



SOUTHWEST PRIMARY LEARNING CENTER

GOVERNANCE COUNCIL
Special Board Meeting Minutes of
Thursday, March 16, 2017

Board Members Present

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

Board Members Absent

None

Also in attendance

Joseph Lucero, Ronda Joyce
Kirk Hartom, Robert Pazstor,
Sharon Huber

Public in attendance

Tim Walsh, Lisa Mora

These Minutes were approved on June 22, 2017

By a vote of 4 Yes 0 No 0 Abstained 1 Absent
Meredith Winters

President

Secretary

Leah Graham
Tasha Main

CALL TO ORDER

Leah called the Southwest Primary Learning Center (SPLC) Governing Council meeting to order on Thursday, April 6th, 2017 at 5:05pm in the Conference Room of Southwest Learning Center.

ROLL CALL

Leah asked Taylor to call roll. Taylor called: Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, here

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 Governing Council Agenda. Leah made the motion and Meredith seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from February 23, 2017.

Taylor presented to the board that her house had been burglarized and that her bag with laptop and tape recorder had been stolen. Board discussed the issue and Taylor was asked to re-create the minutes as well as she could. Lisa Mora also said she took notes that could help recreate the minutes as well.

FINANCIAL REPORT

Leah asked if there had been anything to report from the Finance meeting.

Joseph informed the Board that the Finance Committee met previous to the board meeting to look at the finances.

Joseph went into detail about the Revenue Report.

- Joseph stated revenue came in at 66.63% of what was budgeted.
- Joseph reported expenses on the expenditure side were 61.91%

Joseph went into detail about the Bank Activity for December.

- Joseph stated expenditures exceeded revenues by \$ 2,828.54
- Joseph stated the school has a reconciled cash balance of \$ 687,578.54
- Joseph stated that outstanding items total \$ 21,650.63

Joseph moved on to the next item of his report, *Voucher Approvals/Check Register Report*.

Joseph asked the Board to review the Check Register Report.

Leah asked for a motion to approve the Vouchers for the month of February. Meredith made the motion and Ken seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried. Joseph moved on to the next item of his report, ***Budget Adjustment Requests***.

Joseph informed the Council that there are two BARs to approve.

*First BAR- 1617-0014-I

*Second BAR- 1617-0015-I

Joseph asked for a motion to approve BARS 1617-0014-I and 1617-0015-I, Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion carried.

ONGOING GOVERNING BODY BUSINESS MATTERS

The Board moved on to ***Ongoing Governing Body Business Matters***.

The Board moved on to the On-Going Board Business.

Board still seeking Audit and Finance Committee members. Board still wants to revise the GB Policy Manual and Mr. Chapman would take the lead on the manual. The Board said the hard copy Conflict Resolution Policy was not the most current and that there needed to be a better system in updating policies and keeping the most current policies.

The Joint SPLC/SILC Committee has not met since last meeting. Board received response from David Craig from Kirk's formal proposal submission request to secure SILC Assets for Preparatory. The response will need to be legally vetted through attorney as requested by NMPED. Kirk sent to SILC Attorney. Board will continue discussion in closed session.

Board moved on to Personnel Records Policy. Amber had included suggestions from SILC Board Member. Leah asked for a motion to approve today's Personnel Records Policy. Meredith made the motion and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed.

Financial Proposal to Secure SILC Assets was tabled. Lease Purchase item was tabled.

PEC has yet to announce when Charter Contract negotiations will be.

Ken will take the lead in reviewing OMA for the Board.

Administrative Contract and Plan for Absent Administration were tabled.

Kirk stated that he has been sending continuous legislative updates from lobbyist Sue Griffith which are forwarded to Board Members.

ADMINISTRATIVE REPORT

Kirk talked about the importance of the Board pursuing and working on a **Strategic Plan** that would give the board direction for goals they want to concentrate on for the next five years. Kirk gave examples of strategic plans and the processes boards use to develop a plan. A strategic plan could be worked on at a retreat on a Friday night and Saturday morning in the future.

Kirk stated that they have formed Calendar Committees to look at the possible school calendar schedules for next year. The committees were very productive and Administration should have a 17-18 Calendar for board approval next month

Kirk moved on to the next item which is the ***Performance Framework Monitoring Tool***.

Administration with SPLC Board members developed the tool to track Board and Administrative state compliances month-by-month. It is useful to plan for Board Agenda item. The other Boards have reviewed it and complimented SPLC Board as it will be very useful in planning Board Agendas.

Kirk moved on to the next item to inform the board of the big ***Professional Development Activities*** that SPLC is involved with. The school is contracted with Education for the Future, Dr. Linda Ware of Geneseo University for PBIS, WIDA for Differentiated Instruction, crucial Conversations with Leadership, UVA Principals Pursuing Excellence Program, and New Horizons Computer Learning

Center. Kirk stated that all these trainings relate to improving academics, support for struggling students, and improving leadership at the schools.

Robert and Kirk reported that *Teacher Evaluations* are going smoothly and explained the processes by which instructional and non-instructional staff are evaluated.

Sharon moved on to the *Data Report*. Sharon informed the Council that our numbers for students in SSLC are steady. The lottery has started and that the numbers are strong for 17-18.

Tim moved on to the next item, *IT Report*. Tim informed the Council that all items needed to upgrade IT systems have been requested.

NEW BUSINESS MATTERS

There was discussion for New Attorney and Meredith would call Mark Baker at Pefier Law. No action on this item.

The date for next Special SPLC Governing Council Meeting would be Thursday, April 27th, 2017, 5:00 PM. Leah thanked Tim for keeping school calendar updated. Leah announced an upcoming NMPED Fiscal Governing Board Training.

PUBLIC COMMENT

Lisa Mora reported that students performed well at English Expositions and thanked the Board in addressing staff concerns about consolidation.

CLOSED SESSION

Leah moved for the SPLC Governing Council to proceed into Closed Session, only matter subjected to Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed.

Meredith seconded the motion. Leah took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin Larsen, here.

OPEN SESSION

Leah moved for the SSLC Governing Council to go back into Open Session, only matters subjected to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Steve seconded the motion. Leah took roll call. Leah called Ken Chapman, here; Meredith Winters, here; Amber Romero, here; Marvin, here. Leah opened the SPLC Governing Council meeting.

Leah made a motion to SPLC Board that we would consider trying to invoke the terms of the of the Resolution Agreement signed September 26, 2016, for resolution between SILC and SPLC with respect to the conflict of the Head Administrator contract and composition of Southwest Preparatory Board, and SILC would have to consider grievance of Principal. Further move, both SILC and SPLC boards need to meet as a joint board to discuss. Leah took roll call vote. Leah called Ken Chapman, yes; Meredith Winters, yes; Amber Romero, yes; Marvin, yes.

There was no action on Administrative Contracts.

AJOURNMENT

Leah made a motion to adjourn today's regular SPLC Governing Council meeting and Amber seconded the motion. Leah called for a voice vote, unanimous yes, Motion passed. Leah adjourned the meeting.