



# SOUTHWEST INTERMEDIATE LEARNING CENTER

## **GOVERNING COUNCIL**

Regular Meeting of the SILC Governing Council on

Tuesday, April 11<sup>th</sup>, 2017

## **BOARD MEMBERS PRESENT**

Cheryle Brody, Deborah Lansdell, Steve Oberg, Krista Keay, and Kayleigh Wood

## **BOARD MEMBERS ABSENT**

Absent

## **ALSO IN ATTENDANCE**

Kirk Hartom, Sharon Huber, Joseph Lucero

## **PUBLIC**

Michele Adams, Lisa Mora, Nicolas Sanchez, Barbara Bechecci

These minutes were approved on \_\_\_\_\_

By a vote of \_\_\_ yes \_\_\_ no \_\_\_ absent \_\_\_ abstained

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## I. Call to Order

Cheryle called to order the Regular Meeting of the Governing Council for the Southwest Intermediate Learning Center on **April 11<sup>th</sup>, 2017 at 3:25 PM in the conference room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.**

### 1. Roll Call

Cheryle asked for Krista to call roll. Krista called Cheryle Brody, Deborah Lansdell, Steve Oberg, Krista Keay and Kayleigh Wood was running late, but did make it.

### 2. Pledge of Allegiance

Cheryle led the Pledge of Allegiance. Thank you, Cheryle.

### 3. Approval of Agenda

Cheryle called for a motion to make additional public comment if people come late. Krista? made a motion to allow the public comment for those who arrive late. Steve seconded the motion. Cheryle called for a voice vote to make additional public comment if people come late, approve the agenda, all board members present approved, except for Kayleigh who was not present yet.

Cheryle called for a motion to approve the agenda. Deborah? made a motion to approve the agenda without changes. Steve seconded the motion. Cheryle called for a voice vote and all present approved. The motion carried.

### 4. Approval of Minutes from the March 14<sup>th</sup>, 2017 Regular Meeting

Cheryle called for a motion to approve the minutes for the March 14<sup>th</sup>, 2017 Regular Meeting. Steve made a motion to approve the minutes for the March 14<sup>th</sup>, 2017 Regular Meeting. Krista? seconded the motion. Cheryle called for a voice vote and hearing no opposition, the motion carried.

### 5. Approval of Minutes from the April 4<sup>th</sup>, 2017 Special Meeting

Cheryle called for a motion to approve the April 4<sup>th</sup> Special Meeting minutes.

Deborah called for a change/correction. On the cover page, Kayleigh Woods name is spelled incorrectly and on the subsequent page on the very top right hand corner, it should say page 2 of 2 verses 1 of 1.

Cheryle again asked for a motion to approve the minutes for the special meeting held on April 4<sup>th</sup>, 2017. Krista? made a motion to approve the minutes from the April 4<sup>th</sup>, 2017 special meeting and Cheryle seconded the motion. Cheryle called for a voice vote to approve the minutes, all board members present approved. The motion carried unanimously.

## II. Public Comment

Krista read the following:

*Any interested person may submit data, views, or arguments in writing to the Board on any school related topic. An individual or representative wishing to give public comment shall register prior participating in public comment. Additionally, when registering for public comment, the speaker shall be required to identify the subject matter of their proposed comment when they register. Speakers are allotted three minutes, or an amount of time otherwise designated by the Board President at the beginning of the meeting. The board president, in her sole discretion, may shorten/lengthen the comment period time to ensure that the meeting is efficiently and promptly conducted. All speakers are strongly encouraged to abide by all time-limitations, to avoid personal attacks, to utilize all administrative avenues for complaint resolution before bringing issues to the board, and to avoid identifying students or staff in comments, and to present all comments professionally and respectfully.*

Michele Adams is the Spanish teacher for 7<sup>th</sup> and 8<sup>th</sup> grade. She knows we are going through a transition period from Southwest Intermediate to Preparatory with Southwest Primary in combining the schools. One of the things that came to our attention was that there is a process by which the funds are transferred from our school to the Primary school in order to, correct me please if I am wrong, that the PED has asked for the two groups to work together to transfer assets from SILC before it closes on June 30<sup>th</sup>, 2017. She just wanted to see where things were with that, because it sounded like there maybe concern that we may lose those funds if that transfer doesn't happen. Also, making sure all of us at SILC are ready to

make this work out really well in terms of being able to be one school together as we were asked to do and we need to do all what we need to do, just to get a sense of where we are with that process and whether those funds will be transferred or what's happening with that. If the boards are working together to help facilitate that. As a teacher, she wants to get a sense of where are things in that process of understanding that. She has not been to meetings, that is her fault, but also just wanting to make sure we have everything we need in place for this.

