



# SOUTHWEST PREPARATORY LEARNING CENTER

## **GOVERNING COUNCIL**

Regular Meeting of the Southwest Primary Learning Center Governing Council on  
Thursday, July 27, 2017

### **BOARD MEMBERS PRESENT**

Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero (via teleconference) and  
Meredith Winters

### **BOARD MEMBERS ABSENT**

(All present)

### **ALSO IN ATTENDANCE**

Robert Pazstor, Joseph Lucero, Maria Foster

### **PUBLIC**

Lisa Mora, Sharon Huber, Wanda Fahey

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

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

\_\_\_\_\_ President

\_\_\_\_\_ Secretary

## **I. Call to Order** by Leah Graham:

Thursday, July 27, 2017 at 5:08 PM

Regular Meeting of the Governing Council for the Southwest Preparatory Learning Center

Southwest Learning Center Smart Lab

10301 Candelaria Road NE, Albuquerque, NM 87112

### **A. Roll Call** by Tonya:

Tonya called Leah Graham, Ken Chapman, Marvin Larsen, Amber Romero and Meredith Winters. All members present.

### **B. Pledge of Allegiance** led by Leah

### **C. Adoption of the Agenda\***

- Leah would like to amend the Agenda to say "Southwest Preparatory"

**Motion** by Meredith Winters to amend the agenda to state Southwest Preparatory Learning Center.

**Seconded** by Marvin Larsen

**Carried All in Favor**

- Ken would like to adjust the Mission Statement. After discussion, Board decided to discuss at a later time in the agenda.

- Leah requested Motion to adopt the agenda

**Motion** by Meredith Winters to adopt the agenda as amended.

**Seconded By:** Ken Chapman

**Carried All in Favor**

### **D. Review / Approval of Minutes from June 22, 2017 Regular Meeting\***

-Leah offered questions or comments on minutes. If none, Motion is needed to approve.

**Motion** by Ken Chapman to approve the minutes from the June 22<sup>nd</sup> 2017 Regular Meeting

**Seconded** by Marvin Larsen

**Carried All in Favor**

## **II. Financial Update**

### **A. Finance Committee Report (committee met July 27, 2017)**

- Ken: I met with Financial Committee earlier today. He went over revenue, Title 1 program information, expenditures. We will carry over \$194,290 for operational carryover. No issues with check register. All function funds are positive at year-end close out in June.

*(Brief loss of teleconference service with Amber from 5:13 to 5:17)*

### **B. Business Office Operations update**

- Joseph: You have correct numbers. Fourth quarter tax report due Monday and will submit to PED. We have rolled over to FY18. Rolling out employee contracts and are working with a new system. Carryover in Operational is significantly higher than projected, higher than budgeted in June. Cash balance of \$734,031. We need to approve the vouchers. We voted on permanent cash transfer last month.

### **C. Task: Joseph will locate the signed copy of the permanent cash transfer.**

### **D. Voucher approvals\***

- Leah suggested motion to approve the check register.

### **E. Motion** by Meredith Winters to approve the check register.

F. **Seconded** by Ken Chapman

G. **Carried All in Favor**

**H. Capital money for computers and classroom furniture\***

- Robert said we have \$500,000 in capital money for furniture and computers: \$20,000 for primary and intermediate staff computers, admin and front office; \$20,000 in furniture for 7/8 classrooms. They are looking at quotes. Joseph said there is no problem in the budget. Items over \$60,000 need Board approval.

**No Action Taken**

**I. NMPED Corrective Action Plan review**

- Discussion about emails from PED concerning all Southwest schools. There were some issues with other schools that have nothing to do with Preparatory. In the future, the Board would like issues to go to the appropriate school only. SPLC is in compliance with the PED. Future discussions with PED should focus on SPLC only.

**III. Ongoing Governing Body Business Matters**

**A. Introduction of new SPLC employees**

- Robert introduced Tonya McCullough (4<sup>th</sup> grade / Board Secretary) and Maria Foster (Business Manager). Also new is Sharon Huber (7<sup>th</sup> grade), Jonas Cossey (Special Education), Renee Morgan (Math and Principal Intern). UNM students are being hired for work study.

**B. Governing Body Size – New PEC change\***

- Board discussed governing body size, and dates when number of positions should be established. There was confusion about the official wording. Board agreed to keep size at 5 for now, with the possibility of adding more members during the year. There should be recruiting for new board members during registration.

