



GOVERNANCE COUNCIL  
Board Meeting Minutes of  
Tuesday, September 13, 2016

**Board Members Present**

Cheryle Brody, Krista Keay  
Deborah Lansdell,  
Steve Oberg

**Board Members Absent**

Kayleigh Wood

**Also in attendance**

Kirk Hartom, Robert Pasztor,  
Sharon Huber, Joseph Lucero

**Public in attendance**

Tim Walsh, Leah Graham

These Minutes were approved on \_\_\_\_\_

By a vote of \_\_\_\_ Yes \_\_\_\_ No \_\_\_\_ Abstained \_\_\_\_ Absent

\_\_\_\_\_  
President

**Submitted by  
Savannah Lopez**

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\_\_\_\_\_  
Board Secretary Signature

## **CALL TO ORDER**

Cheryle called the Southwest Intermediate Learning Center (SILC) Governing Council meeting to order on Tuesday, September 13<sup>th</sup>, 2016 at 4:14 pm in the Conference Room of Southwest Learning Center.

## **PLEDGE OF ALLEGIANCE**

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

## **ROLL CALL**

Cheryle asked Savannah to call roll. Savannah called Cheryle Brody, here; Krista Keay, here; Kayleigh Wood, absent; Steve Oberg; here, and Deborah Lansdell, here.

## **ADOPTION OF THE AGENDA**

Cheryle asked for a motion to approve today's SILC Governing Council Agenda. Deborah made the motion to adopt the agenda and Steve seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES from August 16<sup>th</sup>, 2016**

Cheryle asked her fellow Council Members if they had a chance to review the minutes from the regular SILC Governing Council meeting held on August 16<sup>th</sup>, 2016 and they said yes. Steve listed the changes needed to be made to the minutes (below).

- The name "Seylor" be changed to "Saylor" x2 in the first paragraph
- Add the word "is" in the second to last line under Lease-to-Purchase
- Make the word "teacher" plural on the third sentence under Field Trip/CBA Policy
- Delete the word "but" in sentence 5 after "NM Department Public Safety..." and add the word "of" within "NM Department OF Public Safety."
- Add an apostrophe in the word "Intermediates" in sentence 4 under Charter Renewal
- Change the word "stuff" to "items" in line 5 on page 5
- Change the word "to" to "two" in line 7 on page 5
- Add an apostrophe in the word "months" in line 1 on page 6
- Change the word "requested" to "requests" on line 6 under Financial Report on page 6
- Change the word "wont" to "will not do" in line 8 on page 6
- Change the word "they" to "the" in line 5 on page 6

Cheryle asked for a motion to approve the August 16<sup>th</sup> minutes with the changes made. Deborah made the motion and Steve seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

## RECOGNITION

*No recognition.*

## PUBLIC COMMENT

*No public comment.*

## ADMINISTRATIVE REPORT

Cheryle turned the meeting over to Kirk.

Kirk began with the first item of his report, ***Teacher-Leader and Non-Instructional Meetings.***

- Kirk stated that the Teacher-Leader and Non-Instructional Meetings met as early as last May and he feels as though they got a lot done over the summer.
- Kirk stated that he has received a lot of input on student handbooks (dress code), worked on the SAT team, and main lab protocols.
- Kirk stated that SILC now has their own SAT leader.
- Kirk stated that the teachers appreciate the staff handbook, the sick leave donation, the ARA days, etc.
- Kirk stated that they talked about the evaluation system and how the teachers would like to be evaluated... Kirk stated that the teachers wanted the person who is most in the building at those evaluations... but are still making the final decision on evaluations.

*Krista arrived at 4:27 pm*

- Kirk stated that the teachers did not have much clarification about the purchasing procedures, tuition reimbursement, and policies which were discussed at the teacher-leader meetings.
- Kirk stated that he and the teachers have discussed receiving extra computer training... Excel, Word, etc...
- Kirk informed the Council that he met with Clear Channel to discuss marketing and billboard advertisement. Cheryle asked if the clips/videos Mr. Brame made to advertise the school have been used at this point and Kirk stated, they are looking into channels to put the video on as well as the website.
- Deborah gave a suggestion to contact Channel 7, or other news reporting stations to advertise.

Kirk moved to the next item of his report, ***School Grade & Data Report.*** Kirk turned the meeting over to Sharon.

