



GOVERNANCE COUNCIL
Board Meeting Minutes of
Tuesday, June 14th, 2016

Board Members Present

Birga Alden, Lisa De Temple,
Cheryle Brody, Krista Keay,

Board Members Absent

Judy Chapman

Also in attendance

Kirk Hartom, Robert Pasztor, Sharon Huber,
Joseph Lucero, Sean Fry

Public in attendance

Tim Walsh

These Minutes were approved on _____

By a vote of ____ Yes ____ No ____ Abstained ____ Absent

C. _____

President

**Submitted by
Savannah Lopez**

Birga called the Southwest Intermediate Learning Center (SILC) Governing Council meeting to order on Tuesday, June 14th, 2016 at 4:30 pm in the Conference Room of Southwest Learning Center.

ROLL CALL

Birga asked Savannah to call roll. Savannah called Krista Keay, here; Lisa De Temple, here; Judy Chapman, absent; Birga Alden, here; Cheryl Brody, in route. Judy Chapman was the only council member absent.

PLEDGE OF ALLEGIANCE

Birga asked everyone to stand and join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Birga asked for a motion to approve today's SILC Governing Council Agenda. Lisa made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from May 10th, 2016

Birga asked if everyone had a chance to review the minutes from the regular SILC Governing Council meeting held on May 10th, 2016 and there were none. Birga asked for a motion to approve these minutes. Lisa made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

REVIEW / APPROVAL OF MINUTES from May 23rd, 2016

Birga asked if everyone had a chance to review the minutes from the regular SILC Governing Council meeting held on May 23rd, 2016 and Lisa made a suggestion to note the time Krista left the meeting due to her leaving early. Birga added to the minutes for May 23rd under the section Roll Call – Krista had to leave early at approximately 7:15. Birga asked if there were any other changes and there were none. Birga asked for a motion to approve these minutes. Lisa made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

REVIEW / APPROVAL OF MINUTES from May 31st, 2016

Birga asked if everyone had a chance to review the minutes from the regular SILC Governing Council meeting held on May 31st, 2016 and there were none. Birga asked if she was allowed to make a motion; all answered yes. Birga made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

FINANCIAL UPDATE

Birga moved to the first item of business, *Finance Committee Report*. Birga asked for the financial update overview as they were not able to meet at the Finance Committee meeting on June 14th, 2016.

- Joseph mentioned that the finance committee met to discuss the finances for May in detail.
- Joseph informed the council there is no Budget Adjustment Request (BARs) for approval.
 - Joseph added that the reason for having no BARs is because the expenditure budget to actuals are almost perfectly in line in which case there are no funds nor functions that exceed budget authority.
- Joseph proceeds with the revenue report by stating that the revenues for the end of May came in at 86.1% of what was budgeted – note: there was more money brought in in the activities fund than what was actually presented in the budget including after school fees, etc.
 - Sean adds in that a maintenance BAR could be added in up until June 30th; all other BARs need PED approval. The due date for those BARs was June 6th.
- Joseph moves on to the expenditure report by stating that there are no functions in operational that are negative – there is only one fund that shows a negative balance which is \$1,854.53 however that excess amount will be a journal entry back into Operational as the staff member whose additional compensation wasn't paid out of Title I and is now being paid out of Operational.
 - Sean goes into detail by saying that particular employee had more benefits than what was originally forecasted in which case a larger percentage came out so they had to move the money via journal entry.

- Joseph continues with the expenditure report; for the expenditures for the month of May they came in at 58.68% of what was budgeted; the Title I was negative.
- Joseph went over the bank activity and outstanding items.
- Lisa asked about an item on the list; the date it was issued; if it would show outstanding.
 - Sean answered, no, that is the PO date.
 - Lisa asked if we were still waiting on an invoice because there were 3 of them that were over 90 days. Sean said they would have Heather verify but close it because there has already been an amount has already been received against it. Lisa asked if that would be considered outstanding. Sean answered, no, outstanding means we have yet to pay the bill.
 - Lisa asked if we should reach out once it gets to be 90 days. Sean answers, if it is for a service, no, if it is for an item, yes.
 - Birga asked about the \$907 for ES Hotel – PO # 0399. Robert explains there are 2 SILC employees going to the National Charter School Conference in Nashville. The employees get an 80% advancement prior to the trip.
- Joseph asks council to review the Check Register Report.

