



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, March 9, 2016

Board Members Present

Steve Garrett, Judith Wechsler,
Vic Fantozzi

Board Members Absent

Parr Pettit

Also in attendance

Kirk Hartom, Robert Pasztor,
Sharon Huber, Tim Walsh,
Joseph Lucero of the Vigil Group,
Mark Baker, school's attorney

Public in attendance

Connie Blue, English Instructor;
Chris Lutz, Science Instructor;
Amelia Schnorr, Math Instructor

These Minutes were approved on April 13, 2016
By a vote of 3 Yes No abstained 1 Absent

Vic Fantozzi
President

4/13/16 Christine
Notary Seal and Signature

Submitted by
Christine Herron

CALL TO ORDER

Vic called the regular Southwest Secondary Learning Center (SSLC) Governing Council meeting to order on March 9, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center located at 10301 Candelaria Rd. NE.

ROLL CALL

Vic asked Christine to call roll. Christine called Steve Garrett, here; Judith Wechsler, here; Vic Fantozzi, here; Parr Pettit, absent.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Vic asked for a motion to approve today's agenda. Steve made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES from February 10, 2016

- Vic asked if everyone reviewed the minutes and if there were any comments or questions.
- Vic stated that Parr pointed out to Vic some language changes regarding the Head Administrator Evaluation and asked Vic to be careful of his use of words.
 - Vic presented his fellow council members and the Administration team his philosophy.
 - Vic stated that the Governing Council's job is to support the Head Administrator, support the Principals and the Administration, put an emphasis on the faculty when it comes to their concerns and safety, provide constructive criticism, and ensure the school is a safe environment.
 - Vic provided his biography specific to his educational background.
 - Vic thanked Parr, who is absent tonight, for Parr's comments.
 - Robert took this moment to invite the Governing Council members to the school at any time and speak with the Administration, the teachers, and the other staff members. Kirk added that the council members needed to make sure that if the council members came, that no more than two came at a time to remain in compliance of quorum issues.

- Vic asked for a motion to approve the minutes from the regular SSLC Governing Council meeting held on February 10, 2016 in the Conference Room of Southwest Learning Center. Judith made the motion and was seconded by Steve. Vic called for a voice vote and hearing none as opposed, Motion carried.

FINANCE REPORT

Vic moved to the first item of business, *Finance Committee Update*. Vic informed his fellow council members that the SSLC Finance Committee met March 7, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center.

- Vic stated that he was not sure of all of the finances, but asked a lot of questions, and received a better understanding.

Joseph gave the Governing Council and overall of the *Business Office Operations Update*.

- Joseph informed the Council that the revenue and expenses for school are on track.
- Joseph informed the Council that the 2300 line function is over budget due to legal fees.
 - Judith asked if the legal fees will cost more than the remaining balance in the legal fee line function and Joseph said it was hard to say.
 - Kirk informed the Governing Council that some of the legal expenses have been covered under the school's liability insurance, but some of the expenses are not covered because of litigation.
 - Kirk informed the Council that additional work has been given to another law firm and the money encumbered for this additional firm has not been spent.
 - Judith asked if there is money left over in the legal line function by the end of the fiscal year, can it be moved to another line function and Joseph answered, no but it would still be available.
 - Robert added that this Governing Council hired an additional law firm for school law items and the Governing Council was not aware of this decision.
 - Kirk reminded the Council that the current law firm, Peifer / Hanson / Mullins, handles criminal cases and not school law.
 - Vic asked if the other Governing Councils hired this attorney and Kirk answered, No. Vic asked Kirk why the other Governing Councils are not using this law firm and Kirk answered, the other Governing Councils are happy with the current law firm.
 - Kirk informed the Council that he sought out this new law firm, Holcomb Law, to help the school's be more cost effective and handle the school law cases (handbook, policies, etc.).
 - Steve asked how many litigations the school is facing and Mark answered that he would update the Governing Council in Closed Session.
 - Steve asked the Administration team if there would be additional litigation in the future and Mark answered, that he would provide an update in Closed Session.

