



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, June 15, 2016

Board Members Present

Vic Fantozzi, Cherita Lamb,
Judith Wechsler

Board Members Absent

Steve Garrett, Parr Pettit

Also in Attendance

Kirk Hartom, Robert Pasztor,
Sharon Huber, Joseph Lucero

Public in Attendance

Tim Walsh

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, June 15th, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Vic made the motion to approve the agenda and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from May 11th 2016, May 23rd, May 25th, and May 31st

Vic asked to bundle all four minutes from May in approval. Vic made the motion to approve the minutes from May 11th, May 23rd, May 25th, and May 31st, and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

FINANCE REPORT

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

- Joseph informed the Council that the finances for the month of May look very clean.

- Joseph stated that on the Expenditure Report there was no operational function or fund negative.
- Joseph explained the BARs in detail.
- Joseph explained that SSLC is okay where they are at with the expenses.
- Joseph asked the Council to look through the Check Register Report.
- Vic asked if there were any questions on the vouchers. There were none. Vic continued by stating that he has the privilege of being on the Finance Committee and he stated that the Vigil Group are experts and 5 cents couldn't get passed them.
- Judith asked if we would receive the same care and love from the Vigil Group next year. Joseph answered, yes; they received their contracts for the next school year.
- Joseph explained that they are training Heather, the business manager, to take over the Vigil Groups' duties.
- Kirk explained that Heather and Ronda, the two business managers, are doing the grunt work and are working on eventually taking over the work the Vigil Group does for the 4 schools.

Vic moved to the next item of the finances, ***Voucher Approvals***. Vic made the motion to approve the Check Registry and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

- Joseph explained that PED is using the last two weeks to close out the year which means there are no PO's currently processing.
- Judith asked if there was any money from this school year that is being lost due to not using it on time. Joseph answered, no, those funds carry over.
- Joseph went into detail about BAR 0030. He stated that it was a maintenance bar for fund 11,000.

Vic moved to the next item of the finances, ***Budget Adjustment Requests (BARs)***. Vic made the motion to approve the BARs as a bundle, BARs #0030, #0031, and #0032 and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

The Council did not speak on ***SSLC Property Disposal*** because there is no property or property disposal.

Joseph left the meeting at approximately 6:18 p.m.

ONGOING BUSINESS

Vic moved to the first item, ***Election of Officers***. Vic stated that according to the handbook there doesn't need to be an election. He offered to stay for another year unless somebody wants to have an election. No one opposed. Vic remains President.

Vic moved on to ***Recognitions – Employee-of-the-Month***. Vic thanked Tim for being at the meeting.

Vic moved passed ***Faculty Representative*** and ***Questions for Kirk***.

Vic moved on to ***School Attorney Discussion Update***. Vic stated that two firms have been contacted. Vic stated that he had been in contact with Larry Kennedy (SAMs Board President) and pushed to have a board attorney as soon as possible. He continued by saying he thinks a lot of the stuff the council and administration do at these joint board meetings, they pull out of the air. He doesn't think there is a neither set procedure nor format, and if there is it is muddled. He finished by saying he does not know where Larry is on this matter.

CLOSED SESSION

Vic moved for the SSLC Governing Council to proceed into Closed Session to discuss matters subject to personnel, matters pursuant to New Mexico SA 1978 – Section 10-15-1 H2, Cherita seconded the motion. Vic asked Savannah to take a roll call vote. Savannah called Judith Wechsler, yes; Cherita Lamb, yes; Parr Petit, no; Steve Garret, no; Vic Fantozzi, yes. Vic closed the SSLC Governing Council Meeting at approximately 6:22 p.m.

OPEN SESSION

Vic moved for the SSLC Governing Council to go back into an open session and Judith seconded. Vic stated that no action was taken, only matters discussed where matters on the agenda. Vic asked Savannah to take a roll call vote. Savannah called Cherita Lamb, yes; Judith Wechsler, yes; Vic Fantozzi, yes. Vic opened the SSLC Governing Council meeting at approximately 6:35 p.m.

