employee Handbook***. The Council informed Kirk that they have a copy of the handbook that they marked up (with corrections) for him to look over and make changes off of. The Council asked that after Kirk makes those corrections he send them a copy and they will look over it again in hopes of having a final draft before the next Council meeting.

ACADEMIC, OPERATIONS, AND DATA UPDATES

Leah moved on to the first item, ***Data Updates***.

- Sharon informed the Council that registration is now on. Sharon stated that in 4th grade they lost 2 students and have now put out 2 offers to fill those spots but they do have 35 students on the waitlist. Sharon stated that 5th grade is completely full and 6th grade lost 11 students but does have a waitlist and offers have been sent out.
- Sharon informed the Council that Mike Touche, who was the Primary and SSLC PE teacher, is now the Intermediate PE teacher and our new PE teacher for SPLC and SSLC is Tom Renfro.
- Sharon informed the Council that she, Terry (registrar), Paula (registrar), and Carol (IT) went to PowerSchool University a few weeks ago and reported that it was very helpful and they learned a lot of new information.

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

- Tim went over the registration process, PowerSchool buying out Info Snap, and why they aren't communicating about deadlines.
- Tim informed the Council that he did fulfill their request in having a Board Calendar put up on the website. The Council agreed that it looks good and will hopefully start filling the calendar dates soon.
- Tim informed the Council that the *Children's Internet Protection Act* needs to be voted on in order to be in compliance for our E-Rate funding. The Council agreed to add the CIPA to the August agenda to be voted on.
- Tim informed the Council that the back up system no longer has maintenance on it due to the fact that PED will not sign the PR to pay that maintenance company. Tim stated that any kind of failure could potentially bring down the whole schools system.

- After further discussion, the Council and administration have asked Kirk to go straight to Mr. Aguilar and ask for an explanation on why these vendor's PR's have yet to be signed and what there can be done about this issue to have Mr. Craig sign them...

NEW BUSINESS

Leah moved to the first item of business, *Date for next Regular SPLC Governing Council Meeting*. Leah stated that Elizabeth, Ken, and Leah cannot make it to the August meeting. Ken stated that he cannot make the next 3 meetings due to prior commitment. The Council agreed to table the discussion of moving the meeting time till August. Leah requested to have the next meeting changed to *Wednesday, August 24th, 2016 at 5 p.m.*

Leah moved on to the next item, *SPLC Fall meeting schedule*. Leah asked if everyone has seen it and they all answered, yes. No action needed.

Leah moved on to the next item, *Board Meet and Greet*. The Council and administration agreed to do a Meet and Greet during the Open House for SLC but will continue this discussion at the next meeting.

PUBLIC COMMENT

Leah asked if there were any Public Comment. Tim commented that it might be a good idea to look into moving into a new building instead of going through with this upcoming Lease-to-Purchase because the schools are outgrowing the building and do not have room for expansion... Leah stated that this is something the Council and administration needs to talk about and investigate.

ANNOUNCEMENTS

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

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)(7) or limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) will be discussed and reserves the right to invite Mr. Kirk Hartom into the session and Ken seconded the motion. Leah closed the session at 7:03 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)(7) or limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2) 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. Leah opened the SPLC Governing Council meeting at approximately 7:50 p.m.

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 7:51 p.m.

