



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

Board Members Present

Elizabeth Byer, Judith Wechsler,
Parr Pettit, Vic Fantozzi

Board Members Absent

Steve Garrett

Also in attendance

Joseph Lucero, Matt Jackson,
Kirk Hartom, Robert Pasztor, Sharon Huber

Public in attendance

Tim Walsh, Connie Blue, Chris Lutz

These Minutes were approved on 3/9/16
By a vote of 3 Yes 0 No 0 abstained 1 Absent

Vic Fantozzi
President

Christine Herron
Notary Seal and Signature

Submitted by
Christine Herron

CALL TO ORDER

Vic called the Southwest Secondary Learning Center (SSLC) to order on Wednesday, February 10, 2016 at 6:03 pm in the Conference Room of Southwest Learning Center.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

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

REVIEW / APPROVAL OF MINUTES from January 13, 2016

Vic asked for any comments or questions regarding the minutes from the regular SSLC Governing Council meeting. There were none, so Vic asked for a motion to approve the minutes.

Judith made the motion and was seconded by Elizabeth. Vic called for a voice vote and hearing none as opposed, Motion carried.

REVIEW / APPROVAL OF MINUTES from February 4, 2016

Vic asked for any comments or questions regarding the minutes from the joint SSLC Governing Council meeting with Southwest Primary Learning Center, SPLC; Southwest Intermediate Learning Center, SILC; and Southwest Aeronautics, Mathematics and Science (SAMS) Academy. There were none, so Vic asked for a motion to approve the minutes.

Judith made the motion and was seconded by Elizabeth. Vic called for a voice vote and hearing none as opposed, Motion carried.

FINANCE REPORT

Vic asked Elizabeth, the SSLC Finance Member, for the *Finance Committee Update*.

- Elizabeth stated that she reviewed the SSLC financials and she did not have any questions. She added that the financials looked good.
- Joseph informed the Council that there are a couple of outdated POs (Purchase Orders), but Joseph explained these will be closed at the end of the fiscal year.

Vic asked Joseph for the *Voucher Approvals*. Joseph addressed the Check Registry with the Council.

Vic asked for a motion to approve the Check Registry. Elizabeth made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic asked Joseph for the *Budget Adjustment Requests (BARs)*. Vic asked his fellow council members if they wanted to approve the BARs as a bundle or individually and the consensus was as a bundle.

- Joseph presented BAR #011, BAR #012, BAR #013, BAR #014, and BAR #015 for Governing Council approval.

Vic asked for a motion. Elizabeth made the motion and was seconded by Judith. Vic called for a voice vote and hearing none as opposed, Motion carried.

ONGOING BUSINESS

Vic moved to the first item of Ongoing Business, *Recognitions*.

- Vic presented his resignation for Elizabeth Byer, SSLC council member.
 - Vic announced Elizabeth's resignation.
 - Vic thanked Elizabeth for her hard work, time and dedication.
- Sharon informed the Council that an SSLC Student, JL, received the UNM Presidential Scholarship.
- Vic thanked Sharon for her hard work with the School Grade appeal and for achieving a reinstated A.

Parr arrived at 6:11 pm.

Vic moved to *Faculty Representative*. Vic informed his fellow council members that an outside firm is awarding "Employee of the Month" awards to individual staff members for a job well done.

Vic moved on to the next item, *Questions for Kirk*. Vic asked if anyone had any questions and there were none. Vic stated no further action was needed.

Vic moved to the *Head Administrator Evaluation*.

- Vic informed his fellow council members that he has been reviewing this document from the joint Governing Council meeting.
 - Vic asked for a combination (benchmarks and evaluation tool) from Kirk and Kirk presented that combination to each council member.
 - Vic stated that Kirk's evaluation should be conducted during the Open Session and not during the Closed Session of the Governing Council meeting. Vic added that this would keep a level of transparency and communication; which Vic finds imperative.
- Vic asked his fellow council members if they had any questions.
 - Parr reminded everyone that the school belongs to everyone, parents, teachers, staff, students, and Governing Councils; not just Kirk.
 - Judith asked Kirk if he used any of the Head Evaluator tool that Ken, SPLC Council President presented and Kirk answered, yes but he added the rubric that the instructional and non-instructional staff uses.
 - Robert added that the Head Evaluator tool ties to the Performance Framework.
 - Elizabeth asked her fellow council members if they will have the necessary information to answer the questions.
 - Parr responded that she likes Kirk's Evaluation, but likes the Head Administrator Evaluator tool tied into the Performance Framework and Benchmarks.
 - Vic stated that he likes Kirk's Evaluation, because it is easier to read, but needs to approve an evaluation for the Governing Councils to give to Kirk in order to complete Kirk's evaluation by the end of the summer.
 - Judith understands the use of his compared with the other staff members to continue unity and show truth.
- Vic asked the Administration Team, Robert and Sharon, for their opinion on which Evaluation they prefer.
 - Sharon stated that Kirk's Evaluation matches the Instructional and Non-Instructional Evaluations, but the Head Administrator Evaluation tool is more measurable.
 - Robert explained that the Head Administrator Evaluation tool aligns to the Performance Framework, the Charter School Contract, will be the document used during the PED visit, and will be the measuring tool by the state.
 - Kirk stated that he could use either one and reminded the Council that he is the one staff member held accountable.
- Vic asked if the council could agree on a Head Administrator Evaluation today and the consensus was yes; Vic asked for a motion.