ADMINISTRATIVE REPORT

Kirk moved to the first item, ***Staff Handbook #F555 (F3 updated) – tabled from April 13, 2016***.

- Kirk stated that there have been changes made to the handbook since they last visited it.
- Kirk described the Table of Content for the Staff Handbook. He explained that every time the Council approves something, the policies go from red font to green font color.
- Kirk explained that there are a couple of policies that need to be re-worked such as Student Travel, Field Trips, and CBA's. Kirk went into detail about the SILC CBA's and the

concerns the state saw with those. Kirk stated that they are going to bring a new, separate item to the handbook as a policy for the boards to sign by the beginning of the school year.

- Judith asked if there is a way to calendar-out the field trips for SSLC to where the field trips are spread out beginning in August rather than the field trips all happening at once at the end of the year.
- Sharon stated that SILC does have a CBA calendar and for SSLC the PE coach spreads it out throughout the whole year. She stated that if it is winter he does indoor field trips and if it is spring or summer he does outdoor field trips, it just happened to be that a lot of them this year were outdoors.
- Robert stated that they are trying to bring the field trips or outdoor activities to where they can be very academic, mathematical, and can incorporate language arts if they do it properly.
- Kirk responded by saying that they are integrating that and they recently sent the state some templates explaining the education portion of the field trips taken.
- Judith asked if there is any reflection back on the experience they had at the field trip after the field trip. She recommends including a reflection with 2-3 questions for the students to fill out the day after the field trip.
- Sharon explained that for SSLC when they are doing all of the sports events they are actually tested on it.

Kirk moved on to ***Staff Acceptable Use Policy***. Kirk mentioned some of the other boards wanted Tim to go back and look at this Policy as well as the student Policy.

- Kirk mentioned that Tim did an excellent job on the policies and asked Tim if he wanted to go further into detail about those policies.
 - Tim answered, no; he just wanted to see if the Council had any questions or concerns regarding the two policies.
 - The Council did not.

Vic made the motion to approve the Staff Handbook #F555 and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

- Vic thanked Tim for all of his hard work on the Staff Handbook Acceptable Use Policy.

Vic made the motion to approve the Staff Handbook Acceptable Use Policy and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved to the next item in the Governing Council packet, ***2016-2017 Bus Contract – with Lucero Bus Company***.

- Kirk stated that we do not have a copy of this contract. He explained in detail that PED has now pulled back and is now going to start signing our vendor contracts, including our bus contract.
- Kirk stated that they forwarded the bus contract onto Mr. Aguilar at the state department.
- Kirk stated that anything we want to purchase, such as PowerSchool or any other programs, PED wants to have control of signing and renewing. He explained that he as a Head Administrator does not get to sign those contracts any longer.

- Judith asked if he had been signing them this year, Kirk responded no, Robert responded yes, he did for a while and Kirk agreed.
- Kirk explained that it had seemed like it was going well and like they fixed everything then PED came in and said that they are the schools Board of Finance so from here on out they are to send the contracts to them and they will sign it.
- The Council stated that it feels like a step backwards. Kirk agreed and stated that he is going to ask the PED what is going on with this during an upcoming meeting.
- Vic asked if there is something going on within the Learning Centers that's going to PED without the administration knowing what's going on.
 - Kirk answered, no and went into detail about his thoughts on this process. He stated that he does not know whether it is a control thing but he is very interested in finding out why.
- Judith asked if this is an override of Joseph and the Vigil Group.
 - Robert answered, no, it is bigger than that.
 - The Council went on to say that this feels like sabotage and something does not feel right between the four schools and Santa Fe.
- Judith asked if it could have anything to do with the Consolidation effort that is going on. Kirk responded, no.

