



GOVERNANCE COUNCIL

Governing Council Meeting Minutes
of Wednesday August 24th, 2016

Board Members Present

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

Board Members Absent

Elizabeth Armijo

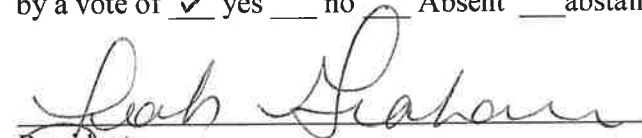
Also in attendance

Sharon Huber, Joseph Lucero,
Ronda Joyce, Kirk Hartom

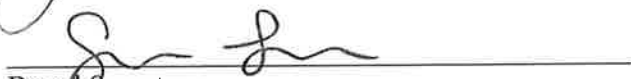
Public in Attendance

Tim Walsh (IT Director), Barbara Bachechi

These Minutes were approved on 9.22.16
by a vote of yes no Absent abstained.



President



Board Secretary

**Submitted by
Savannah Lopez**

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) regular Governing Council meeting to order on Wednesday, August 24th, 2016 at 5:01 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, absent.

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 July 28th, 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, July 28th, 2016. Leah asked if there were any comments or questions and since there were none, Leah asked for a motion to approve the July 28th, 2016 minutes.

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*. Joseph informed the Council that he met with the finance committee before the meeting at 4:00 pm to discuss SPLC's 1st month of the FY-17 school year.

Joseph went through the finance packet which included the financials from July 1st-July 31st, 2016.

- Joseph informed the Council that SPLC's revenues are at 7.42% of what was budgeted through July of 2016.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the _____ located in Albuquerque, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of _____ application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed "Affidavit of Financial Custodian" must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF _____ GIVE THE FOREGOING STATEMENT THIS ___ DAY OF _____, 2016.

1. *Leah Graham*
[signature]

Leah Graham
[print]

2. *Marvin Larsen*
[signature]

Marvin Larsen
[print]

3. *Meredith Winters*
[signature]

Meredith Winters
[print]

4. *Amber L. Romero*
[signature]

Amber L. Romero
[print]

5. *Ken Chapman*
[signature]

Ken Chapman
[print]

STATE CHARTER SCHOOL CHANGE OF GOVERNING BODY MEMBERSHIP FORM

Please complete and submit this form to: Charter Schools Division, Public Education Department, Charter Schools@state.nm.us, Room 301, 300 Don Gaspar, Santa Fe, NM 87501

Name of State-Chartered School: SOUTHWEST PRIMARY LEARNING CENTER

Date submitted: 9/22/2016

Contact Name: Savannah Lopez

E-mail: slopez@samsacademy.com

Governing Board Member Name	Action	Date of Action	Reason for removal or resignation	Term of Service
Click here to enter text.	Designation	9/22/2016	Joining the SPLC Governing Body.	From: 9/22/2016 To:
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.
Click here to enter text.	Choose an item.	Click here to enter a date.	Click here to enter text.	From: Click here to enter a date. To: Click here to enter a date.

Original Signature of Governing Council President or Designee: *Sarah Graham* Date: 9.22.16

Printed Name of Governing Council President or Designee: Sarah Graham

Required Attachments:

This Form **MUST** include each of the following, as applicable:

- i. Notices of Resignation or Removal
 - a. The governing body minutes showing the vote to remove the member, or
 - b. The resigning member's signed and dated written resignation;
- ii. Notices of Designation:
 - a. An updated "STATEMENT OF GOVERNING BODY TO CONSULT WITH PED" signed by all current governing body members, and
 - b. An "AFFIDAVIT OF GOVERNING BODY MEMBER" signed by the new governing body member and verified by a notary public.