**Steve** directed that the public comment is usually without response, because it is meant as a comment. **Michele** was surprised that she will not learn anything. **Krista?** said that she could stay for the meeting. **Michele** asked how long the meeting was going until. **The Board** answered around 5:15pm. **Michele** asked if it will be discussed in the meeting. **The Board** gave her an agenda. **Steve** informed her that a lot of it will be discussed in closed session. **Michele** asked if there was a way for them to know. **Cheryle?** answered to look at past board minutes. **Michele** asked about after the closed session, to get a sense of where things are in the process. **Krista** answered that if anything is addressed in that it will be in the board minutes. **Kirk** said he could directly let her know what happens and where we are at. **Michele** thanked him.

**At 4:12pm Public Comment was again opened.**

**Krista** again read the following:

*Any interested person may submit data, views, or arguments in writing to the Board on any school related topic. An individual or representative wishing to give public comment shall register prior participating in public comment. Additionally, when registering for public comment, the speaker shall be required to identify the subject matter of their proposed comment when they register. Speakers are allotted three minutes, or an amount of time otherwise designated by the Board President at the beginning of the meeting. The board president, in her sole discretion, may shorten/lengthen the comment period time to ensure that the meeting is efficiently and promptly conducted. All speakers are strongly encouraged to abide by all time-limitations, to avoid personal attacks, to utilize all administrative avenues for complaint resolution before bringing issues to the board, and to avoid identifying students or staff in comments, and to present all comments professionally and respectfully.*

**Lisa Mora** is a teacher with Southwest Primary and a parent of students within our schools. She read the following statement:

*As a regular attendee of the Primary board meetings, I become aware of certain issues relating to the consolidation into Southwest Preparatory. It's been stated that the PED expects the boards to work together to ensure that SILC assets and cash reserve transfer over to Primary Preparatory before June 30<sup>th</sup>. It's also been stated by the SILC legal counsel that the issues currently preventing the boards from meeting and working on the transfer of assets including the Head Administrator contract and the composition of the board for Southwest Preparatory following the merge. Further, it seems the loss of the cash reserves have devastating consequences for the future of Southwest Preparatory and could potentially close the school. As a parent of children in the Southwest schools, as well as a staff member, I want to urge the boards to work together to resolve these conflicts and to construct a plan for the transfer of assets. I thank the board for their statement. We are all very excited to hear that we are working to move forward. The potential loss of Southwest Preparatory is unacceptable. It would create hardship for the 217 families with children enrolled in this school, as well as for the staff that could lose their jobs. Further, it seems likely that the closure of Southwest Preparatory could create financial hardship for Southwest Secondary, since so many costs are shared. There simply has to be a way to resolve these issues and move forward together in the best interests of the students we are all here to serve. I've urged the Primary board and I'm urging you as well to set aside any differences and work together to find a path for a smooth transition, because our students are counting on it.*

She thanked the board and asked if they needed a written copy for the record. She gave it to them in case.

**Nicolas Sanchez** thanked the board for allowing him the opportunity to speak today. His comments will be more off the cuff than his colleagues. He is a teacher in Southwest Intermediate Learning Center and what he would like to speak to the board about the unity that is necessary between all the boards involved. What's perceived on a faculty standpoint is that there isn't a lot of unity and discussion amongst the board. And it is more disharmony that we are seeing. It's beginning to infiltrate into the faculty where people are fearing that they may not have their job, that we are going to close down. What I think we need to do as a group of all those involved: the boards, students, faculty, and administration, is that we have a more communication about what's expected with the merger. So many of us are confused and we

all understand the idea of speculation is never good for something on the magnitude that this merger involves. I just encourage everyone involved to open up communication. Maybe beyond the legal ramification of what's expected of us, and maybe send out an email, some type of communication about those who are coming to the school and those who have been at this school what we should expect in the months to come. He thanked the board.