Council bypassed the *Business Office Operations Update* at this time due to the absence of the SILC Business Manager.

Joseph moved to the next item, *SILC Inventory Disposal*. Joseph informed the Council that there is not any action that needs to be taken today. Neither discussion nor action needed – standing item on the agenda.

Joseph moved on to *Voucher Approvals*. Since there were not any questions, Joseph asked for the Council to approve the Check Registry.

Birga asked for a motion to approve the Check Registry. Birga made the motion and Krista seconded the motion. Birga asked for a voice vote, unanimous yes, Motion passed.

Joseph stated that there were no *BARS, Budget Adjustment Requests* for Governing Council approval, move on to budget.

Joseph moved on to *Approval of SILC 2016-2017 Budget*.

- Joseph clarifies that the SILC budget is due by the 22nd at 1:00 p.m.
- Birga states that the council has a few questions on the budget proposal.
 - Sean lets the council know that the information they were given in their packet was a lot more information than what they are normally given. The document contains all of the “back-up” information that Sean and Joseph use to out the budget proposal together.

- Birga asked why Dusty is listed in the document twice and if this document is from the last school year and not going forward into the next school year. She also states that Adrian is not returning next year but he is also on the list of employees. Sean explains that if the position is returning at the same level, it is left on there. If the position is not returning it is take off.
- Birga asks why Kirk, Head Administrator is listed as a .25 in this document but in the Proposed Budget under Total Function 2300 he is listed as a 1. Sean confirmed that the salaries position from this year was a .28 because SILC was still paying an amount to Herb Torres because he was still here all the way through August. Sean also confirms that for the budget for this coming year Kirk's position is at a .25.
- Birga asked if SILC is paying for any other administrative positions that aren't part of SILC.
- Lisa asked if Liza Overson is full time or part time as a Special Education teacher. Kirk confirms that Liza is working full time in SILC this coming year. Lisa asked if we had that much need in two grade levels. Robert confirms that she is covering both SPLC and SILC but being paid under only SILC.
- Kirk stated that in order to make the budget this year we had to move Liza all the way into SILC because SPLC did not have the budget for it. Kirk also mentions that for us to go ahead with the increases in salaries we had to make changes in where certain employees were placed.
- Lisa stated that this is the time to correct those budget mistakes and place employees within the correct schools. Kirk stated that in December of last year the budget was out of alignment and we are in the process of realigning now.
- Kirk went into detail on the steps they took in December to realign the budget as well as how they were able to make budgets and give increases in salary in all 4 schools.
- Birga asked who Michael Tixier is. Sharon answers, PE, and adds that he does not work for SILC; he works for SPLC and SSLC.
- Robert stated that he is concerned with the fact that if SILC does not have a Special Ed teacher in their budget they will not be able to carry the Special Ed case load. He states that they have to be paid out of that specific school in order to carry the case load.
- Sean advised the council to have the budget aligned with what is actually taking place within SILC. He stated that they can change it on the documents and send it to PED for approval.
- Lisa stated that she is not comfortable approving the budget if it is inaccurate and if SILC is paying for a teacher's salary that doesn't work for SILC.
- Birga asked for proposed fixes to the budget as of now.
- Sean stated that all of the changes that would be taking place would have to be approved by PED at the Budget Technical Meeting because the budget was already put in, as a draft form.
- Kirk went into detail about the split between employees and the 4 schools. He stated that the only people we have split between schools right now are on the administrative side. He went into detail about the registrars and the business managers being split between two schools each. He stated that this is where the alignment started.
- Lisa asked if SPLC cannot afford those teachers now, how they will be able to afford it after SILC corrects/aligns it.
- Sean stated that whoever gave them the budget last year did not align it correctly. The schools have been covering SPLC, because as it operates SPLC cannot sustain itself because

it loses money. He continues by saying that this is the reason the schools were in trouble, because they were supporting program with other schools money.

