



SOUTHWEST PREPARATORY LEARNING CENTER

GOVERNING COUNCIL

Special Meeting of the Southwest Preparatory Learning Center Governing Council on

Wednesday, January 3, 2018

BOARD MEMBERS PRESENT

Amber Romero, Alissa Mavridis, Aaron Redd

BOARD MEMBERS ABSENT

Leah Graham, Marvin Larsen

ALSO IN ATTENDANCE

Robert Pasztor, Maria Foster, Sean Fry

PUBLIC

None

These minutes were approved on _____

By a vote of ___ yes ___ no ___ absent ___ abstained

_____ President

_____ Secretary

I. Call to Order

by Amber Romero

Wednesday, January 3, 2017 at 5:02 PM

Special Meeting of the Governing Council for Southwest Preparatory Learning Center

Southwest Learning Centers Conference Room

10301 Candelaria Road NE

Albuquerque, NM 87112

A. Roll Call

Tonya called Leah Graham (*absent*), Marvin Larsen (*absent*), Amber Romero, Alissa Mavridis and Aaron Red

B. Pledge of Allegiance

Led by Amber

C. Adoption of the Agenda*

Motion by Aaron Redd to ADOPT the agenda.

Seconded by Melissa Mavridis

Carried All in Favor

II. Banking Resolution*

Sean: The School (Southwest Preparatory) has received its Board of Finance back from the Public Education Department. The letters were sent out December 18, 2017. Sean has a copy of the letter. What this does is give the School back their full control of their finances, and takes the PED out of the picture. As such, the School is now given the chance to: set threshold limits, decide if we want dual check signors on some or all checks, who signs checks over a certain amount, and who the signors are. We also need to talk about who will pay things online; single control and authority or dual control review and approval. This will be in your Banking Resolution. The action item is the Updated Banking Resolution. Because we already have a Banking Resolution from before, which authorized this school to open a bank account, this is just updating the information that would/should have been present within that. It will reflect who should be able to sign checks. We will have these discussions, then have a motion. In addition to this, we will also go over the total financial responsibilities for the School and go over that in January or February. Sean forwarded the State letter to Nusenda and they will forward it to their Operations. This Updated Banking Resolution and the information for the bank will be sent to the PED.

A. WHEREAS, the Council has deemed it necessary for ____ signatures to be required on all checks under ____ and ____ for checks exceeding ____.

THEREFORE, BE IT RESOLVED, that ____ signatures are required on all checks under ____ and ____ signatures are required for checks exceeding ____; and

a. The Chief Procurement Officer (CPO) signs Purchase Orders, so that person should not be authorized to sign online payments. We do not have a CPO at the time, but Maria has signed up to do the class in May or June. We may get a "finding" because we do not have a CPO, even though we have a leniency period. We will get the schedule as evidence that we are in the process of obtaining a CPO. Typically, the Principal or Head Administrator would be one of the people to sign checks, and at least four more people from the Board or School need to be designated. This would allow for flexibility in who can sign checks (in case someone isn't available). In addition, someone cannot sign a check if it is made out to them. After discussion, it was decided that no matter the amount, every check will need two signors. Sean suggested having at least one Governing Council Member sign (as the second signor) for checks that exceed \$10,000. Due to all the Board members having students at the school, this shouldn't be a problem and it was agreed upon.

B. BE IT FURTHER RESOLVED that _____, a member of the Governing Council, and _____, TITLE, be added, designated, and authorized as check signors for the Southwest Preparatory Learning Center.

- a. Authorized signors will be Robert Pasztor (Head Administrator), Maria Foster (Business Manager), Leah Graham (Member of the Governing Council), Amber Romero (Member of the Governing Council), and Marvin Larsen (Member of the Governing Council)

Sean read over the final copy of the Resolution to Update Bank Account Signor and Terms.

Motion by Alissa Mavridis to ADOPT Resolution NO 2018-01 as read.

Seconded by Aaron Redd

Carried All in Favor

Amber asked if we needed to make provisions for online purchases. Sean stated that we can have someone that's not a signor on the bank account. This is not an administrative decision, and it's not on tonight's agenda, so it would be left to the Board to decide in the future.

Task: Amber will ensure this topic is put on the next agenda.

III. New Business Matters

A. Date for next Regular SPLC Governing Council Meeting – Scheduled for January 25, 2018 at 5:00 pm

VII. Adjournment

Motion by Aaron Redd to ADJOURN

Seconded by Alissa Mavridis

Carried All in Favor

Meeting adjourned at 6:45 PM

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 Tonya McCullough at tmccullough@sslc-nm.com or (505) 296-7677 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.