



GOVERNANCE COUNCIL
Board Meeting Minutes of
Tuesday, July 12, 2016

Board Members Present

Lisa De Temple, Cheryle Brody,
Judy Chapman, Krista Keay,

Board Members Absent

None

Also in attendance

Kirk Hartom, Robert Pasztor, Sharon Huber,
Joseph Lucero, Sean Fry

Public in attendance

Tim Walsh

These Minutes were approved on _____

By a vote of ____ Yes ____ No ____ Abstained ____ Absent

President

**Submitted by
Savannah Lopez**

CALL TO ORDER

Cheryle called the Southwest Intermediate Learning Center (SILC) Governing Council meeting to order on Tuesday, July 12th, 2016 at 4:02 pm in the Conference Room of Southwest Learning Center.

PLEDGE OF ALLEGIANCE

Cheryle asked everyone to stand and join her in the Pledge of Allegiance.

ROLL CALL

Cheryle asked Savannah to call roll. Savannah called Judy Chapman, here; Cheryle Brody, here; Lisa De Temple, here; Krista Keay, in route.

ADOPTION OF THE AGENDA

Cheryle asked for a motion to approve today's SILC Governing Council Agenda. Judy requested that a report from the July 12th meeting with Mr. Craig and Mr. Aguilar be added to the agenda. This item was added in between 4.5 and 4.6 under Administrator's Report. Judy made the motion and Lisa seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from June 14th, 2016

Cheryle asked if everyone had a chance to review the minutes from the regular SILC Governing Council meeting held on June 14th, 2016 and Judy asked to have pages 6, 7, 8, and 11 reviewed in the matter of having SPLC and SILC confused. Cheryle asked if there were any other changes and there were none. Cheryle asked for a motion to approve these minutes. Judy made the motion to approve the June 14th minutes with the changes of SPLC to SILC and Lisa seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

RECOGNITION

Cheryl stated that there were no recognitions for this month.

PUBLIC COMMENT

Cheryl stated that there was not any public for public comment.

ADMINISTRATIVE REPORT

Cheryle turned the meeting over to Kirk.

Kirk began with the first item of his report, ***Back-to-School***.

- Kirk gave an update of registration being online and doing well.
- Kirk informed the Council that the staff will have a two day training about data-analysis, staff handbook, staff culture, student culture, etc. in October.

Kirk moved on to the next item of his report, ***Staffing Report***.

- Kirk informed the Council that the administration has been interviewing for an intermediate math and PE teacher.

Kirk moved on to the next item of his report, ***Budget Technical Review***.

- Kirk informed the Council that the schools met with Mr. Craig and Mr. Aguilar up in Santa Fe at PED.
- Kirk stated that the budget is now based on the actual revenues and expenditures from 2015-2016 which will make it less work in doing BARs for 16-17.
- Kirk informed the Council that the Vigil Group and the site business managers have gone over and above in balancing the budgets and settling past invoices.
- Kirk stated that the PED concerns were about making sure the schools have solid salary schedules, especially since the schools were able to increase salaries.
- Kirk informed the Council that they have a True and False of the Southwest Learning Center corrective action document in their packet.

Kirk moved on to the next item of his report, ***Lease-to-Purchase***. Kirk informed the Council that he spoke with Mr. Sailor earlier in the day and they discussed having a meeting the following week to go over the Lease-to-Purchase process. Kirk mentioned to the Council that the schools have adequate funds to put down a substantial down payment.

- Judy asked for clarification under the Budget Technical Review item of Kirks report. Judy asked if the SILC budget amendments, FTE, and salary adjustments reviewed and approved by PED.
- Sean answered, those changes were made on the budget submission.
 - Judy requested that the Council would like to see the final amended budget that was submitted to PED.
- Judy asked Sean if he feels he is receiving accurate information from the administration in order to address any discrepancies and move on. Sean answered, yes.
- Lisa asked if there was any response from PED regarding the budget amendments. Sean answered, no because the budget that was submitted was the one the board had already approved.
 - Kirk stated that he did meet with Mr. Vigil and went through all of the numbers in the budget and clarified anything they needed clarification on.
- Lisa asked if the Council can be e-mailed the information from PED. Sean answered, yes.