Vic made the motion to approve the Bus Contract with Lucero Bus Company and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

- Sharon added that the bus contract is under SSLC but it does have riders from Primary and Intermediate as well.
- Vic requested that the Council get an e-mail regarding what is going on with the State and these contracts as soon as possible.
- Kirk stated that he believes this will be discussed at the July 12th meeting with David.

Vic moved on to the next item, ***Consolidation Analysis Report to PEC.***

- Kirk stated that he did create the report and they will present that analysis to the PEC.
- Kirk informed the Council that they are on Draft # 6. He stated that he is making the edits per requests of the board members as they move along.
- Kirk stated that he believes it is getting to where it needs to be but the concern that has come along is the conclusion.
- Vic asked why all four options being talked about at the upcoming meeting. Vic stated that he believed they would only go fourth with options 2 and 3.
 - Robert stated that they have to present all of the options either way.
- Vic stated that the Council will trust and support the administration to make the right decision and go ahead with the report.
- Vic stated that he is solely thinking about SSLC and how the consolidation affects SSLC.

Cherita asked for clarification of what PEC is. Kirk answered, Public Education Commission.

Kirk moved on to the next item, ***Lease-to-Purchase Update.***

- Robert stated that that we do a lease from year to year and that he already gave Ronda the leases from this year and she is working on those for the upcoming year.
- Kirk stated that Mr. Sailor reached out to Matt Jackson, one of our attorneys, and seems to be most comfortable with a lawyer involved.
- Kirk stated that he and Mr. Sailor will be meeting within the next couple of weeks to discuss down-payments, lease payments, etc. He also stated that they would get funded with the lease reimbursement money.

Vic moved to the next item on his report, ***Employee Contracts and Budget Update.***

- Kirk informed the Council that about 98% of the contracts have been signed and there are 2-3 people that have taken the contracts to look at it.
- Kirk informed the Council that there were a few contracts with some number errors and they had to go back and edit those.

Vic moved to the next item on his report, ***NM Charter Schools School Improvement.*** Kirk turned the meeting over to Robert to explain the renewal of all schools.

- Robert informed the Council that renewals will begin in July without the need to do a Letter of Intent due to being a functioning school they expect to renew.
- Robert informed the Council that they have to turn in their application by October 3rd.
- Robert stated that he has been to 2 renewal workshops and there is another one on July 15th and August 12th.
- Robert stated that normally they would have to look back 5 years but this time around it will only be a 2 year look back because the charter term is only 2 years.
- Vic asked what the Board's role is in the renewal process.
 - Robert informed the Council that there is a section in the renewal packet that asks the goals of the Board for the next renewal term.
- Vic asked if there was a self-evaluation on file that the boards have done in the past.
 - Robert answered, yes; the other people that have been on the boards for a long period of time would know where that evaluation is and how it was conducted.
 - Robert stated that it might be a statutory requirement to have an evaluation done.
 - Robert stated that the board does have one year left to get this done.
- Vic stated that the sooner they could get on that would be good, and any help the administration could give them would be good.
 - Kirk stated that they need to get the template and they will get that on the next month's agenda.
- Kirk continued by stating that apart of the charter performance contracts there needs to be a school improvement plan turned in.
 - Kirk stated that the PEC is up in the air about it and are just coming out with a stock template of their own with what they want from charter schools.
 - Kirk added that very two weeks the Secretary of Education is inviting all charters to a conference call to talk about different items.

- Kirk stated that what the Secretary is saying is that if you are a C, D, or F school then you need to do an improvement plan using that particular template – although we do not fall into that category.
- Robert informed the Council that at the meeting on June 1st, there were PEC member present who said that C, D, or F schools have to do an improvement plan but then last Friday they were at a meeting with the Charter School Division and were told that C schools do not have to do improvement plans.