**Motion** by Meredith Winters that the Governing Board of Southwest Preparatory Learning Center be set at 5 for the 17-18 school year.

**Seconded** by Amber Romero

**Carried All in Favor**

**Task:** Leah will ask Katie about specific wording regarding positions and if we can request a number range of positions, and will send out the statute to members.

**C. New Governing Body Training requirements**

- Leah led discussion regarding new training requirements. Board members should attend 8 hours of new, specific training. The PED training site does not show the specific training. New Board members should receive 10 specific hours of training, and cannot attend/vote in meetings until they have 7 hours of training.

**D. GB Training certificates uploaded by 9/1/17**

- Discussion about training and certificates. Some board members have turned in their certificates to Robert, some have not received theirs as of yet.

**Task:** All Board members should turn in their training certificates to Robert or Tonya to be put into the SPLC School Board Binder.

**E. Governing Body member recruitment**

- The Board would like to advertise and recruit new members. There are 2 members that would like to step down if new members join. A table will be set up during registration with information. There is information on the PED website.

**Task:** Robert will send out an email regarding Board Member recruitment.

**1. Current audit committee**

**a. Leah, Meredith, Sherry and Stacey**

**2. We need a volunteer for the finance committee**

**a. Current members: Gabe, Meredith and Ken**

- Meredith asked Amber if she was in contact with Gabe and if he was still on board. She said he was. Ken suggested asking if he would like to be a member of the Board.

**Task: Amber will ask Gabe if he is interested in being a member of the Board.**

**F. Governing Body Policy Manual**

- Board discussed several changes to the Policy Manual. Ken revised the Mission Statement to reflect merged primary and intermediate statements. We would need an amendment form, signed by the Board President, to have a new statement approved. We cannot change our Mission Statement until it is approved by the PEC. Three versions of possible Mission Statements were included, and the discussion was tabled until the next meeting.

**Task: Robert will send the Board members an email which includes the 3 recommended Mission Statements**

- Governing Body shall remain at 5 members

- “In case of a tie vote” was kept in case there were only 4 members present.

- Discussion about member roles other than President. We need to clarify if we need to have a Vice President and Secretary. It was decided that this discussion will be tabled until the next meeting.

**Task: Robert will clarify if we need to have a Vice President and Secretary on the Board.**

- Training requirements: Policy will reference PEC as defined by the code.

- Leah suggests taking off individual Board member evaluations by the President. The Board agrees. The Board will still do self-evaluations.

- A binder will be put together by the Board Secretary, which includes policies, laws, minutes, training certificates, etc.

**Task: Tonya will put together a policy binder. Tonya will also ensure policies are on the school’s website.**

- EPSS was eliminated years ago so this is taken out of the manual.

- Leave the word “permanent” because we are leasing the building.

- Complaint procedure: Closed session is for deliberation, not acting.

- The Board does not have to assign a Chief Financial Officer because the Head Administrator is the Board’s only employee and would therefore take that position.

**Task: Marvin to send changes to the Policy Manual to Robert**

**1. Overall revision including various policy clarifications\***

**Motion** by Meredith Winters that we table approving the Body Policy Manual until these changes can be made and we can review it again at the next meeting in August.

**Seconded** by Ken Chapman

**Carried All in Favor**

**2. Revise conflict policy and add conflict procedure to handbook**

- Leah says we cannot talk about this until we know what’s going on with the status of the lawyers in contract. (Further in agenda)

### **G. Election of Officers\***

- Board discusses Board President possibilities, and if anyone has interest in running.  
**Motion** by Meredith Winters that we nominate Leah Graham as President of Southwest Preparatory Learning Center Governing Council for the 17/18 school year.

**Seconded** by Ken Chapman

**Carried All in Favor**

- Current audit committee is Leah, Meredith, Sherry and Stacy.
- Current finance committee is Dave, Meredith and Ken, along with Head Administrator, the Business Manager, and the Vigil Group. We need one more member of the public to volunteer for the finance committee.

**Task:** Robert will add finance committee member to the recruitment email.

### **H. New Head Administrator Contract (Status – PED Approval)**

- Contract is signed by the PED.

### **I. Lawyer Contract renewal\***

- The contract is in process through Ronda Joyce. This item is tabled until next meeting.  
**Motion** by Meredith Winters that we table the lawyer contract renewal until we have a contract.