**Barbara Behecci** is a teacher with Primary looking forward to joining with SILC as one community. She thinks, just to add onto everything that has been stated is that communication needs to be open and one would be today's meeting. A lot of us made arrangements to be here at 4pm to find out that there was a meeting at 3:15pm. It still shows on the calendars 4pm. I understand does show on the minutes as 3:15pm, but an email did not go out to the school to let us know that the meeting had been changed. Again, that is a form of communication that she thinks is really, really important here at this school, because for us to work together we need to be informed.

### III. Closed Executive Session

**Krista?** made a motion to go into closed executive session for a matter subject to the attorney-client 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). **Steve** seconded the motion. **Cheryle** called for a voice vote, and after hearing no objection the motion carried.

**Cheryle** asked for Krista to call roll. **Krista** called Deborah Lansdell, Cheryle Brody, Steve Oberg, Kayleigh Wood (on her way), and Krista Keay. All were present and accounted for except for Kayleigh Woods who was on her way.

Closed Session Began at 3:37pm in the conference room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.

#### 1. The Board Will Meet in Executive Session for:

Matters subject to the attorney-client 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).

### IV. Open Session

Open Session resumed at 4:11pm in the conference room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.

**Cheryle** asked for a motion to go back into open session. **Krista** made a motion to go back into open session. **Steve** seconded the motion. **Cheryle** asked for a voice vote and after hearing no objection the motion passed.

**Cheryle** asked Krista to call roll. **Krista** called Deborah Lansdell, Cheryle Brody, Steve Oberg, Krista Keay and Kayleigh Wood showed up at 4:12pm.

#### 1. Action Regarding Asset and Transition Issues

**Cheryle** made a statement coming into open session that the board is going to continue the process of disposition of the assets in anticipation of the closing of Southwest Intermediate Learning Center per our attorney. Our attorney is directed to work with the other boards to transfer the assets in the best interests of the Southwest schools.

### V. Financial Report

#### 1. Finance Committee Report

**Joseph** stated that at the finance committee meeting, they did meet earlier at 2:30pm to discuss the reconciled numbers for the month of March for Southwest Intermediate. There are two Budget Adjustment Requests that are up for review that he will go over shortly. For the revenues through the month of March, we are three quarters of the year, Southwest Intermediate brought in 77.89% of what we budgeted for the year to this point, which is above where the schools are at this point. Honestly, that is really good, it means we are getting our requests for reimbursements in and on a timely basis and they are being received on a timely basis, which is good.

On the expenditures and encumbrances side, we budgeted and we spent and encumbered 55.53%

of what we budgeted so far, so again that is right on par. Through the last quarter of the year, he does not see any large purchases coming down the pipe so that will increase the cash balance at the end of the year, which until we get further clarification, will move over to Southwest Preparatory.

For the bank activity, due to the Senate Bill 114 and the State Legalization Guarantee being cut, which I have mentioned in previous meetings, this caused your expenditures to exceed your revenue in the month of March by \$24,884.16, decreasing your reconciled cash balance. It is still a very healthy balance.

The outstanding items totaled \$14,042.90 with the oldest item with the date of March 17<sup>th</sup>, 2017. You do have checks that are only 14 days outstanding and given the turnaround when we received the checks from PED, it is very likely that this check was not mailed out from the school until around a week later from that date. To have checks outstanding about a week, that's outstanding in his opinion.

Before he goes over the two Budget Adjustment Requests, he would like the board to go over the check register for the month of April.

**Cheryle?** wanted to state before the check register is reviewed that he mentioned the money from SILC will be going to Primary and that is not the case. Nothing needs to be done with that money until we all come into an agreement. She just wanted to make that clear. **Joseph** clarified until he received word from PED and both schools' attorneys that they agree on consolidation, he cannot compose budgets one way or the other. He was just saying that the very healthy cash balances, both from Primary or Intermediate or Secondary, and whichever schools consolidate, will be the ones that at the end of the day will be put into one pot instead of two.

