



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, August 10, 2016

Board Members Present

Vic Fantozzi, Cherita Lamb,
Judith Wechsler, Steve Garrett,
Sean Hendrickson

Board Members Absent

None

Also in Attendance

Kirk Hartom, Robert Pasztor,
Sharon Huber, Joseph Lucero,
Heather Riley

Public in Attendance

Tim Walsh, Dan Castille,
Carol Helms, Laura Castille

These Minutes were approved on _____

By a vote of ___ Yes ___ No ___ abstained ___ Absent

President

Submitted by
Savannah Lopez

CALL TO ORDER

Vic called the regular Southwest Secondary Learning Center (SSLC) Governing Council meeting to order on Wednesday, July 13th, 2016 at 4:06 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Vic asked Savannah to call roll. Savannah called Vic Fantozzi, here; Cherita Lamb, here; Steve Garrett, here; Judith Wechsler, here; Sean Hendrickson, here.

PLEDGE OF ALLEGIANCE

Vic asked everyone to stand and join Joseph in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Vic asked for a motion to adopt the agenda. Kirk made the suggestion to remove D in ongoing business because it is also E under Call to Order. Judith made the motion to adopt the agenda with that correction and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from July 13th, 2016

Vic asked for a motion to approve the minutes from July 13th, 2016. Steve made the motion and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

NEW ATTORNEY – CUDDY & MCCARTHY

Vic informed the Council and administration that we have a new attorney – Cuddy & McCarthy; Dan Castille, Carol Helms, and Laura Castille. *Vic asked all of the board members, board secretary, and the administrative staff to introduce themselves...*

- Steve asked the attorney's what they know about the school and how the school is being billed...
 - Carol answered that they do know the schools have had some issues in the past and they have covered the whole scope of the schools with the four Board Presidents at their first meeting. Carol also stated that they are being paid hourly and the schools will not get billed 3 times if 3 lawyers show up to one sit down...
- Judith asked if the law firm would be present at all monthly Council meetings.

- Carol, Laura, and Dan answered, no, the school will call the attorneys when needed and stated that Dan is the schools main contact at this time.
- Dan stated that the firm does understand that they work for 4 different schools, representing 4 separate entities. Dan also stated that if all 4 schools have an issue, the law firm would serve all 4 schools at once but if one separate board/school has their own issue, the law firm would serve that school separately.
- Vic informed his fellow Council members and the administration that he and the other Board Presidents will set up a meeting with the attorney within the next couple of weeks to go over the “lay of the land.”
- Vic stated that they would also like to have a second meeting or a workshop for all of the boards to go over policies.
- Dan stated that he would like to meet with Joseph and the Vigil Group to get a better understanding of the school’s business operations/management.
- Laura asked about the audit coming up in the next couple of weeks and Joseph clarified that the audit for SILC and SSLC begins August 22nd.
- Judith made a suggestion that the administration let the school faculty and staff know that a school attorney has now being hired and available. Everyone agreed.

Cuddy & McCarthy (Laura, Dan, and Carol) left at 4:31 p.m.

FINANCE REPORT

Vic moved to the first item, ***Finance Committee Update***. Vic turned the meeting over to Joseph.

- Joseph stated that the Finance Committee did meet earlier in the afternoon to discuss the first “first” month of the new year, FY-17.
- Joseph stated that the new budget looks good as far as expenditure reports and there are no negative function as of yet.
- Joseph informed the Council that the revenue report will change in the next month, reason being that some of the money that was received in July is reimbursements for what we spent in the prior year... in turn moving these numbers will give the school cleaner numbers for the upcoming audit.
- *Joseph informed the Council of the percentages on the revenue report...*
- Joseph went into detail on the bank activity for July and stated that SSLC’s revenues exceeded expenditures, increasing reconciled cash balance from last month.
 - Joseph stated that there is a variance due to an ill dated Journal Entry after it was discovered that he transposed two numbers on a previous entry; however he dated the entry in July when it should’ve been recorded in June but being that the books were already closed by PED, he could not fix the error. Joseph stated that in order to fix that error now it will be an adjustment journal entry proposed to the auditor and once it is approved, the variance will be cleared.