- Sean advises the council to focus on only SILC.
- Lisa asked why primary has less money than intermediate. Sean answers, revenue allocations are different. The programs are different, one is traditional and one is not. He goes into detail about level I, level II, and level III teachers and their salary difference.
- Birga asked if aside from the 2 employees they've looked at all of the employees listed on their budget are accurate at the percentage of time they are spending at SILC.
- Lisa and Birga questioned the registrar position. Sean confirmed that the registrar is split between two schools.
- Sean, Lisa, Birga noted the changed that need to be made on the budget as of this time.
 - Remove Adrian Baca's name on the position but keep the position as is
 - Decrease Liza Overson from a 1.0 to a .75
 - Remove Judith Shawe
 - Remove Michael Touche
 - Move Theresa Sanchez to a .25
 - Add Joe Hines at a .25 for SILC from SSLC

Birga made the motion to approve the SILC 2016-2017 Budget with the following amendments, removal of Judith Shawe, removal of Adrian Baca's name but leaving that position at the 1.0 FTE, removal of Michael Touche, the addition of Joe Hines at a .25, the reduction of Liza Overson to a .75, and the reduction of Theresa Sanchez to a .25, and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

ONGOING GOVERNING BODY BUSINESS MATTERS

Birga moved to the first item of business, ***Governing Body Recruitment***. Birga stated that she posted an ad on LinkedIn to get additional board members.

- Krista informed the Council that she is moving to San Diego soon. She does not know exactly when and will be attending meetings until she is gone. She added that if they needed her to do Skype or conference calls she is willing to do so.
- Birga, Cheryl, and Robert spoke about the Anderson School of Management, Rich Brody, and recruitment for other boards. They continue to explore ideas about reaching out to potential board members. The council is informed about the new rules and regulations via PEC about the paperwork that needs to be submitted after a board member leaves, the 30-day rule about getting a new board member after one leaves, and the extension they allow.
- Birga asked if there is a way to put an ad in the Daily Lobo, Kirtland, or Sandia newspapers. Sean added that it would have to be free or we could use the ABQ Journal PO that is still open with \$230.
- The council requested that the administration post an ad in the ABQ Journal to recruit new board members.
- Birga asked if the Council can hold off on the Volunteer parent member for Audit Committee until the beginning of the school year. Sean answered, yes.

➤ Birga asked if the administration could ask the student council to spread the word on the volunteer for the Audit Committee. Kirk added that the administration at SAMs is compiling a list of 20-25 parents to ask to be involved in the committees and board and they would also do that for SILC. Birga agreed.

Birga moved to the next item, ***Election of Officers***. Birga reminded the council that Judy Chapman will not be Board President this coming year; she asked the Council members present if they would be willing to be Board President.

➤ Lisa informed the Council that she cannot be Board President. Cheryle asked Kirk a few questions about being the President. Kirk explained about the above and beyond actions the President takes above being on the Board.

➤ Cheryle Brody agreed to be the SILC 2016-2017 Board President.

Birga made the motion to nominate Cheryle Brody as the SILC actual President of the Board. Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion passed.

Birga requested a pause due to her leg cramping up.

Birga moved to the next item, ***Internet Acceptable Use Policies (AUP)***. Birga asked if any of the Council members had any questions or needed to discuss the Staff and Students AUP's. Council commented that it was very well written by Tim. Birga asked for a motion to approve the Staff Acceptable Use Policy. Lisa made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

Birga asked for a motion to approve the Student Acceptable Use Policy. Lisa made the motion and Krista seconded the motion. Birga called for a voice vote, unanimous yes, Motion carried.