Southwest Primary Learning Center
10301 Candelaria Rd NE, Albuquerque, NM 87112
(505) 296-7677

Governing Council Nomination Form

Submit a completed nomination form for each nominee to:

Elizabeth Armijo
Nominating Committee
Southwest Primary Learning Center
10301 Candelaria Rd NE
Albuquerque, NM 87112
earmijo@splc-nm.com

Candidate Information

Name Marvin Larsen
Home 14007 Skyline Rd NE ALBQ NM address 87123
Home phone (505) 508 5461 number
E-mail MLARSEN55@COMCAST.NET address
Work/cell (505) 844-7275 phone (505) 967-9323 number
Employment/Position Principal Member of Technical Staff
Type of Business Sandia National Laboratories
Education BS/MS/PhD Mechanical Engineering
Relevant Professional and Personal Skills:
Computing Skills

Please circle any of the following skills or experience that the candidate possesses.

Finance, accounting
Grant writing
Fundraising and special events
Public relations, communications
Legal
Policy making/lobbying

Other _____

Management, administration
Nonprofit experience
Teaching experience, curriculum development
Contacts, networking
Media
STEM (Science, Technology, Engineering, Math)

Affiliations or organizations the candidate belongs to (e.g., Board, membership, professional, civic).

American Soc. of Mech Engineers

Candidate's Educational Philosophy:

I believe in integrating new technology but I embrace plenty of "old school". Do your work. Learn math mechanics by rote so that part is

Candidate would be an asset to the Board because:

automatic & out of the way for higher abstraction.

I am well-educated and experienced with schools presently getting grandchildren through school. We raised a first generation producing two college graduates.

Brief Resume Included

Nominated by

Self-Nominated

OR

Name _____ Date _____

Phone _____ E-mail _____

I have known the Nominee for _____ years

Signature

Mawin Larson

Please note: Many people are nominated for a few open Board positions. A rigorous selection process follows nomination, including screening, interviewing, checking of references and matching with current Board needs. Incomplete forms will not be considered.

Adopted: September 2, 2014 Revised: _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Marvin Larsen, after being duly sworn, state as follows:

1. My name is _____ and I reside in _____, New Mexico.
2. I am a member of the governing body of the _____ charter school located in _____, New Mexico.
3. I am not currently a member of any governing body of any other charter school.
4. I have never been a member of any governing body of any other charter school that was suspended or failed to receive or maintain their board of finance designation.
5. I have read the school's conflict of interest policy and I assure that the school will be in compliance with state and federal law when administering grants and entering into contracts.

Marvin Larsen
[Signature]

9/22/2016
Date

_____, Governing Body Member of _____
Charter School

Subscribed and sworn to before me, this ____ day of _____, 20__.

[Notary Seal:]

[signature of Notary]

[typed name of Notary]

NOTARY PUBLIC

My commission expires: _____, 20__.

my copy

NOTICE AND AGENDA
REGULAR MEETING OF THE GOVERNING BODY OF
SOUTHWEST PRIMARY LEARNING CENTER

Thursday, September 22, 2016

10301 Candelaria Rd NE (CONFERENCE ROOM), Albuquerque, NM

The mission of SPLC is to sustain a high-performing learning community.

- I. Call to Order
 - A. Roll Call
 - B. Pledge of Allegiance
 - C. Adoption of the Agenda*
 - D. Review / Approval of Minutes from August 24th, 2016 regular meeting*

- II. Financial Update
 - A. Finance Committee Report (committee met August 24, 2016)
 - B. Business Office Operations Update
 - C. Voucher Approvals*
 - D. Budget Adjustment Requests*
 - E. Permanent Cash Transfer*

- III. Ongoing Governing Body Business Matters
 - A. Introduction of new finance committee member
 - B. Introduction of potential new board member*
 - 1. Interview
 - 2. Vote
 - C. Governing Body Member Recruitment
 - 1. We need a volunteer parent for the audit committee.
 - 2. We need a volunteer for the finance committee.
 - D. Employee Handbook
 - E. GB Policy Manual (Elizabeth & Ken)
 - 1. Solicitation of legal counsel by board members
 - F. Consolidation of SPLC & SILC
 - 1. Date for combined meeting
 - G. Advertising for the school
 - H. Student safety

- IV. Closed Session*
 - A. Discussion of ongoing employee issues
 - B. Limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H)(2).