Parr Pettit made the motion to approve the Head Administrator Evaluation tool that SILC approved and was presented at the joint February Governing Council meeting and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Vic moved to the next item, ***Proposed Tuition Reimbursement Policy***. Kirk explained that this policy would allow Instructional and Non-Instructional staff to further education.

- Kirk informed the Council that he has presented this to the other Governing Councils and feted it with the school's attorney, Matt Jackson.
- Kirk explained how the money would be determined and equally distributed among the applicants.
- Matt addressed the Council and stated that he has legal concerns regarding the Policy.
 - Matt explained the concerns, Make sure language is appropriate and legal; funds are identified; and the Policy is equal to all staff members.
- After discussion and questions, Vic asked Kirk if he would have a corrected Policy with legal revisions for the March meeting and Kirk stated yes.
- Vic asked for a motion to table the Tuition Reimbursement Policy. Parr Pettit made the motion and Judith seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried. The Tuition Reimbursement Policy was tabled.

Vic moved to the last item of business, ***Travel Reimbursement Policy***. Kirk reminded the Council that the school and its Governing Councils are under corrective action by PED (Public Education Department).

- Kirk explained that because the school is under corrective action, the schools are not allowed to have credit cards and this causes travel problems for staff members that are not able to attend Professional Development Conferences and Trainings.
- Kirk informed the Council that it is imperative to send staff members to conferences and trainings.
 - Kirk explained that without the Policy, staff members have to use their money for the entire expense and then be reimbursed.
 - Kirk stated that staff members aren't able to do this because of their personal circumstances.
- Matt informed the Council that he has not had time to review and provide legal advice regarding this Policy, but that he would be happy to do so.
- Vic asked for a motion to approve the Travel Reimbursement Policy. Elizabeth made the motion and Parr seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

ADMINISTRATIVE REPORT

Vic turned the meeting over to Kirk. Kirk presented each council member, ***Staff Handbook E2*** for Governing Council approval.

Judith made the motion to approve Staff Handbook E2 and adopt the Policies and Elizabeth seconded the motion. Vic called for a voice vote and hearing none as opposed, Motion carried.

Kirk presented each council member, *Staff handbook F* for Governing Council review. Kirk presented each council member a copy of F2 which include revisions from F for approval at the March Council meeting.

Kirk moved to the next item, *Financial Internal Controls*. Kirk updated the Council that the overall opinion of the Governing Councils (SPLC, SILC, and SAMS Academy) is to keep the 2009 edition of the Accounting Policies and Procedures that the schools have in place and make additions to the Policy as needed.

Kirk stated there was no further action needed.

Kirk moved onto *Board Retreat and Training*. Kirk updated the Council that the SILC Governing Council asked to postpone this until a later time. Kirk stated there was no further action needed at this time.

Kirk presented each council member a copy of the *Fall Parent Survey Comments*. Kirk stated that this information has been reviewed by the Administration team and is for council member's information.

- Sharon reminded the Council that the Administration will send out the state required Quality of Education surveys at the end of February.

Kirk moved to the next item, *Non-Instructional Job Descriptions and Evaluations*. Kirk informed the council that he has been conducting these evaluations since October.

- Kirk explained that there are 3 parts to the Evaluation.
 - The Job Description
 - The Evaluation
 - The Speed of Trust Document
- Vic thanked Kirk for helping staff to find their voice.

Kirk moved to the last item of his report, *Testing Calendar*. Kirk informed the Council that he was going to have Sharon present this report and turned it over to Sharon.

- Sharon informed the Council that all students completed "Day in the PARCC" required by PED.
 - Sharon added that she is completing the PARCC questionnaire and will submit this.
- Sharon informed the Council that 4th, 7th and 11th graders will take their SBA tests in March.
- Sharon informed the Council that PARCC testing will be conducted after Spring Break.
- Sharon added that Jill Brame, previous instructor, is assisting Sharon with testing and data.
 - Elizabeth told Sharon that she was available to help is Sharon needed her help.

NEW BUSINESS

- Vic thanked Tim for attending today's meeting and asked Tim for his *IT Report*.
- Tim followed up Sharon's "Day in the PARCC" report with the IT portion.
 - Tim informed the Council of current IT projects.
 - Tim is modifying transcripts to include testing data.
 - Tim updated the Council that IT has included a "Board" tab on the school website that contains all Governing Council information.
 - Tim added that the IT Department is working with the Administration team on a new School Website.
 - Tim has been working on internal system updates.
 - Tim informed the Council that the "Letter of Intent to Return" has been added online
 - Tim added a words and image software, Encyclopedia Britannica, for students use.
 - Tim informed the Council that the "Lottery" has been added online and will be held electronically this year for the first time. Sharon invited the Governing Council presidents to attend for the lottery.
 - Tim informed the Council of the upcoming IT projects.
 - Tim needs to add Server Storage.
 - Tim is working with Egenuity and PowerSchool to merge the two programs and discuss cost.
 - Tim wants to upgrade Smart Lab computers.
 - Tim is working on camera, phone, and internet system updates.

Vic stated the next regular SSLC Governing Council meeting will be held on Wednesday, March 9, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

Vic asked if there were any Public Comments. Matt addressed the Governing Council and stated that the Council needs to include a Closed Session on their March Agenda or call a special meeting in order to discuss the legal cases that the school is facing.

ANNOUNCEMENTS

Vic asked if there were any Announcements, but there were none.

ADJOURNMENT

Vic asked for a motion to adjourn today's regular SSLC Governing Council meeting. Elizabeth made the motion and Judith seconded the motion. Vic adjourned the meeting at 7:54 pm.