



**GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, March 16, 2023

**BOARD MEMBERS PRESENT**

James Burton, DeEtte Peterson, Xavier Chavez, and Chris Ortiz

**BOARD MEMBERS ABSENT**

Alissa Mavridis and Jessica Garcia

**ALSO, IN ATTENDANCE**

Jonas Cossey, Tonya McCullough, Jennifer Vigil, and Justine Vigil

**PUBLIC**

Michelle Cortez

Note – Due to COVID-19 and social distancing regulations, this meeting was held using Zoom Video Conferencing.

Note - Governing Board members visually raised their hand when saying, “All in Favor” when voting and during roll calls.

These minutes were approved on April 20, 2023.

By a vote of 5 yes    no 1 absent    abstained

Alissa Mavridis President

Jessica Garcia Secretary

Prepared By: Jennifer Vigil

**I. Call to Order**

By James Burton

**Thursday, March 16, 2023, at 5:02PM**

Regular Meeting of the Governing Council for Southwest Preparatory Learning Centers  
Meeting was held via Zoom and hosted by Jonas Cossey

**A. Roll Call**

Jennifer Vigil called DeEtte Peterson, Jessica Garcia, Chris Ortiz, Alissa Mavridis, James Burton, and Xavier Chavez.

**B. Pledge of Allegiance**

Led by James Burton

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

**Motion by** James Burton to ADOPT the agenda.

**Seconded by** Chris Ortiz

**Carried All in Favor**

**D. Adoption of the minutes from February 16th, Regular Meeting\***

James adopted the minutes from February 16<sup>th</sup>, the regular meeting, and the correction of implication to initiative in Vice Principal Report.

**Motion by** James Burton to ADOPT the minutes from February 16<sup>th</sup>, Regular Meeting as amended.

**Seconded by** DeEtte Peterson

**Carried All in Favor**

**II. Public Comment (2 minutes per individual with the right to allow more time from the Governing Council President)**

**III. Governing Council Committee Reports**

**A. Finance Committee (Committee met March 16<sup>th</sup>, 2023, at 4:30 pm)**

DeEtte Peterson let the board know that we went over our finances and the operational decrease we are receiving due to a lower student count. This decrease was expected, and Justine will be presenting the BAR to the council. ESSER II funds will need to be spent down by June 30<sup>th</sup> because the funds go away at the end of the fiscal year. The same goes for the Pediatric Autism award we received, so we need to get that spent down or we lose that funding.

**1. Budget Adjustment Requests\***

**a. SPLC-530-000-2223-0010-M**

Justine went over our maintenance bar for our operational funds. This budget adjustment request will move our budget around to adjust for current spending and to ensure any negative functions are positive.

**b. SPLC-530-000-2223-0020-D**

Justine went over our decrease bar for our operational funds. This budget adjustment request is decreasing our operational funds due to not meeting

our projected student count. Justine decreased funds from line items that had available budget remaining. She also stated that we will have a lower cash carryover going into the next fiscal year.

**c. SPLC-530-000-2223-0021-I**

Justine went over the increase bar for our ESSER II fund. This budget adjustment request is increasing our current budget due to cash carryover from last fiscal year.

**d. SPLC-530-000-2223-0022-I**

Justine went over the increase bar for our ARP/ESSER III fund. This budget adjustment request is increasing our current budget due to cash carryover from last fiscal year.

**e. SPLC-530-000-2223-0024-IB**

Justine went over the initial budget bar for our Social Emotional Learning fund. This budget adjustment request is adding budget for the SEL funding that was received due to cash carryover from last fiscal year.

**Motion by** James Burton to APPROVE budget adjustment requests **0010-M, 0020-D, 0021-I, 0022-I and 0024-IB** as shown in the March 16<sup>th</sup>, 2023, agenda.

**Seconded by** Chris Ortiz

**Carried All in Favor**

**B. Request for Inventory Disposal**

Jennifer let the board know that SPLC has (4) items for disposal. (3) Lenovo laptops that had their screens cracked and (1) Windows 10 computer tower that is no longer compatible with required updates provided by our IT Department. We will be replacing the laptops as needed, currently we still have some Lenovo's in storage so those will be used first. Also, Jonas and Jennifer contacted ABBA Technologies to get a quote for new student laptops for the upcoming school year. We are hoping these will be more durable and ABBA will be able to monitor and update the laptops more frequently. Also, we did order all staff new ZBook laptops, so those are replacing old Windows 10 computers and computer towers.