- V. Open Session*

IV. SPLC Administrative Reports

A. Head Administrator Report and summary

1. Teacher-Leader and Non-Instructional Meetings
2. School Grade & Data updates (Sharon Huber)
3. Charter Renewal Progress and Site Visit (Robert Pasztor)
4. Lease-to-Purchase Progress
5. Salary Increases

B. Academic, Operations and Data Updates

1. IT Report (Tim)

V. New Business Matters

- A. Date for next Regular SPLC Governing Council Meeting – Thursday, October 27, 2016, 5:00 PM
- B. Calendar of Events
- C. NMPED monthly Governing Body Training- September 22, 2016 on Governing Body Responsibilities and OMA 101 at 12:00 PM - 4:00 PM.

VI. Public Comment (5 minutes per individual with the right to allow more time from Governing Council President)

VII. Announcements

VIII. Adjournment*

Note: *Indicates Action/Approval Item

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Savannah Lopez at (505) 338-8601 or slopez@samsacademy.com at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats.

- Joseph informed the Council that the expenditures are at 46.59% of what was budgeted through July 2016. Joseph stated that the Budget Authority looks only at individual function level, then at the funds overall.
- Joseph went over the bank activity for July and stated that expenditures exceeded the revenue by \$7,131.49.
- Joseph went over the reconciled cash and stated that it is at \$638,673.26 with outstanding items totaling \$21,590.25 and the oldest outstanding item being from 5/26/16.
 - Joseph stated that the oldest outstanding item was a check where the PO and PR were approved in May of 2016, and the invoice was received so he submitted it for payment, the budget analyst approved payment and issued the check and sent it up to David Craig (PED) for a signature. Joseph stated that David Craig questioned purchase so it was held until they could provide a revised service agreement.
 - Ken stated that what Joseph is talking about is the tech support that was on hold for a while but David Craig did end up approving it.

Joseph moved to the next financial item, ***Permanent Cash Transfer***. Joseph informed the Council that he needs the Councils approval for the permanent cash transfer.

- Joseph explained that the permanent cash transfer approval is needed due to the fact that the Capital Outlay Bureau decided to split fund 31-700 which means there is now another fund called 31-701 which means the property taxes will be reflected in 31-701 and the state match appropriation in 31-700.

Leah asked for a motion to approve the Permanent Cash Transfer. Meredith made the motion and Amber seconded. Leah called for a voice vote, unanimous yes, Motion passed.

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 if there were any BARs and Joseph stated, no. The Council requested that the BARs item be taken off the agenda if there are no BARs for that month.

Leah asked for a motion to approve the Voucher Approvals/Check Register Report. Meredith made the motion and Ken seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Leah moved on to the next item, ***Business Office Operation Update***. Ronda stated that the legal notice of when the board is meeting was put to the newspaper to be published.

Meredith asked if there was any Property Disposal, Ronda answered no.

Joseph and Ronda left at 5:19 pm.

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 her fellow Council members that a new Board Member will be coming next month.
- Leah informed the administration and Council that SPLC needs a parent to volunteer to be on the audit committee as well as someone to be on the finance committee.

Leah moved on to the next item of business, ***Board Self-Evaluation.*** Leah stated that the Board has done a self-evaluation at this time.

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

Leah asked about the safety and volunteer procedure. Leah stated that she see's parents/visitors in and out of the building without a Visitor's Badge. Leah and the Council asked the administration to make sure to provide a Visitor's Badge to any and all visitors.

- Leah stated that the Council revised the handbook and will send the edited version to Kirk.

Leah stated that they do have an issue with there being 17+ versions of one document and requested that documents be checked over thoroughly before presented to the Council.

- Leah also stated that instead of the handbook having the "Governing Body Policy" having the "the schools policy" state within those policies and procedures. The administration agreed.
- Kirk stated that there is also a version that the teachers edited and turned back in.

Both the Council and administration agreed that the Council send their document to Robert, Lisa, and Kirk and they will make the new changes (per teachers) and send it back to Leah as one final document.

Dan Castille arrived at 5:32 pm.

Leah moved on to the next item of business, *Introduction of New Attorney*. Leah introduced Dan Castille as the school's new attorney and Dan gave a brief summary of what his firm does and about himself.