- Joseph stated that the cash carry over for next year is located under the Operational line function.
- Joseph informed the Governing Council that the school is not able to use the Capital Outlay money awarded, because of an unclean audit.
 - Joseph stated that the Vigil Group moved the Capital Outlay money back into the Operational line item.
 - Judith asked if there were any “skeletons hiding in the closet” and Joseph answered, not that he is aware of.
- Joseph informed the Governing Council that SSLC has a healthy cash balance.
- Joseph addressed the SSLC Finance Committee.
 - Joseph explained that the finance committee should be made up of one Governing Council member, a parent volunteer, and a community volunteer.
 - Joseph asked the Governing Council if the SSLC finance committee could meet at 4:30 pm before the other Governing Council’s finance meeting that occurs the same Monday and Vic answered, maybe but Vic would need to check his schedule before making a final decision.

Joseph presented each council member a copy of the financial packet and moved on to the

Voucher Approvals.

- Joseph asked each council member to review the Check Registry and asked the council members if they had any questions.
- Vic asked for a motion to approve the Check Registry. Steve made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Joseph presented ***Budget Adjustment Requests (BARs)*** to the Governing Council for today’s approval.

- Joseph presented BAR # 0016-0019 as the Governing Council requested for a bundled approval.
- Vic asked for a motion to approve BAR # 0016-0019. Steve made the motion and was seconded by Judith. Vic called for a voice vote and hearing none as opposed, Motion carried.

CLOSED SESSION

Vic moved for the SSLC Governing Council to proceed into Closed Session to discuss “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)” and discuss “limited personnel matters pursuant to NMSA 1978, Section 10-15-1 (H) (2)”, invite Kirk, Robert, Sharon and the school’s attorney (Mark Baker).

Vic asked for a roll call vote. Christine called Steve Garrett, yes; Judith Wechsler, yes; Vic Fantozzi, yes; Parr Pettit, still absent. Vic closed the SSLC Governing Council meeting at 6:30 pm.

OPEN SESSION

Vic made a motion for the SSLC Governing Council to return to Open Session, stated that the only matters discussed were those on the agenda and no action was taken.

Vic asked for a roll call vote. Christine called Steve Garrett, yes; Judith Wechsler, yes; Vic Fantozzi, yes. Vic opened the Council meeting at 7:53 pm.

ONGOING BUSINESS

Vic moved to the first item of business, *Recognitions*. Kirk reminded the Council that an outside insurance firm, Mass Mutual, has started an Employee recognition program in January of 2016.

Kirk informed the Council that Connie Blue received the Employee of the Month award for SSLC for February 2016. Kirk stated that Connie received a certificate and a Starbuck’s card.

Vic moved to the next item, *Faculty Representative*. Kirk stated that there was not an update regarding this business item.

Vic moved on to *Questions for Kirk*. Vic asked the Administration if they each gave thought about Vic’s question, “How many hours a week do you spend on school business?”.

- Kirk informed the Council that he probably spends about 65 hours on school business.
- Christine informed the Council that she works enough to get the job done in regards to her teachers, co-workers, Administration, and Governing Councils.
- Sharon informed the Council that her hours vary depending on the time of year, but Sharon answered about 50 hours.

- Robert went to his office, retrieved his laptop, and read his calculation. Robert answered between 40-60 hours.
- Vic stated that all of the staff should take time to figure out their hours and use this information to help the healing process.

Vic moved on to the ***Petty Cash Policy***. Kirk informed the Council that Ronda Joyce, SPLC Business Manager, developed this policy from statute.

- Kirk informed the Council that the school does not currently have a Petty Cash Policy and the school needs to have such Policy in place.
- Kirk added that SILC and SAMS Academy Governing Councils approved and adopted this Policy for their schools.
- Vic made a motion to approve and adopt the Petty Cash Policy and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic moved to the next item, ***Extracurricular Activities and Activity Fund Policy***. Kirk explained that this Policy is embedded in Staff handbook Procedures F3.

