



**GOVERNING COUNCIL**

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, June 28, 2018

**BOARD MEMBERS PRESENT**

Aaron Redd, Alissa Mavridis, Amber Romero, Leah Graham

**BOARD MEMBERS ABSENT**

Marvin Larsen

**ALSO IN ATTENDANCE**

Robert Pasztor, Renee Morgan, Maria Foster, Justine Vigil

**PUBLIC**

(None)

These minutes were approved on July 19, 2018

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

Aaron Redd President

Tonya McCullough Secretary

**I. Call to Order**

By Aaron Redd

**Thursday, June 28, 2018 at 5:02 PM**

Regular Meeting of the Governing Council for Southwest Preparatory Learning Centers

Southwest Learning Centers Smart Lab

10301 Candelaria Road NE

Albuquerque, NM 87112

**A. Roll Call**

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

**B. Pledge of Allegiance**

Led by Aaron

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

Aaron asked for a motion to adopt the Agenda.

**Motion** by Amber Romero that we ADOPT the agenda.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

**D. Review / Approval of Minutes from May 24, 2018 Regular Meeting\***

**Motion** by Amber Romero that we APPROVE the minutes from the May 24<sup>th</sup> meeting.

**Seconded** by Leah Graham

**Carried All in Favor**

**E. Review / Approval of Minutes from June 5, 2018 Special Meeting\***

**Motion** by Alissa Mavridis to APPROVE the minutes from the June 5<sup>th</sup>, 2018 meeting.

**Seconded** by Amber Romero

**Carried All in Favor**

**II. Closed Session\***

**A. Matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7). Specifically an update on pending litigation involving former employees.**

**Motion** by Amber Romero that we GO INTO Closed Session and that only matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1978, Section 10-15-1(H)(7). Specifically an update on pending litigation involving former employees will be discussed.

Amber invited Head Administrator Robert Pasztor and Attorney Lauren Keefe in Closed Session.

**Seconded** by Leah Graham

**Carried All in Favor**

**Roll Call**

Tonya: Called Amber Romero, Alissa Mavridis, Aaron Redd and Leah Graham

**Closed Session began at 5:05 pm**

### **III. Open Session\***

**Motion** by Aaron Red that we COME OUT OF Closed Session and back into Open.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

#### **Roll Call**

Tonya called Aaron Redd, Amber Romero, Alissa Mavridis, and Leah Graham.

**Open Session began at 5:44 pm**

### **IV. Approval of Proposal by German and Burnette\***

**Motion** by Alissa Mavridis to APPROVE the proposal by German and Burnette.

**Seconded** by Amber Romero

**Carried All in Favor**

### **V. Financial Update**

#### **A. Finance Committee Report (Committee met June 28, 2018)**

Amber met with the Financial Committee and reviewed all financial reports and BAR's. She said we have one more month in the fiscal year. Everything is on track and we have the last of this year's revenue coming in this month. There will be no more requisitions for the current fiscal year. We reviewed the check register, and nothing looked unusual. There was a discussion regarding Governing Body training in the Financial course from the conference, and as a result they've asked the accountant to heretofore provide an income statement and balance sheet along with the monthly packets for the Finance Committee.

#### **B. Business Office Operations Update**

Maria stated all the PO's have been closed for the fiscal year. They are finalizing a few remaining invoices. All contracts will be ready for July 1<sup>st</sup> to start the new fiscal year on schedule. Robert said they are working on the MOU between the two schools regarding the division of expenses. We are now considered legal partners, so this will be our Legal Partnership Agreement. Amber asked if the MOU could contain SSLC's commitment to building the new building for Primary. Robert stated this was a cost-sharing MOU and he would have to look into it. We have the agreement in writing through Board minutes and communications. Robert also let the Board know they fixed E-Rate and Box Top distributions, which were going to SSLC only.

#### **C. Approval of (verification of receipt of) May 2018 Financials including vouchers and BAR's\***

Amber and Marvin looked at the check registers, revenue and expenditures and have no concerns. We do not need to approve the check register or BAR's in the Board meetings because they were already reviewed and approved during the Finance Meeting. We have a new Finance Manager, Justine Vigil.