- Sharon stated that the final school grade for SILC is a D  
*Sharon went on to explain how to read the graphs and School grade handout...*

- Sharon stated that by doing the lottery correctly and legally, there is a better chance of new kids getting into SILC... there might be students that are not as informed with this learning system.
- Sharon stated that there is not a large truancy issue within SILC... and she does not know why the score is so low regarding that aspect...
- Robert stated that compared to the past, he had to submit the Next Step Plans with an explanation and they received all of the points.
- Sharon stated that 3 years ago SILC was the number one middle school in the state.
- Sharon informed the Council that SILC is down by 18 kids, with no waiting list.
- Steve asked if the school grade is worth appealing... Sharon answered, no...
  - Cheryle commented that there are good teachers within SILC and it does depend on the population but the longer these students stay in SLC, the better the scores...
- Kirk commented on school growth for the highest performing students not being able to grow much more which in turn does gain much points...
- Kirk stated that they need to look in PARCC data more efficiently. Kirk commented that PARCC is harder than SBA...
- Deborah asked what the parent engagement is with the new students who are having trouble adapting...
  - Sharon explained that each teacher has their own case load and when a student has a D or an F, that parent is contacted by e-mail by the core content teacher, if the student has more than one D or more than one F Mrs. Hoisington as the Educational Assistant goes to that content teacher and makes them aware and at that point an e-mail will be sent to the parent. Sharon stated that the teachers will also make phone calls home.
  - Sharon informed the Council that there is tutoring in Spanish and math and they are engaging the parents early enough about the kids who are struggling.
- Deborah asked if in the after school program they offer tutoring.
  - Sharon answered, there is a fifteen minute break after school were the students have a snack or play-time and then are (not forced) to return to the classroom to work on their homework.

Robert moved on to the next item, ***Charter Renewal***.

- Robert informed the Council that their Charter was a two-year Charter term which means that because the schools are currently in the 2<sup>nd</sup> year, they only have to go back 1-year to look at data...
- Robert stated that he is looking at the data received from the School Grade. Robert stated that he is explaining the growth of the school, why the school received the grade they did, etc. for the renewal application.
- Robert stated that the growth of the school that the state looks for is paired to the “expected” growth... but the issue is that they do not tell Robert what the expectations are.
- Robert stated that he compared SLC’s scores and the states scores on his application, because even though the school did not grow the performance is still higher in comparison.

- Robert informed the Council that he has to turn in petitions signed by parents who support the renewal of the school and SILC has 34/94 signatures. Robert stated there also needs to be a petition signed from employees who also support the renewal of the school.
- Robert informed the Council that there will be a renewal visit from PED on October 19<sup>th</sup>, and the visitors will want to talk to a few Board Members. Robert stated that he would send out a schedule to inform the Council members of the times they should come in.
- *Steve asked if there is enough attention given to the English Language learners in SILC in order for them to take the statewide tests and perform as best as possible.*
- *Kirk informed the Council that when students come into the school they complete a Home Language Survey then they will do a test to find out which level they speak English at. Kirk stated that the school provides interventions for those students in need.*
- *Sharon stated that the State made it known that the law is: a student can only be tested once in their academic lifetime, which makes it hard to know which students have been tested with no records access. Sharon stated that Jill came up with a way to look at any student who has been homeschooled, attended Catholic school, private school, etc. and testing those who haven't been tested.*
- *Sharon stated that if a teacher recognizes an English Language learner, the school could ask the parents if they would like to provide that student with assistance and if the parent agrees, they can begin that process...*

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

- Kirk informed the Council that the state was holding off on approving the leases but at this point they have paid Saylor.
- Kirk stated that they have been in contact with the PSFA which will do an adequacy check to see if the building is adequate to occupy.
- Kirk stated that the Charter Schools Division has a person to provide guidance through the Lease-to-Purchase process.
- Kirk informed the Council that Cuddy & McCarthy would look through the Lease-to-Purchase.
- Kirk stated that there would have to be an appraisal done before the purchase...
- Steve stated that after doing some research, the 6% interest rate is a fair rate.
- Cheryle asked Kirk if he ever received any questions regarding the school outgrowing the building they are in now, or if the school needs to expand.
  - Kirk stated that once the adequacy check is down they could look into which areas of the building they can expand with...
- Robert stated that there was never an intention to expand more than what they have, SAMs was their idea of expansion...
- Kirk stated that the PSFA is looking for portables to bring to the school that might be a part of expansion.

Kirk moved on to the next item of his report, ***Final Staff Handbook***.