- Kirk informed the Council that PED (Public Education Department) is requesting the school to have a Policy in place regarding the Registration Fees that are collected.
- Kirk explained that money is being collected at the school, being receipted, daily deposited, but not being recorded correctly, so the school is not able to withdraw this money to use for clubs, uniforms, etc.
- Vic asked for a motion to approve the Extracurricular Activities and Activity Fund Policy. Steve made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic moved on to ***Tuition Reimbursement***. Vic asked Kirk to explain this Program to the Governing Council.

- Kirk explained the program, informed the Council that this Policy has had legal review, state approval, but needs to be approved before the next school year's budget is created.
 - Judith asked how the money would be divided for applicants of the program and Kirk answered equal distribution.
 - Kirk informed the Council that other Governing Councils tabled this program until a monetary amount could be assigned, legal had a chance to review the Policy, but Kirk wants to approve the Policy, put the program in place before budget season, and move forward.
 - Kirk stated that the Governing Council can work with the business office to determine an amount based on the current cash over, add the program line item to the budget and make the program available to applicants in fall of 2016.

- Judith asked if the money allocated to this line item of the budget is not spent, can the money be moved to another line item of the budget and Kirk answered, yes.
 - Steve stated that he likes the policy, thinks this is a great program, but he would like to wait until the budget is determined.
- Vic asked for a motion to approve the Tuition Reimbursement Policy. Steve made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic moved to ***Governing Body (GB) Policy Manual***. Kirk stated that another Governing Council (SPLC) would like to establish a committee to review the current Governing Body Policy Manuals for all four schools.

- Kirk informed the Council that SILC has not designated a committee member, because SILC Governing Council wants to focus on the committee for the Head Administrator Evaluation Survey before signing up for another committee.
- Vic provided his fellow council members an email that the Governing Council presidents received regarding the committees and Vic volunteered to sit on the Head Administrator Evaluation Committee. Vic stated that he could sit on this committee also if no one else was able to.
 - Robert informed the Council that this committee will not spend a lot of time on this business item, because the Governing Body Policy Manual in place and was recently constructed, approved, legally reviewed, and adopted in the fall of 2015.
 - Robert added that the time spent by the committee will be reviewing the Performance Framework, making sure that the Manual contains the requirements for Charter Renewal, and updated annually.
- Vic asked for a motion to accept his nomination as the SSLC Governing Body Policy Manual committee member. Judith made the motion and was seconded by Steve. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic moved to the last item of business, ***Head Administrator Evaluation Survey***. Kirk stated that SPLC Governing Council wants to develop a committee to meet and generate a survey to evaluate the Head Administrator.

- Kirk added that this committee wants to meet quickly, conduct the survey, and move forward with the Head Administrator Evaluation.
- Vic volunteered to represent SSLC Governing Council for this committee. Vic asked for a motion to approve his nomination. Judith made the motion and was seconded by Steve. Vic called for a voice vote and hearing none as opposed, Motion carried.

ADMINISTRATIVE REPORT

Kirk presented each council member a copy of *Staff Handbook Procedures, F3* for Governing Council approval.

- Kirk informed the Council that this set of Procedures needs more work and asked the Governing Council to table F3 until their April SSLC Governing Council meeting.
- Vic asked for a motion to table F3. Steve made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried. Vic stated that F3 has been tabled.

Kirk presented each council member *Staff Handbook Procedures, G* for review and approval at their next Governing Council meeting.

- Vic asked for a motion to table Procedures G until the April SSLC Governing Council meeting. Steve made the motion and was seconded by Judith. Vic called for a voice vote and hearing none as opposed, Motion carried.

Kirk turned the next business item, *Review of Charter Performance Framework* over to Robert to present to the Governing Council.

- Robert informed the Council that the Charter School Division of the PEC will be on site April 13th – April 15, 2016.
 - Robert explained that the visit will consist of review of documents, processes, data, technology, personnel files, etc.
 - Judith asked if the Administration team is ready for the visit and Robert answered, yes.