- Kirk reminded the Council of the addition to the agenda, the discussion of how earlier that morning went with Mr. Craig and Mr. Aguilar. Kirk stated that what he gathered from the meeting was that it was positive. Kirk stated that he believed they recognized what the schools have done over one year. Cheryle agreed that the tone of the meeting was positive. Kirk stated that they said there is most likely 1 year before turning everything back to the school. Kirk went into detail about being in an unqualified status. Sean stated that FY16 is the first year we will have a clean audit opinion.
 - Cheryle mentioned that Mr. Craig and Kirk discussed the internal controls in place for the finances. She mentioned that Mr. Craig said that the way our finance committee handles the information is “solid.”
- Kirk stated that the ARA for all schools has been all paid out.
- Lisa asked if there were any concerns about anything at all. Kirk and Cheryle responded, yes. Kirk went into detail about their main concern being Uncle Cliffs and the CBA’s. He mentioned that they do not make educational opinions for the schools but that the way the CBA’s were laid out this year need to be justified a little more. Kirk stated that whatever the school sends in with their Purchase Requisitions needs to be education related and justifiable.
- Cheryle mentioned that they also talked about the schools being separate all the way down to the water bill and making sure all schools function separately.
 - Sean mentioned that with the utilities, three schools share them and they are not able to go separate but that all of the vendor’s contracts are separate.
- Sean mentioned that they also mentioned the practice of buying food for students for testing. In order to buy food for the students it needs to be billed out of the Activities Fund and not out of the Operational Fund.
- Cheryle clarified that the Southwest Secondary Learning Center schools do not have a meal plan.
- Kirk reminded the Council that they did establish policy to make sure that the Activities Fun is being used properly.
- Sean stated that the comment was made by Mr. Craig, with Joseph as a witness, the state does want to start handing things back to the school this year.

Cheryle moved on to the next item, **Data Report**. Cheryle asked if Sharon was here to give the report and Robert answered, yes, although she was dealing with registration at that time.

Lisa asked what the steps are in the Lease-to-Purchase agreement. Kirk answered, it is all in place and that they hope to have it put together and done by renewal time. Kirk mentioned that these type of agreements are being log jammed up at the state but that as long as it has been submitted, the schools are okay.

- Sean informed the Council that there are two issues when it comes to Lease-to-Purchase. The process is once there is an agreement with the landlord the boards will vote on the framework of the agreement and then they will submit it to the PSFA. Sean stated that the PSFA will review the agreement at that times and either check off on it or hold back. Sean stated that he wants to make sure the Council knows that although they have the agreement submitted on time, it does not guarantee that they will agree with the agreement and not have any issue with it.

- Lisa asked, when there is talk about putting a substantial down payment on the building and all four schools having different amounts of money to put in, how is it proportional to the schools when the down payment is made. Sean answered, it is still being worked out.
- Cheryle asked for the Council to receive a report at the next meeting on the Lease-to-Purchase agreement.

FINANCIAL REPORT

Cheryle turned the meeting over to Joseph to give the financial report.

Joseph informed the Council that the Finance Committee met the previous day. Joseph stated that himself, Kirk, Heather, Richard, and Krista were in attendance and this meeting.

Krista arrived to the meeting at this time, 4:37 pm.

- Joseph went into detail about the Revenue Report for the month of June and stated that the revenues brought in by the school came in at around 96% and the expenses came in at 53.51% of what was budgeted.
- Joseph informed the Council that there were no negative functions in operational.
- Joseph stated that for IDEA B there was a question in the amount that the schools were using. Joseph informed the Council that for IDEA B usage the school needs to match what they spent in the prior year.

Cheryle asked Krista if she had anything to add regarding the finance meeting yesterday and Krista answered no, it was a simple meeting

Cheryle asked Joseph if there were any BARs and Joseph answered, no, but stated that the Check Register needs approval.