**Seconded** by Marvin Larsen

**Carried All in Favor**

### **J. Petition for Assets**

- Last month it was voted to table the petition for assets. Currently, we do not know the status of the money. The Board discussed opening the case again and writing an email/letter to David Craig.

### **K. Review Student Handbook**

- Staff should review the Handbook and send changes to the Board.

### **L. Review Staff Handbook**

- Staff should review the Handbook and send changes to the Board.

### **M. Review Internal Controls**

- Accounting Policies and Procedures Manual is being developed by Ronda and Heather. It will be given to the Business Manager. The Board talked about how outdated the manual is, and that it is being revised.

### **N. Open Meetings Act Resolution\***

- Robert discussed revision of the Open Meetings Act Resolution. The Board decided to leave meeting times to the 4th Thursday of each month.

- Typo on first page.

**Task:** Robert will correct typo on first page and email to Tonya to print out.

**Task:** Tonya will ensure meeting times are posted monthly for the public, and get signatures from Board members agreeing to vote in favor the motion.

**Motion** by Meredith Winters that we approve the Open Meetings Act Resolution.

**Seconded** by Marvin Larsen

**Carried All in Favor**

### **O. Tuition Reimbursement Policy\***

- Robert explained policy to the Board, including financial reimbursement and participant expectations. Board asked questions and discussed parameters of policy.

(Amber Romero disconnected from teleconference at 6:59 PM)

**Motion** by Meredith Winters that we accept the Tuition Reimbursement Policy for Southwest Preparatory Learning Center

**Seconded** by Marvin Larsen

**Carried All in Favor**

**P. NCCS membership vs NM School Board Assoc.\***

- Board discussed differences between two, including financial costs, absence of lobbyists, email communication, training costs and time, and evaluation impact.

**Motion** by Meredith Winters that we join the Charter School Coalition, and drop the New Mexico School Board Membership

**Seconded** by Ken Chapman

**Carried All in Favor**

**Q. NMPSIA Petition for Domestic Partnership**

- Ken explained this topic was voted on in the February 4, 2014 SPLC School Board meeting. It was agreed upon to provide the same benefits afforded traditionally married couples to those living together under a properly recognized domestic partnership agreement under the laws of New Mexico. The Board carried the motion. It is suggested to add this policy to the current Employee Handbook. The Board agreed that since it's a policy, it should be added.

**Motion** by Meredith Winters that we direct the Vigil Group to notify NMPSIA about the Domestic Partnership agreement that was approved and put into effect at the February 2014 meeting.

**Seconded** by Ken Chapman

**Carried All in Favor**

**IV. SPLC Administrative Reports**

**A. Head Administrator Report and Summary**

**1. Annual Report Form due September 1<sup>st</sup>**

- This concerns the number of Governing Body members, which has already been discussed earlier during this meeting.

**2. Performance Framework Preliminary Evaluation due September 1<sup>st</sup>**

- EPSS was replaced several years ago by the Charter School Monitoring Tool. Robert discussed results of site visit in January. He will respond to items needing attention by September 1<sup>st</sup>.

**B. Academic, Operations and Data updates**

**1. Data Report (Robert)**

- We need 3 Fourth graders, and 7 Eighth graders. Our numbers are 207, down from 217. Our budget was built on 184. Anything we get above that number is additional money. Additional students applying is anticipated.

**2. IT Report (Tim)**

- Joseph was going to talk about computers, but Robert already talked about this earlier in the meeting. Eric is working on updating Southwest Primary to Southwest Preparatory on the website.

## **V. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – Scheduled for Thursday, August 24, 2017 at 5:00 PM**

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

- Lisa Mora: Discussion regarding David Craig and school assets. She would like to know if the Board wanted the public, staff members, and/or parents of students at SPLC to participate in trying to secure the funds. The Board said they had decided not to do a petition at an earlier meeting. Lisa would like to explore. The Board did not object.

## **VII. Announcements**

- Ken: Regarding the Charter School Governing Body Observation Form (Becky), and the observation notes from our June meeting. I suggest changing D-13 where it states governing body evidence. She said the evidence wasn't observed, but it's on the agenda. In case you want to change it.

## **VIII. Adjournment\***

**Motion** by Meredith Winters that we adjourn.

**Seconded** by Marvin Larsen

**Carried All in Favor**

- Meeting adjourned at 7:18 PM

**Note: \* Indicates Action / Approval Item**