Kirk moved to the next item on the report, *Summer School, Extended Learning, New Student Orientation, and Camp*. Kirk explained the different school options being offered at Southwest Learning Center during the summer hours.

- Kirk explained that the School Year Extension (SYE) for our current students trying to finish their current classes.
- Kirk explained the Smart Lab is holding a Smart Lab Camp for 4th-7th graders.
- Kirk explained that the school is hosting Summer School PE for currently enrolled and non-enrolled students for a fee from May 31st – June 22nd.

Kirk moved on to *School Calendar*.

- Kirk explained that the Instructional Calendar gets submitted to PED with the school's budget for approval.
- Robert explained that the Non-Instructional Calendar is for full year employees, does not need Governing Council approval, that the leave days have been reduced from 25 to 15, and the employees seem pleased.
 - Kirk added that he is closing the school for a couple of weeks throughout the school year in order to cut down costs of heating, lighting, and water usage.
 - Vic asked if the staff members have seen both calendars and Kirk answered, yes.
- Vic asked for a motion to approve the School Calendars. Judith made the motion and Steve seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Kirk moved on to the next business item, *Strategic Planning and Educational Plan for Student Success (EPSS)*.

- Kirk presented each council member a draft agenda of what this strategic plan looks like.
- Kirk explained that this plan would replace the School Board Retreat.
 - Vic stated that he likes the idea.
 - Kirk added that this allows Administration, Teachers, and Governing Councils to make goals and establish priorities.
 - Vic asked if this would be conducted in a Joint Governing Council meeting and Kirk answered, No; Kirk stated that individual Governing Council meetings would be better.

Kirk moved to the last item, *PARCC Update*. Kirk turned this item of business over to Sharon to present to the Governing Council.

- Sharon asked Vic and Kirk if they could please make sure the agenda states Data Update, so Sharon can share all of the data updates for the month rather than being limited to a specific data piece.
- Sharon presented each of the council members a copy of the upcoming PARCC schedule.
 - Sharon reminded council members that 4th, 7th and 11th graders take their science exam through SBAs.
 - Sharon explained that the PARCC test is made up of Reading Writing, and Math.
 - Sharon reminded the council members that students complete an EOC exam for Social Studies.

NEW BUSINESS

Tim presented his IT Report.

- Tim showed the Council the current website, showed the Council the Board tab and reminded each of the council members that they need to have a school email address.
- Tim explained that an inventory has been completed by Weiner and Co., that the Governing Council will need to approve the discarding of inventory items, and then receive approval from PED.

Vic stated the *next Regular SSLC Governing Council meeting* will be held on April 13, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

Vic asked the public if they had any public comments.

- Sharon informed the Council that the Letters of Intent and Intent to Return are online, submitted online and collected online.
 - Sharon informed the Council that the Quality Ed Surveys have been sent home to parents through mail and students.
 - Sharon informed the Council that the school needs as many of these surveys returned as possible, because the school is graded on this.
 - Sharon informed the Council that Connie Blue took students to English Expo and the students received awards.
 - Sharon reminded the Council that the lottery will be held electronically on April 5, 2016.
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- Chris Lutz stood and addressed the Governing Council.
 - Chris informed the Council that she administered the Science SBA today and everything went smoothly.
 - Chris asked the Governing Council to consider new paint in the Main Lab and laptops for teachers.
 - Chris invited council members to stop by the school anytime and meet with the teachers, see what the teachers and students are working on, and just say hi.
 - Tim asked for the clocks to be changed in the Main Lab.

- Connie addressed the Governing Council and thanked them for their hard work.

- Amelia didn't have anything to add.

ANNOUNCEMENTS

Vic asked if there were any other announcements, but there were none.

ADJOURNMENT

Vic asked for a motion to adjourn the regular SSLC Governing Council meeting. Steve made the motion and was seconded by Judith. Vic called for a voice vote and hearing none as opposed, Motion carried. Vic adjourned today's meeting at 9:05 pm.