- Cheryle asked for a motion to approve the Check Register Report. Judy made the motion and Krista seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

Cheryle asked about the Cash Transfers item on the agenda and Joseph said that it can be removed from the agenda because there were none. Cheryle asked about the Vouchers item on the agenda and Joseph answered, the vouchers are the same thing as the check register report.

OLD BUSINESS

Cheryle moved on to the first item of business, *Fall SILC Board Schedule*.

- Cheryle asked the Council and administration to set a consistent time for the meetings to take place. The Council agreed to leave the meeting time at 4:00 pm and not make any changes.
- Cheryle asked the Council and administration if they could move the August 9th meeting to August 16th because she will be away at that time. The Council and administration agreed

that this change is okay for the month of August. Kirk stated that they would move the finance meeting to the Monday before, August 15th.

- Krista informed the Council and administration that the times on the Fall Board Schedule Draft were wrong. She confirmed with Kirk that the time should be changed to 4 pm every 2nd Tuesday for the Board Meeting and 5 pm every 2nd Monday for the finance meeting.
- Lisa asked why the December meeting is during the 1st week instead of the usual 2nd week and Kirk answered that every meeting got pushed up that month because meetings start overlapping due to vacation and holidays.

Cheryle asked for a motion to approve the Fall SILC Board Schedule with the August meeting change made. Judy made the motion and Krista seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

Cheryle moved on to the next item of business, **Consolidation**. Cheryle turned the meeting over to Kirk.

- Kirk informed the Council that the Consolidation Report was turned in to the PEC on time, on June 30th. Kirk stated that the report was turned in to Linda Olivas and they did receive confirmation of the report being received by her.
- Kirk stated that he sent out a few e-mails to people asking if they wanted to make any changes to the report, grammatical changes or factual changes. Kirk also stated that he received tremendous help from Robert and the SPLC Board.
- Kirk informed the Council that the administration had yet to receive any response from PEC at that time.
- Cheryle mentioned that she was looking through the previous meetings minutes and noticed that Lisa had made a request to get more of a breakdown on Option 3 of the Consolidation Report and asked if the Council could receive it.
- Lisa commented that she wants to make sure that if this option is a serious option, that they have all of the facts and details on it. She stated that she wants to make sure the numbers are correct and that the Council and administration feel good about the option.
- Lisa stated that she was concerned about the EA positions in the school in Option 3.
- Kirk stated that there was a lot going on with the budget at the time Option 3 was created and asked Sean if it is possible to go back to the budget and review the numbers.
 - Sean informed the Council that they did fully analyze the SPLC and SILC consolidation with the expenditures and revenues. Sean stated that option has the full budget prepared as well as the option were SSLC and SILC combined.
- Lisa asked Sean if he feels confident that now that the budgets are finalized and ours did get adjusted and did impact SPLC...
 - Sean stated that there would be some changes on personnel allocations between SPLC and SILC.
 - Sean stated that those numbers were analyzed and were true to what was happening at that time.
- Lisa asked if it would be a good exercise to go back and look at the final numbers. Sean answered, yes.
- Cheryle stated that she would add the review of the budget to her agenda in August.
- Lisa stated that she is concerned, if they are looking at Option 3 as a serious option, the revenue that was put in was based on assumptions for the \$120,000. Lisa stated that from an

accounting perspective, it would be better if they heard what they can count on and not what they hope to get.

- Lisa asked the administration if they would put together a best/worst case scenarios document to present at the next meeting. The Council and the administration agreed that this would be done.

Cheryle moved on to the next item of business, **Board Member Recruitment**. Cheryle asked if there was an add placed in the ABQ Journal, as previously discussed in the last meeting. Robert answered, no, because he and Ronda had looked into it and found that there isn't anywhere in the classified ads for volunteers.

Sean left at 4:55 pm.