- Judith asked Joseph how the school looks for the upcoming audit... Joseph answered, he doesn't foresee any issues being that they have an entire years' worth of financials and being that we are under the watchful eye of PED who does their own internal audit of the schools financials.
 - Kirk asked Joseph, because of things that occurred prior to this year will the school get dinged and Joseph answered, he schools might have a finding but we've shown steps that we've taken to improve and instead of a finding it could be a warning.
- Joseph went on with his financial report and stated that the school has a very healthy cash balance.
- Joseph informed the Council that the outstanding items equal up to \$62,933.40 and 50% of those items are from July.
- Steve asked Joseph if the state requires the school to go out and get proposals from banks and Joseph answered that he does not know but will look into it...

Vic moved to the next item, ***Voucher Approvals***. Joseph stated that the Voucher Approvals are in the report as the Check Register report which is basically the checkbook for the school for the month of July.

- Steve asked Joseph if he could make a cheat sheet for the acronyms listed in the Check Register report and Joseph said yes.

Vic asked for a motion to approve the Voucher for the month of July. Steve made the motion and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved to the next item, ***Budget Adjustment Requests***. Joseph stated that there are no BARs.

Vic moved to the next item of the finances, ***SSLC Property Disposal***. Joseph stated that there was no property to dispose of.

Heather and Joseph left at 4:50 p.m.

ONGOING BUSINESS

Vic moved on to ***Recognitions***. There were none.

Vic moved passed ***Faculty Representative and Questions for Kirk***. Vic asked Kirk if he is excited for the new year and Kirk answered, yes, he feels very positive about the new year and the students return.

ADMINISTRATIVE REPORT

Vic turned the meeting over to Kirk to give the administrative report.

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

- Kirk stated that all teachers and staff are still in place besides the one staff member who left during the summer. Kirk stated that the hardest thing to do was to align the FTE but they did get that done and got the right people in the right place with the correct FTE.
- Kirk informed the Council about the breakfast the staff had on the first day back to work and stated that it was good and everyone had everything they needed.
- Kirk informed the Council that they hired a new PE teacher, Tom Renfro who will be working with SPLC and SSLC as well as a new receptionist, Veronique Novat.

Kirk moved to the next item of his report, *Internal Controls*.

- Kirk stated that PED's concerns when they came for the meeting were around making sure that we have solid salary schedules especially as they were able to increase salaries, match the percentage of work to the actual FTEs in each school, and justify stipends for over-and-above activities and work employees participate in.
- Kirk also stated that the schools have created new policy such as Accountability Policy, ARA Policy Travel Reimbursement Policy, and Tuition Reimbursement Policy which is a good look on the schools.

Kirk moved on to the next item of his report, *Lease-to-Purchase*.

- Kirk informed the Council that he had a meeting with Mr. Seylor and Mr. Seylor is asking for 6 million for the building at 6%.
- Kirk stated that the schools has around 1.2 million dollars to put down as a down payment between the schools in HB-33 and SB-9 funds.
- Kirk informed the Council that the new school attorney's will oversee the Lease-to-Purchase deal that Mr. Seylor is ready to make. Kirk stated that he will have the lawyers look over the deal and figure out what the next step is.
- Kirk stated that they are looking at doing an appraisal and begging the Lease-to-Purchase deal by October.

Vic asked what role the Board plays in this deal and Kirk answered that they would need to approve the purchase per recommendation of the lawyers and Sean agreed.

Kirk moved on to the next item of his report, *Field Trip/CBA Policy*.

- Robert and Sharon gave the suggestion to take out the word "CBA" because only SILC goes on Community Based Activities and SSLC goes on Field Trips only. Kirk agreed to take CBA out of the Policy and leave it as Field Trip.
- Kirk explained that they have told the staff that if a field trip is a reward (such as a Cliff's field trip) they need to make sure it is known as a reward rather than trying to explain why or how it is educational.
Sharon went into detail about how CBA's came about and why they were started...

- Kirk asked the Council if they would look at the Field Trip Policy and the School Relations Policy which hasn't been changed since last summer.