Birga moved to the next item, ***Final Version of Employee Handbook Update***. Kirk explains the #F555 handbook and it's Table of Contents. Kirk goes over which policies the Council had already approved and which policies they still needed to approve. Kirk stated that there is not a lot of addition on his part. He continued by saying the other boards are ahead in completing their handbook approval.

➤ Birga stated that she noticed the E-cigarette was added to the Drug, Alcohol, and Tobacco policy.

➤ Birga, Kirk and Cheryle spoke about having the approval of the handbook on the July Agenda, either as a whole or as separate policy approvals.

➤ Cheryle and Kirk agreed to have it put as an item on the agenda for July, to approve the handbook.

Birga moved to the next item, ***School Attorney Search Update***. Because Judy was not in attendance the Council decided to put this on hold until the July meeting.

ADMINISTRATIVE REPORT

Birga turned the meeting over to Kirk. Kirk requested to move on to Robert's updates first because Robert had another meeting to attend. Birga allowed it.

Robert continued with his first item of business, ***Performance Framework Update***. Robert reminded the Council that SILC had their site visit and that they received the Site Visit Report.

- Robert went into detail about the letter and informed the Council that there were only 2 things he needed to upload. One was on the ELL Program, they wanted a narrative. They wanted an explanation on the surveys and monitoring of the students that qualify for ELL. He shared with the Council that he recently learned that students should only be tested once in their academic career; which is new.
- The second item was on mentorship on level I teachers and ineffective teachers. He presented the plan in place and the forms that go along with it for those teachers.

Robert continued with his first item of business, ***Update on Edgenuity***.

- Robert reminds the Council that we did have an Edgenuity upgrade on Monday, June 6th. He mentioned that everything went and is still going as planned. It did last a few hours vs. 45 minutes.
- Robert stated that teachers are completing the course changes so they will be ready in August.
- Robert stated that the upgrade is more for teachers rather than students.
- Robert finished his update by saying by July 31st we will all be in the upgrade section.

Robert left the meeting at 6:05 p.m.

Robert turned the meeting over to Kirk to continue on with his first item of business, ***Consolidation Analysis Report to PEC*** (along with the next item ***Steps for Renewal***). Kirk continued by saying they put out a couple of versions.

- Kirk informed the Council that they had draft #5 in front of them.
- Kirk stated that his goal in this is to make sure that this report is accurate for everyone.
- Kirk added that this will float through 3 more boards before they actually have to have it up at the PEC so there is no actual presentation of it. He added that he feels they will call him back up to PEC in July or August.
- Kirk stated that he did not know why this was put as an action item on the agenda as all he is going to do is meet the terms of the contract and get it to PEC.
 - Lisa asked if the document would be submitted without a conclusion.
 - Kirk responded by saying it is not "my" thing, it is "our" thing so he would go ahead and look at all the data and suggests it would be between the primary and intermediate boards.
 - Lisa asked about the 272 plus the 112 number of students, which doesn't add up to 380. She states that it needs to be update because it is confusing. It might have been a typo.
 - She continues by asking about the EA's for SILC; the document does not show in the document. Joseph explains that there were some discrepancies with the numbers they have because of the documentation they were given. Lisa asked if it can be update to reflect the correct numbers.