- Robert stated that he has the number for the Junior League because the Junior League has a volunteer program. Robert stated that he would call them and see about putting an ad up there.
- Krista asked if at registration the administration could make sure they put the information out there for incoming parents. The administration agreed.

Cheryle moved on to the next item of business, **School Board Attorney**.

- Judy informed her fellow Council members and the administration that the committee interviewed the last attorney earlier in the day.
- Judy stated that committee does have a recommendation and would like to have the attorney that they choose come to the August meeting and be introduced. Judy stated that the attorney will present themselves and then the Council will make a decision on whether or not to go forward with them.
 - Cheryle stated that she completely trusts the committee in their decision.
- Judy stated that there is a process in getting an attorney and they cannot announce who this person is until August because of this meeting being an open meeting.
- The Council agreed to put the School Board Attorney as an action item in the August meeting.

Joseph left at 4:58 pm.

Cheryle moved on to the last item of business, **Staff Handbook (# E222 & F555)**.

- Kirk stated that at the last month's meeting there were several questions about the handbook so he went ahead and gave out the entire handbook to have it read through.
- Kirk went on by explaining the Table of Contents of the Staff Handbook.
- Kirk stated that although it would be nice to have the handbook ready to go out before the school year, he does not want to rush any decision making.
- Kirk confirmed that Tim did make the grammatical changes on the Staff and Student Acceptable Use Policies.
- Judy informed the Council and the administration that the Grievance Policy in their packet was not the Grievance Policy that was approved.

- Cheryle asked about #10 on the handbook; if illegal drugs, alcohol, and E-cigarettes are supposed to be a part of the last sentence along with tobacco. Cheryle requested for Kirk to add “the use of tobacco, illegal drugs, alcohol, and E-cigarettes are prohibited on school grounds...” and Kirk agreed.
- Cheryle asked if #26 is correct or if there needs to be a change. Kirk said that is how it reads and does not see a need to change it, Cheryle agreed.
- Judy stated that she had a question on the Extended Leave on page 9. Judy asked if, because they added extra days off for non-instructional in July and December, if it still leaves their straight-leave days at 25.
 - Robert suggested there not be a number put in that policy in order to leave it open for change and the Council and administration agreed.
- Lisa asked if SILC was going to receive their own handbook. Kirk responded that other boards have been following this format but have made their own changes.
- Cheryle asked if there could be approval of F 555 and Judy said the Grievance Policy is not correct...
 - Cheryle asked if the Council needs more time to review E222 & F555 and they answered, yes.
 - Kirk made the suggestion that the Council pass what is in red now and then they can always go back later and amend and the Council agreed.

Heather left at 5:15 pm.

Cheryle asked for a motion to approve the # E222 and # F555 documents. Krista made the motion to approve E222 with the changes discussed in #10, #14 and F555 as is and Judy seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion carried.

CLOSED SESSION

Cheryle stated that the Council needed to go into a Closed Session. Judy moved for the SILC Governing Council to proceed into Closed Executive Session, which is pursuant to section 10-15-1 (H) (2) NMSA 1978 to address limited personnel matters and the Council will also have the option of calling Mr. Kirk Hartom, Krista seconded. Cheryle closed the session at 5:23 pm.

OPEN SESSION

Cheryle moved for the SILC Governing Council to go back into an open session and Krista Keay seconded. Cheryle asked Savannah to take a roll call vote. Savannah called Judy Chapman, yes; Lisa DeTemple, yes; Krista Keay, yes; Cheryle Brody, yes. Cheryle opened the SILC Governing Council meeting at approximately 6:10 pm.

CLOSING

Cheryl informed the Council and the administration that the next Governing Council Meeting is August 16th, 2016 at 4 pm in the SSLC Conference Room.

ANNOUNCEMENTS

Cheryle asked if there were any announcements and Kirk introduced his wife, Priscilla to the Council.

ADJOURNMENT

Lisa made a motion to adjourn today's regular SILC Governing Council meeting. Judy seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed. Lisa adjourned the meeting at 6:12 pm.

DRAFT