Justine went over each BAR.

#1: BAR 29-T: is a maintenance BAR to correct any negative line items in the budget.

#2: BAR 28-I: is an increase BAR to the Operational Fund for \$1011, for student fees. This money was budgeted into any negative line items.

#3: BAR 32-I: The PED is doing a second June SEG Distribution, for extra funds they had for Special Education. Our school received \$12,224, which was budgeted into negative line

items. This money does not have to be used solely on Special Education (which was confirmed by an email from David Craig). It went into supplies and special education services.

**Motion** by Amber Romero that we APPROVE BAR's 28-I, 29-T, and 32-I.

**Seconded** by Alissa Mavridis

**Carried All in Favor**

**D. Property Disposal\***

Maria would like approval to dispose of several items, including: monitors, laptops, TV monitors, phones, Chromebooks, and a basketball hoop.

**Task:** Justine will inquire about a form that may need to be used for a Property Disposal.

**Motion** by Aaron Redd to APPROVE the Property Disposal.

**Seconded** by Amber Romero

**Carried All in Favor**

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

No Public Comment.

**VII. Ongoing Governing Body Business Matters**

**A. Board Member Recruitment**

Leah has a friend that may be interested. She will try to contact her again. She mentioned it would be better to have a new member in July anyway due to the lack of training. Robert has also posted in AARP, and the Center for Non Profit Excellence. He mentioned posting it with the State. Amber talked about young adults that are entering the workforce may like the opportunity for community service, and asked the Board to think about who they work with.

**B. Update on Head Administrator Evaluation**

Aaron received everyone's forms and compiled them, and Robert has uploaded them.

**C. Sharing from the Charter Leadership Conference**

Robert said the conference was really good. He went both days and attended sessions on equity, and supporting all students individually. The discussions were very good. He mentioned the SSLC Board may benefit from the guidance of one of the presenters regarding governing vs. managing Board functions. Chris Lutz was also at the same session. Amber talked about the suggestion from the conference that the Board may need to talk more about academics during Board meetings.

**VIII. SPLC Administrative Reports**

**A. Head Administrator Report and Summary**

**1. Current Enrollment Update**

Robert has been helping Veronique because she is out of the office. He worked on the parent conference calendars for Info Snap and uploaded them, and spreadsheets for student information. He said as of today we have 196 students currently enrolled. We can go up to 217 students. Our budget was built off what we had last year. If we go over 200 students, we will get extra money. The amount of money we receive per

student went up to \$4,195.

## **2. EOY Update**

Robert said Veronique has to close out the year in order to open a new year. She will then be able to populate the students and parents. Our Preparatory server has only been open one year, so one would need to look up Primary if they want older data on students. Renee explained the proficiency data for District Math and Reading testing. She shared graphs showing ending results for STAR testing for students that have been at SPLC for a full prior year. The Board had a discussion regarding the results, which were positive overall.

Robert hired a 0.1 counselor, which means we will have him for about half a day per week. Since we share him with SSLC, he will be here most of the week and will be available for our students throughout the week. He hired an Educational Assistant for Special Education. Michelle Adam took a position in Corrales, so we need a Spanish teacher. He has an interview with an applicant tomorrow, and has already interviewed a few others.

## **3. Grant Applications Update**

Robert said these are all finished. He felt very good about IDEA in particular because we now have the money to support special education. Jonas will be a half time teacher and a half time coordinator. Lorena will be a full time teacher. They have also added an Special Education Educational Assistant.

## **4. IT Report**

Robert said Tim didn't send him anything. SSLC got new faculty computers and IT are updating them. We got our new phone system. Phone training is scheduled for August for the teachers. He mentioned there will be equity training for staff as well. The Board had a brief discussion about what equity means, with a general consensus that all students should be offered support to meet and/or exceed the standard.

## **IX. New Business Matters**

**A. Date for next Regular SPLC Governing Council Meeting – scheduled for Thursday, July 19, 2018, at 5:00 PM.**

## **X. Adjournment – 6:35 PM\***

**Motion** by Aaron Redd that we ADJOURN.

**Seconded** by Amber Romero

**Carried All in Favor**

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](mailto: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.