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 reserves the right to invite Mr. Dan Castille into the session and Ken seconded the motion. Leah closed the session at 5:35 p.m.

*Elizabeth Armijo joined in via conference call during closed session only.
Dan Castille left at 5:45 pm.*

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. Leah opened the SPLC Governing Council meeting at approximately 6:46 p.m.

ADMINISTRATIVE REPORT

Kirk moved to his first item, *Staffing Report*. Kirk informed the Council that SPLC is fully staffed and that the FTE matches the percentage of work. Kirk stated that Mr. Tom Renfro was selected to be the PE teacher. Kirk listed all Admin FTEs in SPLC.

Kirk moved on to the next item, *Internal Controls*. Kirk stated that PED's concerns were around making sure that there were solid salary schedules due to the increase in salaries, stipends, matching FTE's, and that was accomplished. Kirk stated that they have made good headway with the Accountability Policies.

- Leah stated that the Accountability Policy Manual does need to be update and Kirk agreed then stated that by approving the ARA Policy, adding 5 additional leave days for staff, calendars, establishing inventory and fixed assets for each school, and establishing a travel reimbursement policy, and identifying the use of the schools Activity Fund they have made headway.

Kirk moved on to the next item, *Lease-to-Purchase*. Kirk stated that the administration and Mr. Seylor are waiting for the approval from PED for the current lease but with the Lease-to-Purchase agreement there has been progress. Kirk informed the Council that Mr. Seylor is

asking for 6 million dollars at 6% which is the same deal that was put in place three years ago. Kirk stated that these schools have approximately 1.2 million dollars to put down for a down payment between the schools SB-9 and HB-33 funds. Kirk informed the Council that Cuddy & McCarthy have been put to work in analyzing the deal and stated that the schools are looking at doing an appraisal and beginning the Lease-to-Purchase deal by October.

- Amber asked for some clarification on the fact that there are two leases in progress. Kirk responded and stated that there was a 2-year lease contract in place that needs to be re-done and it has the “option to purchase” on the lease.
- Ken asked if there will be a lease agreement for all three schools and Robert answered, yes each school will have their own.
- Amber stated that after looking through the existing lease, there doesn't seem to be much protection for the schools from the owner incurring debt against the property which means they could potentially pull equity out of it.
- Amber asked that if in the new policy there would be title transfer immediately or if there would be negotiation on the 6% interest rate due to there being a hefty down payment.
 - Kirk answered, yes, he believes there is an immediate title transfer. Kirk stated that Cuddy & McCarthy will be looking at the Lease-to-Purchase as well as Steve from the SSLC Board.

Kirk moved on to the next item, ***Field Trip Policy***.

The Field Trip Policy has been tabled until September, 2016 meeting due to a correction needed to be made before approval.

**NOTE: Correction to be made is changing the word “policy” to the word “procedure” throughout the document.*

Kirk moved on to the next item, ***Charter Renewal and Consolidation***. Kirk explained to the Council that there was an amendment in their packets. Kirk stated that after meeting with the Charter Schools Division they finally had a clue as to what they wanted the schools to accomplish with the consolidation and renewal. Kirk explained that either SILC would absorb SPLC or SPLC would absorb SILC and SSLC would have to make an amendment for the duplication of grades. Kirk stated that he believes that whichever way it goes, all schools will have a say-so in the ultimate decision.

- Meredith stated that it had never been presented to their Council that SILC would absorb SPLC; they had only heard of the amendment that SPLC would absorb SILC.
- Kirk responded and stated that the idea that SILC would absorb SPLC had been recently presented to himself and Robert within the last few days.
- Robert stated the schools grades came out; SILC received a D (before appeal) and SPLC received a C (before appeal). Robert stated that each school would go forward as if they are going to renew but in their application they state “SILC will close if SPLC agrees to amend to accommodate our students and programs” and SPLC goes forward with their application by stating “we will amend if SILC agrees to close”. Robert explained that there wouldn't be a new school, it would be SPLC changing its

name. Robert stated that there are only 3 amendments to be able to accommodate SILC.