Vic asked for a motion to approve the Field Trip Policy, with the removal of the word CBA, and the School Relations Policy. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

NEW BUSINESS

Vic moved on to the first item of business, ***Transgender Policies.***

- Kirk mentioned that this topic has come up in within the school districts. Kirk stated that there's been a law put out there and that in order to receive Title 9 moneys the school needs to have a transgender policy.
- Kirk stated that the administration is taking what is in the law and beginning to make a policy out of it.
- Robert informed the Council that according to the law, the school cannot ask a transgender student to use the locking bathroom (men's staff bathroom – currently) but the school can offer the use of the locking bathroom to anyone who is uncomfortable.

The Council and administration further discussed ideas and feelings on this matter...

- Kirk and Robert stated that the school will follow what the law says and use guidance from others...
- Robert stated that the administration will not announce the information of having transgender students or the bathroom rights, etc. but will disclose the bathroom right to any student who comes to them because they are uncomfortable...
- Kirk mentioned to the Council that SSLC might be receiving portables (for free) soon.

The Administration and Council decided to look at this, keep discussing, and work on it in the next meetings...

Kirk moved on to, ***Charter Renewal.***

- Robert stated that there is a Renewal training meeting on Friday, August 12th.
- Robert informed the Council that SSLC only has a 2-year renewal and is only in the second year currently so the administration is only having to look back one year so far...

Vic moved on to the next business item, ***Data Team Update.***

- Sharon informed the Council that registration is currently occurring.
- Sharon explained the steps she has to take in order to accept kids, offer seats, and get registration going.
- Sharon informed the Council that SSLC is down 20 kids but does still have a waitlist of 21 to offer seats to.

- Sharon informed the Council that seniors who didn't pass PARCC or SBA retook them but the PARCC results have yet to be released so she e-mailed someone to check on when they would receive those results.
- Sharon stated that InfoSnap was bought by Pearson which means that both InfoSnap and our database is both run by PowerSchool and now they will have a meeting to see if Edgenuity and PowerSchool can communicate. Sharon stated that if this goes through the teachers won't have to put in their grades manually from Edgenuity to PowerSchool.
- Sharon informed the Council that the funding is not based on the 40-day check up, but by the 80-day and 120-day check up average which means the schools still have time to advertise and get more students.

Vic moved on to the next business item, ***IT Report.***

- Tim asked the Council to please let him know if their e-mails are working correctly. Tim informed the Council that they need to use their school e-mail to do Board business on.
- Tim informed the Council that they will need to vote to accept the CIPA (Children's Internet Protection Act) in order to be in compliance with the schools e-rate funding. Tim requested that CIPA be an action item on next month's agenda, as well as asset dispositions.
- Tim asked the Council to let him know what he needs to do about e-mail accounts from employees who leave, how long they would like the retention of that account... Tim requested that the Council speak with the lawyers about the procedure.
- Tim informed the Council that PED has still yet to sign the PR's for the IT maintenance agreements. Tim stressed to the Council how important these maintenance agreements are in order to keep the school running.
 - Sean asked if there is someone at the state the school can talk to get this going and Kirk answered that they have talked to both PED and the different re-sellers to try and come up with a solution because PED is stating that they require a contract.
 - Tim stated that re-seller do not do contracts because they are simply the middlemen. The big software companies do not want little contracts, they have a big contract with the reseller and then small companies/the school goes through the reseller.

The Council discussed having a letter-writing campaign by the students/parents, or using the media, lawyers, etc. to try and get PED to deal with the issue. Kirk stated that now, the schools have an attorney to deal with the legal side of things and help the schools succeed.

Vic moved to the last item, ***next Regular Governing Council Meeting.*** Vic stated that the next regular SSLC Governing Council meeting will be held on Wednesday, September 14th, 2016 at 4:00 pm in the Conference Room of Southwest Learning Center.

Vic moved on to the next item, ***Public Comment.***

- Sharon invited the Council to the New Student Orientation is on Friday, August 12th, 2016.
- Tim stated that the Council and administration should think about getting into another building rather than going through with the Lease-to-Purchase because the school is outgrowing the space...

CLOSED SESSION

Vic stated there was no need to move into Closed Session...

ADJOURNMENT

Vic asked for a motion to adjourn today's regular SSLC Governing Council meeting. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 6:29 pm.