Kirk moved to the last item on his report, ***July Finance Meeting with Mr. Craig (NMPED) Update.***

- Kirk informed the Council that the Board Presidents are invited to the July Finance Meeting on July 12th at 9:00 A.M.
- Judith asked who Mr. Craig is. Kirk answered, he is the Chief Financial Officer underneath Mr. Aguilar.

NEW BUSINESS

- Vic moved to the first item, ***Data Team Update***, and turned the meeting over to Sharon.
- Sharon informed the Council that SSLC has received their results from the Standards Based Assessment's (SBA's). Sharon continued by informing them of the scores those students received.
 - Sharon continued her update by stating that SSLC has seated 95 students and has 57 on the waitlist.
 - Sharon informed the Council that we should've gotten the registration forms out by June 21st but because of some complication we won't be getting them out until July 11th.
 - Sharon informed the Council that the two registrars, Terry and Paula, Carol, herself are going to PowerSchool University in Anaheim the week of July 4th.
 - Sharon explained the difference between the District Report Card and the School Grade and two weeks ago they received the District Report Card and received an A.
 - Tim informed the board that he is going to the PowerSchool Users Group in Las Vegas, Nevada.

- Vic moved to the next item, ***IT Report***. Vic turned the meeting over to Tim for his report.
- Tim showed the Council the new SSLC, SPLC, and SILC website.
 - Judith asked if the contract has been approved.
 - Tim answered, this year it has been approved but it will fall under the PED having to sign that contract when we go to renew down the line.
 - Tim informed the Council that the transcripts have been updated and are now complete. Tim gave props to Sharon and registrars.
 - Sharon informed the Council that we are one of the two schools in New Mexico who has everything needed by law on their transcripts.

- Tim informed the Council that there needs to be an added action item on the agenda for the next meeting for Disposition of Equipment for the computers in Smart that is being replaced. Tim informed the Council about the non-profit organization Adelante that picks up the equipment and refurbishes it to give to others.
- Tim informed the Council that the registration coming up is going to be all electronic.
 - Sharon added that the scheduling of appointments will be online which means less work for the staff.
- Tim informed the Council that because of the issues with PED having to now sign all contracts, he does have critical IT items that because they are not being renewed; there is a chance that the school will not be able to continue business.

- Vic asked Tim about putting together an evaluation on Kirk in the future that goes only to the SSLC's parents, teachers, etc. rather than from all 4 schools at once. Vic stated that the last evaluation done was all mashed together from all 4 schools
 - Tim stated that it is possible although each school would have to have their own account that is paid for separately.
 - Vic stated that part of the Boards job is to foster among the faculty and staff a sense of trust so that they can get a good read on the perception of what Kirk means to SSLC.
 - Tim asked the Council that because going from 4 schools to 1 means that the number of people is lowered; how will they protect the staff from privacy issues.
 - Vic stated that is Kirk's challenge to take the criticism and listen and learn from those comments.
 - Vic stated that he hopes between now and before the next evaluation is done to make this happen.
 - Judith stated that maybe when the time gets closer the staff sends in some questions for the survey, which shows involvement and maybe will make more staff members want to fill out the survey.
- Vic asks to take it one step at a time and there is a lot of work to do on this matter.
 - Sharon informed the Council that for this last evaluation the parents and faculty did choose the school they came from and it was separated but then it was put together.
 - Tim stated that it was said that the comments would be merged together.
- Vic stated that everyone is doing a great job.

PUBLIC COMMENT

Vic asked if there were any Public Comments and there were none.

ANNOUNCEMENTS

Vic asked if there were any additional Announcements and there were none.

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, July 13th, 2016 at 5:00 pm in the Conference Room of Southwest Learning Center.

- Vic asks if the meeting time being at 6 o'clock is okay. The Council discussed it and agreed that this coming meeting in July will be at 5 pm. They agreed that there will not commit to changing the meeting to 5 pm for all next year until all board members are present.

ADJOURNMENT

Vic made a motion to adjourn today's regular SSLC Governing Council meeting and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 7:45 pm.

DRAFT