**Motion by** James Burton to APPROVE request for inventory disposal as presented by Jennifer Vigil.

**Seconded by** Xavier Chavez

**Carried All in Favor**

**C. Audit Committee**

Chris Ortiz let the board know that they met with PED for the site visit. PED was really impressed with our school and staff. They talked about student enrollment and attendance. It appears that all schools seem to be experiencing issues with enrollment and attendance.

#### **D. Strategic Planning Committee**

DeEtte Peterson stated that the committee didn't have any new updates.

#### **E. Ethics Committee**

James Burton stated that the ethics committee didn't have any new updates. However, he updated Michelle Cortez on why the board requested a teacher representative. They want the teachers to have a voice and bring any concerns or ideas to the board.

Michelle Cortez introduced herself as the new 5<sup>th</sup> grade teacher and volunteered to be the teacher representative. She is happy to be here and learn more about SPLC. She will give input at meetings and bring ideas to the board.

Jennifer Vigil mentioned that the ethics committee requested that the school purchase radios for staff in case of an immediate emergency, where all staff could be contacted immediately on one channel. Jennifer stated that the radios were ordered and delivered to the school in March. Jonas is currently working on distributing the radios to the teachers and advising staff on how to use the radios.

### **IV. Governing Council Discussion Items**

#### **A. Governing Board Training**

James Burton stated that governing council members are working on the required trainings and have about 3 months remaining in the school year to complete them.

#### **B. Part Time Employee Resolution**

Jennifer Vigil went over the Part Time Employee Resolution Form and how it affects SPLC. The Part Time Employee Resolution gives SPLC the opportunity to offer insurance coverage to employees working between 15-19 hours weekly.

**Motion by** James Burton to APPROVE and implement Part Time Employee Resolution.

**Seconded by** DeEtte Peterson

**Carried All in Favor**

### **V. Head Administrator Report**

Jonas started off by giving an enrollment update. We are up to 155 students for the current fiscal year. The typical student count we have had this year is between 156 and 150. We are expecting 106 returning students for the next school year. The new lottery opened on March 8, 2023, and closed on March 15, 2023. We had 23 confirmed seats in the lottery and 23 unconfirmed seats. Our registrar will be contacting the families that registered but didn't confirm their lottery seats. We hope this will increase our enrollment into the next school year.

A renewal staff survey and petition of support was sent out. We received 100% of these surveys back. We also sent out a survey to families as well and we have received approximately 1/3 of the surveys back. We need 75% of the surveys back so we will be contacting families to get these back.

The site visit went well, and we received positive feedback from the student and teacher observations. The PED said that we may have a finalized site visit report by the end of the fiscal year.

Prepared By: Jennifer Vigil

Lastly, we are still waiting for our cost share agreement. An official student count is the cause of this delay, but we will have it at our next governing council meeting.

## **VI. Vice Principal Report**

Tonya let the board know that she and Lisa Mora have been working hard to finalize the CLIR framework. This is a package that needs to be submitted to the state. Lisa and Tonya will be submitting the package as soon as possible, because this is important for our charter renewal.

Attendance is still an issue for many families here at SPLC. Tonya will be sending out tier 3 letters this month. Tier 4 is the highest level, and we have some students falling into this category. We need to come up with more strategies to get kids in school. We are following all attendance for success guidelines. We offer alarm clocks and are willing to offer transportation for these families.

Testing is coming up! We will be administering the state and federal mandated tests. The first test is science and then Math and ELA. We are hoping to test 95% of our students during this time.

## **VII. New Business Matters**

### **A. Next Regular SPLC Governing Council Meeting-April 20<sup>th</sup>, 2023, at 5:00pm\***

**Motion by** James Burton

**Seconded by** Xavier Chavez

**Carried All in Favor**

## **VIII. Adjournment\* 6:42 pm**

**Motion by** James Burton

**Seconded by** Xavier Chavez

**Carried All in Favor**

Note: \* Indicates Action / Approval Item

If you are an individual with a disability who needs 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](mailto:tmccullough@sslc-nm.com) or (505) 363-4875 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.