- Lisa asked about Option 2, she stated that it did not include impacts for Educational, Financial, or Operational. Lisa stated that she feels it is better to have 1 budget instead of 2 and 1 budget instead of 2 in Operational. She pointed out that it would be better to talk about Board, Budget, and Charter Renewal under Operational in order for it all to be consolidated down. Kirk agrees and stated that he would put the Operational piece with the other options as well.
- Lisa pointed out that in Option 2, the second page and second paragraph, under Educational Impact should go under Financial – small school funding.
- Lisa pointed out that under Option 3 – Consolidating SILC and SPLC, under Educational Impact “possible increase in test scores if majority of students start in 4th or 6th grade and continue through 8th.” She thinks the test scores will increase if they continue with the kids from 4th and 5th grade all the way up instead of bringing in a whole new 6th grade class.
- Sharon inputs about “growing our own” and the process of keeping the kids we have vs. bring a new class in via lottery.
- Lisa stated that under Financial Impact for the same thing there is talk about the loss of school funding, she is uncomfortable with the fact that \$120,000 would be made up by non-operational funds through the expansion of the extended learning program.
 - Kirk responded by stating that Robert and himself agree that they were unsure with what the financial status of the Early College Program was but there are other national programs through the Department of Education.
- Lisa continued by saying she was looking at the paragraph above the one Kirk was talking about, the Memorandum about expanding taking Edgenuity courses.
 - Kirk stated that he does think that they need to vet out because since we do extended learning with the high school it would be odd to try to move funding that way.
 - Sharon input that the extended learning broadcast as credit recovery so we wouldn’t be doing that with intermediate schools.
 - Lisa asked if we were still allowed to do Extended Learning with students from other schools because she thought we got burned on that one at one point. Sharon answered by saying, yes; we are still able to do that because we now have a memorandum with APS with more parameters on it. Sharon goes into detail about the new rules within extended learning and how they came about.
- Lisa asked if the administration thinks it is a realist option to bring in \$120,000 for that option to continue. Kirk responded by saying yes because we have a track record for success. He input that we need to look into other ways to bringing in funding and this would be one.
 - Lisa asked if Kirk anticipates any staff changes if they go ahead with the memorandum.
 - Kirk responded by saying he estimates 3-4 staff members being taken out of the budget if this option passed. Kirk stated that it does depend on what position it is and the salary of that position. Kirk stated that they would look at the support staff/administration first to do that before the teachers if they had to many any kind of cuts.

Birga stated at this time that she needed to leave due to the pain in her leg. It was around 6:25 p.m.

- Sharon continued the meeting by asking how they would lose teachers if they were to keep the programs and join the two schools, if they still need content teachers in each subject. Kirk confirms that the teachers would be the last to go, the administration would come first.
- Lisa stated that she feels like it is hard to get to a point where they have all of the information about the options, she feels like with any option they choose there will be the loss of money. She stated that they do not know enough information on the financials side for them to make a good, educated decision.
- Lisa continued by saying the information should be much more concrete as to how they are going to handle to \$120,000 loss.
- Kirk asked Joseph's input on how to go about this information and decision making. Joseph responded by saying the hard part about it would be drafting the Estimated SEG because the funding formula would change.
- Cheryl asked if it was possible to have a better breakdown and more information on Option #3 and then a decision could be made then. Kirk agreed.
- Lisa asked who makes the decision, PEC or the board along with the head administrator. Kirk responds by saying the 3 boards would have to make a decision and he would take it up to PED. Kirk stated that his biggest concern was having this decision made by the time renewal came up in October.
- Sharon stated that Robert went to a renewal meeting and shared that the board at that specific meeting said that the schools authorizer, whether APS or the State, cannot make you change your charter.
- Kirk stated that he thinks that PED thinks they are giving us an opportunity and they would like us to consolidate.
- Kirk stated that he knows the final decision won't be made for a couple months but by the end of June we will have more input from all boards of all 4 schools.
- Lisa stated that she wants to make sure the board isn't giving up the decision making to PEC; the Council does want to help guide this. She asked that if part of the conclusion Kirk could put in that all 4 boards are reviewing the information gathered and will continue the discussion, perhaps will find a conclusion in July. Kirk agreed.
- Lisa added that Option #4 was a strong option to consider but she would like to add in "no duplication of 7th or 8th grade satisfies original concern with PEC" under Pro's. She also added "minimal impact to 7th and 8th grade students due to current low enrollment."
- Joseph added in that would be difficult because they would have to move the necessary staff with those 7th and 8th graders and they would have to figure out which staff works only with those grades. He also added that once they have that information they can compose a hypothetical budget off of those numbers.
- Joseph explained the funding formula and how schools enrollments work.
- Lisa stated that she doesn't think there are a lot of 7th or 8th graders doing very well going into that of format. She stated that she just wants to make sure the Council is doing their due-diligence and looking at all perspectives.