- Kirk stated that the finances are important. Kirk stated that SPLC is almost 50 thousand dollars in the hole whereas SILC does have the budget. Meredith asked if SPLC would be absorbing SILC budget and Kirk and Robert stated, it should, yes. Kirk stated that Sean stated it needs to be made sure of that the budget flows over.
- Meredith and Robert discussed/stated that it is in SILC's Performance Framework to consolidate and it is not in SPLC's or SSLC's.

The Council and Kirk discussed the fact that ALL schools (mainly SILC and SPLC) need to agree upon who takes over who.

The Council stated that they would bring in all of the SILC Board Members to be on their Board if needed/wanted.

The Council discussed the fact that they will have to look at financial changes with or without consolidation.

Robert stated that there is a "State Charter School Change" form that needs approval. Robert stated the 3 amendments listed on this form. (Listed Below)

1. Section 8.01 (a) Material Terms of the Charter, (iv) Student – Focused Terms
 - SPLC provides the technology elective course for 7th and 8th grades, Smart Lab
 - SPLC provides pre-algebra to all 7th graders and algebra 1 for high school credit to all 8th graders
 - SPLC provides a CBA (Community Based Activity) component to the academic curriculum
2. Considering the addition of 7th and 8th grade to SPLC – it is no longer just a primary school
3. Section 8.01 (a) Material Terms of the Charter, Authorized school grades, page 33.
 - Absorption of 7th and 8th grade students from what was SILC
 - Change of Name

Leah asked for a motion to approve the amendments as presented. Ken made the motion and Amber seconded. Leah called for a voice vote, unanimous yes, Motion passed.

Robert stated that the Renewal Application is almost finished, does not need approval from the Council, but does need to be signed by the President of the Board – Leah Graham.

Leah moved on to the next item of Kirk's Admin Report, ***Instruction & School Relations Policies***. Kirk stated that this is the last section in the Employee Handbook that has been tabled to next month's meeting. Leah stated to make the same changes as requested for any other policies – "Governing Body Policy" changed to "the schools policy" and the word "policy" changed to "procedure" throughout the document.

ACADEMIC, OPERATIONS, AND DATA UPDATES

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

- Sharon informed the Council that SPLC has received their State grade of a C. Sharon stated that there would be an appeal, if anything appears to be wrong within the grading. Sharon stated that herself and the data team will look deep into the data and see if there is anything wrong.
- Sharon read the percentages within the test scores from SPLC and compared them to the state and APS. *The test scores are on the website.*
- Sharon informed the Council that there are posters out and an article in the paper letting parents know we are accepting students.

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

- Tim suggested when the Council asks for volunteers, let him know to put it on the website. The Council agreed and decided to send it to Tim once figured out.
- Ken moved on to the CIPA (Children's Internet Protection Act) discussion/approval. Tim explained that there are 3 components to the CIPA – Internet Safety Policy, Technology Protection Measure, and _____. *Tim passed out the 3 components and the Council read through them.*

Leah asked for a motion to approve the Children's Internet Protection act. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

- Tim continued with his IT Report and stated that they are still having issues with purchase orders and being able to get vendors paid. Tim stated that he is currently at a critical stage with 4 maintenance contracts – two that he previously spoke of at the last meeting (maintenance back up) and now e-mail support and patching software.
 - The Council stated that they do have a plan/next steps to have the Vigil Group get in touch with Mr. Paul Aguilar of PED and let him know the schools are in crisis at this point.
- Tim stated that the contract to get support on the Chrome Books that has yet to be approved. Tim had a plan to get individual student accounts and that is now on hold.

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, September 22nd, 2016 at 5 p.m.* in the SSLC Conference Room at 5 pm.

Leah moved on to the next item, *Calendar of Events*. Robert stated that it should be up to date through January. Leah stated that it is on the website.

Leah moved on to the next item, *SPLC Fall meeting schedule*. Kirk presented the updated version.

Leah moved on to the next item, *Board Meet & Greet in September*. Robert stated that the Open House is on September 8th 5-7 pm and Board Members are welcome. The Council discussed wearing t-shirts or having name tags.

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.

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 7:55 p.m.