**Krista?** made a motion to approve the check register for March 31<sup>st</sup>, 2017. **Steve** seconded the motion. **Cheryle** called for a voice vote, and upon hearing no opposition the motion carried.

## 2. Approval of Finance Items

### a. BARS

BAR 1617-0018-I is per a memo issue from the Capital Outlet Bureau for your State Match Allocation for FY17. The amount of that bar, included in the packet is \$2,283. That is an increase to the current budget.

**Kayleigh?** made a motion to approve the BAR 1617-0018-I. **Deborah?** seconded the motion. **Cheryle** called for a voice vote, and after hearing no opposition the motion carried.

BAR 1617-0019-I is also the audited cash carryover per the Title I Bureau for Southwest Intermediate. That number totaled to \$2,593.00, it rounded up from \$2,592.07, reason being to have budget authority for those seven cents.

**Krista?** made a motion to approve the BAR 1617-0019-I. **Kayleigh?** and **Steve?** harmoniously seconded the motion. **Cheryle** called for a voice vote and after hearing no opposition the motion carried.

### b. Cash Transfers

There were no items discussed for this.

### c. Vouchers

There were no items discussed for this.

### d. Property Disposal

There were no items discussed for this.

## 3. SW Preparatory Budget Report

There were no items discussed for this.

## 4. Results of T&E Audit 2015

**Joseph** reported that the T&E did find some discrepancies reported back in FY15. There were some issues during that time period with contracts and unraveling what took place in the past. We were kind of anticipating some discrepancies per the memo that we were rewarded and what we have verified with David Craig is that the schools will not be reverting any money at this time. If they were, the school would have to revert back \$88,736.38. **Krista?** asked if that was just our school, or all the schools. **Joseph** answered it was just Southwest schools. The reason for that is your training and experience

index on the stars reporting. The way it is calculated is mainly off years of experience and FTE for the staff during that time period. That is based off of the last payroll in the month of October 2015. **Kirk** added there were several things we did to correct that. All employees got together to help audit their own files to verify. We did verification sheets for everyone. We got a hold of the previous employers just to make sure we had the correct licensure levels and degree levels and they had any extra hours above and beyond, to make sure it matched that salary schedule. We believe the contracts that are in now and moving forward will be a lot closer to the 1.0 FTE and not above it. He thinks we got a pretty good pass and they didn't go back and take money from us.

**Joseph** mentioned since we are going into budget season and spring budget workshop going on this week. He and along with others responsible for the budget were there today. They are releasing the final award budget documents and training experience index for this current year. Once they have he can see that audited number that PED has. He can go back and look at what was reported by him to them and see if that ties in perfectly, if it doesn't then he can work with the budget analyst to work that out. (*Daniel excused himself and left.*)

**5. Final Title I Allocation SY16-17**

There were no items discussed for this.

**6. Financial Corrective Action Progress**

There were no items discussed for this.

## **VI. Administrators Report**

**Kirk** announced that a lot of things this month were around the budget. Tomorrow, the Secretary of Education will release the unit value. The unit value is what each student brings in per pupil. The last few years, it has been going up. There was some money that they took away from us earlier in the year. There is about \$20 million that they will put back into the budget. We are really crossing our fingers that the unit value will not go down. That way we maintain the money that we have going into next year.

**1. Closure Procedures**

**Kirk** noted that there has not been anything given to us officially, because we are holding pattern, as **Joseph** said, until we figure out the consolidation. PED is not putting pressure on us to take inventory tags off of furniture or anything like that, so we are ok for the moment.

**Joseph** has spoken with both David Craig and the executive budget analyst and we have pushed back the budget due dates for Southwest, the consolidated school, probably until mid-June.

**Kirk** stated good news regarding the Corrective Action Plan. We met with David Craig a few weeks back. There was a set of actions that we needed to complete. We were the map for this happening. They use this with everyone now who is in financial trouble. All the actions, financially that we needed to correct and we gave our response, a combination between myself, **Joseph** and **Sean**. It's a combination of not just financial things that we have done, but also policy things the board has helped put together, because if there is not policy the finances do not follow. It's a big shout out to the board, because in the next few weeks at the end of April, the finances will leave the State Department of Education and the Vigil Group will become the one and only financial office. This means expedited things. This is a huge step for us. He will not say that we are all the way back with our Boards of Finance, but it's a tremendous step in the right direction.