Kirk moved to the next item, ***Lease-to-Purchase***. Kirk informed the Council that they are setting up the contracts and the lease for this coming year.

- Kirk informed the board that this needs to be done before renewal.
- Kirk informed the Council that they are setting up a negotiation meeting within the next couple of weeks.

Kirk moved on to the next item on his report, ***Revised Student Handbook and SAT***.

- Kirk informed the Council that he has started with the principals and the administration team to re-do the Student Handbook.

Kirk moved on to the next item on his report, ***Employee Contracts and Budgets***.

- Kirk included that all of the employee contracts are out there and it looks as though every employee got a raise although now there has to be some FTE adjustments back to the correct schools.

*Kirk did not speak on his next item on his report at this moment, ***NM Charter Schools School Improvement Plan***.*

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

- Kirk informed the Council about the meeting with Mr. Aguilar and Mr. Craig on June 22nd. He stated that two board members can be present.
- Kirk also informed the Council on the meeting in July with the same group to talk finance.

*Kirk then reminded the Council that Robert talked about ***NM Charter School Improvement Plan***.*

Kirk moved to the next item on his report, ***Data Team Update***, which Kirk turned over to Sharon to report.

- Sharon informed the Council that SILC has received their results from the Standards Based Assessment's (SBA's). Sharon informed the Council that 100% of their students participated and continued by informing them of the scores those students received.
- Sharon continued with the enrollment update. She added that SILC has accepted 50 students and are down to only three on the waitlist with 2 offers out right now.
- Sharon informed the Council that Info Snap won't be sending out the registration e-mails until July 11th instead of the earlier date of June 21st.
- Sharon also informed the Council that parents will be able to complete the registration scheduling online instead of over the phone.
- Sharon finished her update by going over the document in their packet which was the parent-student access statistics.

Kirk moved to the last item of his report, *IT Report*, and turned this business item over to Tim.

- Tim pulled up the new website on the board and informed the Council that the goal is to go live on this before the new school year begins.
 - Tim stated that the goal is to keep the website clean and just give the public the information they need and want to see.
 - Tim added that they got input from others to create the layout and scheme.
 - The Council and Sharon commented that it looks very good.
 - Krista asked if there is any way there could be testimonials from previous parents or students on the website or a link to the Facebook page which does have testimonials.
- Tim and Sharon go into detail again about the Info Snap registration delay.
- Tim gives kudos to Sharon and the registrars regarding the new transcripts. The transcripts now have everything they need to have on them.

NEW BUSINESS

There were no New Business Matters.

CLOSED SESSION

Lisa moved for the SILC Governing Council to proceed into Closed Session to discuss the head administration evaluation. Krista seconded the motion. Lisa seconded the motion. Lisa asked Savannah to take a roll call vote. Savannah called Krista Key, yes; Lisa DeTemple, yes; Cheryl Brody, yes. Lisa closed the SILC Governing Council Meeting at approximately 7:18.

OPEN SESSION

Lisa moved for the SILC Governing Council to go back into an open session and Krista Key seconded. Lisa asked Savannah to take a roll call vote. Savannah called Krista Key, yes; Lisa DeTemple, yes; Cheryl Brody, yes. Lisa opened the SILC Governing Council meeting at approximately 7:25.

PUBLIC COMMENT

Cheryl stated that there was not any public for public comment.

ANNOUNCEMENTS

Cheryl asked if there were any other announcements and there were none.

ADJOURNMENT

Lisa made a motion to adjourn today's regular SILC Governing Council meeting. Cheryle seconded the motion. Birga called for a voice vote, unanimous yes, Motion passed. Lisa adjourned the meeting at 7:30.

DRAFT