



GOVERNING COUNCIL

Regular Meeting of the Southwest Preparatory Learning Center Governing Council on

Thursday, July 19, 2018

BOARD MEMBERS PRESENT

Aaron Redd, Alissa Mavridis, Amber Romero, Marvin Larsen

BOARD MEMBERS ABSENT

Leah Graham

ALSO IN ATTENDANCE

Robert Pasztor, Renee Morgan, Maria Foster, Justine Vigil

PUBLIC

(None)

These minutes were approved on August 23, 2018

By a vote of X yes ___ no ___ absent ___ abstained

Aaron Redd President

Tonya McCullough Secretary

I. Call to Order

By Aaron Redd

Thursday, July 19, 2018 at 5:06 PM

Regular Meeting of the Governing Council for Southwest Preparatory Learning Centers

Southwest Learning Centers Conference Room

10301 Candelaria Road NE

Albuquerque, NM 87112

A. Roll Call

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

B. Pledge of Allegiance

Led by Aaron Redd

C. Adoption of the Agenda*

Motion by Aaron Redd to ADOPT the agenda.

Seconded by Amber Romero

Carried All in Favor

D. Review / Approval of Minutes from June 28, 2018 Regular Meeting

Motion by Amber Romero that we APPROVE the minutes from June 28th.

Seconded by Marvin Larsen

Carried All in Favor

II. Financial Update

A. Finance Committee Report (Committee met July 19, 2018)

Justine stated they went over all the financial reports in the Finance Committee meeting. All BAR's have been submitted to the PED. The reports captured the whole fiscal year, July 1st – June 30th. There are no negative functions in the budget. They are estimating \$275,000 in cash carryover into Fiscal Year 2019. The audit is scheduled for September 6th and 7th.

Amber and Marvin met with the Committee. Amber said they reviewed all documentation, along with some new documentation they are receiving. It will take some time to get used to interpreting it. They saw nothing alarming.

B. Business Office Operations Update

Maria said all major Purchase Orders are done; there are a few open for ancillary and substitute teachers. She is making sure to use the correct codes so it comes out of the proper account. Robert stated they are learning a lot about codes and budgets to ensure they are using funds properly.

C. Manual of Accounting Policies and Procedures Changes Approval*

Robert explained the woman that does our inventory looked over specific sections in the manual and wanted us to make some minor changes in the wording to make it more appropriate. Maria and Robert went over the changes in the Manual with the Board, answering and clarifying questions.

Motion by Alissa Mavridis to ACCEPT the Accounting Policies and Procedures Changes.

Seconded by Amber Romero

Carried All in Favor

D. Property Disposal*

Maria explained SSLC found four items that are inventoried under SPLC, which are of no value and would like disposed: VCR, Dish box, and power distribution models.

Motion by Alissa Mavridis to APPROVE the disposing of the four obsolete items.

Seconded by Amber Romero

Carried All in Favor

E. Approval of BAR's*

Justine stated we have two BAR's tonight.

BAR 2-I is to budget the IDEA-B carryover. She budgeted it into ancillary services.

BAR 1-IB is the IDEA-B fund, with an award for Fiscal Year 2019. This fund will be used for an EA, professional development, Special Education coordinator and ancillary services.

Robert and the Board had a discussion regarding higher student numbers in Special Education, and how that might affect the IDEA funding.

Motion by Alissa Mavridis to APPROVE BAR 1-IB and 2-I.

Seconded by Amber Romero

Carried All in Favor

F. Cost Sharing MOU with SSLC*

Robert explained we are a legal partner with SSLC with this document, because we share the costs of the building. The share will remain at 42/58; we are 42. Maria worked on the list of items that are involved in this document. We paid 42% of the estimated costs. The Board had a discussion regarding paying estimated vs. actual costs. It was decided that since the agreement says our invoice will be based on actual cost, we don't need to amend it. We will receive an annual review of costs, and our share will be determined on the last year's costs. Maria will ask for future invoices to monitor the actual costs. It was mentioned that if we look at the last year's costs, and make the new year's estimates based on that, it makes the process simpler for both schools. We can amend this agreement at any time if needed, and we are good for auditing purposes.

Motion by Amber Romero to APPROVE the Cost Sharing agreement for this upcoming fiscal year.

Seconded by Marvin Larsen

Carried All in Favor

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

No Public Comment

IV. Ongoing Governing Body Business Matters

A. Governing Body Recruitment

Aaron asked if we have any updates on recruitment. Leah was not here to give an update on the person she knew. Robert and Aaron stated they could make additional

announcements, but didn't want to if Leah's person wanted to join. It was decided to revisit this next month.

B. Governing Body Training Requirements

Aaron stated everyone has completed their training requirements for the FY18 year. Robert said one of the presenters from the conference would be willing to come and do a training for SPLC and SSLC, which could possibly count as training hours for this year. Robert will get more information and get it to the Board. Amber suggested it may be easier to go to training during the school year instead of the summer. Robert reminded the Board that training is available every month, and members can start working on their hours any time.

V. SPLC Administrative Reports

A. Head Administrator Report and Summary

1. Enrollment Update

Robert stated as of today 4th and 5th grade are full, 6th grade can take one more and we already have that call out, we need 18 7th graders, and 8th grade is at 56, so we could get a few more. Last year we functioned at 196 just fine. Today, we are at 197, and we can go to 217. We have a sign out front because we need SSLC students as well.

2. Staffing Update

Robert said Michelle Adam took a new position in Corrales. We advertised and interviewed and found a new teacher, Heidi Alan. She has 23 years of experience, and is also a certified science teacher. We will look at how she can help with our 7/8th graders in science. In Special Education, we have a new EA, Melissa Paine. We have a new part time counselor. Lorena O'Brian will be a full-time teacher, and Jonas Cossey will be Teacher/Coordinator. The UNM work study student funding increased from six to ten. Three of the students from last year will be coming back, and he has already hired four new students that will work after school and/or during the day to assist teachers with instruction. Robert's vision is to incorporate the students into classrooms to help with student instruction on a more regular basis. The Board would also like the work study students to encourage our students to work on homework after school. Robert mentioned students not caught up on their Edgenuity will work on that after school.

3. Renewal Update

Robert stated he talked to Chris and Wally and they all agreed to turn in their renewal updates together on October 1st. He got a new report three weeks ago, based on everything they have on us right now, and it had a recommendation to renew for five years.

4. 18-19 School Year At-a-Glance

Robert said teachers are back on August 1st. They have scheduled staff meetings, CPR training, registration/parent meetings, and a new student orientation on August 7th. The first day of school is August 16th, and the last day

is May 17th. Winter Break falls right before Christmas, with teachers coming back to school on Jan. 4th, and students the 7th.

5. IT Report

Robert said the new phones were installed, and there is training for teachers on August 2nd. Student registration began July 9th and is still going on. They are evaluating Microsoft replacements for Chromebooks, which each classroom teacher currently has a class set of. Robert is looking at ordering Microsoft laptops for the new Spanish teacher to see if we like them before we replace all the Chromebooks. We have capital money that may be used for the funding.

VI. New Business Matters

A. Date for next Regular SPLC Governing Council Meeting – Scheduled for Thursday, August 23, 2018 at 5:00 PM

B. Adjournment*

Motion by Aaron Redd to ADJOURN (at 6:26 PM).

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 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.