**Kirk** mentioned we are not voting on the calendars, because we do not know what the budget is going to be. He knows that everyone is very interested. We had people that were on the calendar committee and so you have both the purposed instructional and non-instructional calendar. That will be put up with Secondary tomorrow night, we are doing the same calendar across the board with everybody. **Deborah?** asked how this calendar compared with APS. **Kirk** said that we try to match it up as best as possible. **Robert** agreed. **Kirk** stated that the biggest change was that last year we built in days off during the holidays, which people really appreciated, mostly our non-instructional because our instructional normally get that off anyway. What we found out was that those times where we said no one could be here, for the maintenance man it was prime time to work since we are running

education all the time. So, these days when no one is in the building are the only times he can do any work. We are trying to do what we call exchange time, so if there are days that you absolutely need to be here when nobody else is. So, we are going to purpose an exchange policy of five or six days where they can choose to work when everyone else is off, but then they get to choose which days they would take off later on. **Cheryle** liked the flexibility of it. (*Joseph left the meeting.*)

## 2. IT Report

**Tim** was not able to make the meeting and deliver the IT report. **Sharon** delivered in his stead. As a result of going to Power School, we need a new Power School hosted server, to create the new school. Power School suggested we filter down and keep the original two schools until the end of next year to make sure everything went over for state reporting. We don't have a quote for the server cost yet. We need this for the new school.

## 3. Data Report

**Sharon** reported that we will be PARK testing for both SPLC and SILC next week. The teachers have been working with Jill Brain, who is the testing coordinator for all four schools. We have had very few requests for opt-outs. The ones we did, we said no because it is not legal to opt-out. We do have one medical opt-out due to MERSA since he is contagious for a year. The state passed the waiver for him today to not take the test.

**Sharon** reported the lottery is going smoothly. As of right now, April 11<sup>th</sup>, 2017, we needed 23 fourth graders for next years' class, we have 22. There is no one on the waiting list right now, so if you have friends and neighbors who want to come to fourth grade, which is unusual. For fifth grade, we only needed three and we have three. We have four on the waiting list. For sixth grade, we needed 34, we have 33 responses, one declined today, but our wait list is still 17. In seventh grade, we didn't need any because of the sixth graders letters of intent to return, and 56 are currently enrolled. The waitlist is 16. For eighth grade, we needed nine and got the nine with four on the waiting list, and 56 are enrolled. We are still getting applications almost every single day, between three and five for all the schools.

The Quality of Education Surveys are due Thursday, April 13<sup>th</sup>, 2017. Intermediate has started to turn in and Primary, three of the four classes have turned in. Next week, we will start tallying and enter them into state. It does affect our school grade, so the more we can get in the better.

She is 67% done with the civil rights data.

**Kirk** reported good news regarding the teacher evaluations. 50% of a teacher's evaluation had to do with test scores, and a lot less on observation by Administration. The state has lowered the 50% to 35%, which is fairer. They will apply that to this years' evaluations, which means more emphasis on observations. One of the big problems, is getting the right kids with their achievement data with the right teachers that teach them. That's been a huge challenge for us. This change will be more accurate for the teachers. **Sharon** added that AccuRooster is to line up teachers with their students in the right classes. **Robert** added that the teachers will be able to login and see the students that are attached to them for evaluation purposes.

## VII. Closing

### 1. Next Regular Board Meeting: May 9<sup>th</sup>, 2017 at 4:00pm.

### 2. Adjournment

**Cheryle** asked for a motion to adjourn. **Deborah?** made the motion to adjourn. **Kayleigh?** seconded the motion. **Cheryle** called for a voice vote and upon hearing no objection the motion carried.

The Regular Meeting of the Governing Council for the Southwest Intermediate Learning Center adjourned on **April 11<sup>th</sup>, 2017 in the conference room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.**