*Kirk informed the Council that the Final Staff Handbook was sends out to the staff earlier that morning.*

Kirk moved on to the next item on his report, ***Salary Increases.***

*Kirk presented a salary chart comparing SLC teacher salaries, APS teacher salaries, Arizona teacher salaries, and Texas teacher salaries.*

- Kirk stated that none of the teachers lost money, most teachers got a salary increase.

## **FINANCIAL REPORT**

Cheryle asked Steve if he had anything to report from the finance meeting. Steve stated that there are a couple of BARs that need to be addressed but it looks like the school has a strong financial standpoint.

Cheryle turned the meeting over to Joseph to give the financial report.

Joseph informed the Council that the Finance Committee met earlier in the day to look at the finances. Joseph stated that the financial reports are through the month of August.

- Joseph went into detail about the Revenue Report.
  - Joseph stated that the revenues are 16.24% of what was budgeted.
  - Joseph informed the Council that the expenditures and encumbrances are 46.23% of what was budgeted which is very good.
  - Joseph stated that the negative fund through the month of August is out of the Operational budget in function 2400, which is “administrative staff”, of \$23,195.94 and BAR #2 M is the BAR that will rectify that balance.
- Joseph went into detail about the Bank Activity for August.
  - Joseph informed the Council that the revenues exceeded the expenditures by \$33,619.89 increasing the reconciled cash balance to \$981,711.32 with only 2 outstanding checks totaling \$1,701.17.
  - Joseph stated that those checks are only 12 days old; which is very good.

Joseph moved on to the next item of his report, ***Budget Adjustment Requests.***

- Joseph informed the Council that there are two BARs to approve.
  - Joseph stated that the first BAR is 0001-IB 23000
  - Joseph stated that the second BAR is 0002-M Operational

Krista made a motion to approve BARs 0001-IB and 0002-M and Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph moved on to the next item of his report, ***Permanent Cash Transfer.***

- Joseph stated that there needed to be approval for a permanent cash transfer per the Capital Outlay Bureau for the SB-9 “...” money. Joseph stated that the COB split the SB-9 fund to SB-9 and SB-9 local. Joseph stated that the Permanent Cash Transfer is to transfer money from SB-9 to SB-9 local, from fun 31700 to 31701.

Krista made a motion to approve the Permanent Cash Transfer and Steve seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph moved on to the next item of his report, ***Voucher Approvals/Check Register Report***. Joseph asked the Council to review the Check Register Report. Krista made a motion to approve the Vouchers for the month of August and Cheryle seconded. Cheryle called for a voice vote, unanimous yes, Motion passed.

Joseph stated that there was no property to dispose of.

Joseph moved on to the next item of his report, ***Final Amended Budget***.

- Cheryle asked if all allocations of salaries have been taken care of within the budget.
- Joseph stated that there is one item where one employee needs to be moved out of SILC to another school.
- Joseph informed the Council that the final amended budget will be done when he presents the final amended BAR in November.

Joseph stated that he is attending the NMSBO conference this coming week.

*Joseph left at 5:25 pm.*

## **OLD BUSINESS**

Cheryle moved on to the first item of business, ***Open House***.

- Cheryle stated that the Open House went well.
- Robert and Sharon agreed that the Open House was a success.

Cheryle moved on to the next items, ***Consolidation Chronology and Consolidation Joint Meeting***.

- Kirk stated that the Consolidation Chronology was put together to inform the new Council members and others of where the consolidation idea came from and where it is at this point.
- Steve stated that they had previously discussed the two boards (SILC and SPLC) coming together, keeping the board members, and electing a new President and Vice President of the new "Southwest Preparatory School"...

*The Council and Administration discussed the wording "closing" vs. "consolidation" and the laws for closing...*

- Cheryle stated that her idea for the consolidation is the following:  
***If a Presidential Election happens and Leah from SPLC is elected; SILC will absorb SPLC OR if Cheryle from SILC is elected; SPLC will absorb SILC.***

*The Council and administration agreed that this is a good idea...*

Cheryle asked Leah (sitting in as public) to take the idea to her Board for discussion.

Cheryle moved on to the next item, ***NMSBA Insurance***.

*Kirk informed the Council that he is in contact with several people trying to get the insurance information together and will send it out to the Boards as soon as he receives a direct answer.*

Cheryle moved on to the next item, ***Board Recruitment.***  
*Cheryle stated that they are always recruiting Board Members.*

Cheryle moved on to the next item, ***Personnel Records and Files Policy.***

- Kirk stated that this policy came up when the auditors came to look at the records.
  - Kirk stated that the files were taken out to SAMs in order for the records to be looked at by the auditors considering the finance group, Ronda and Heather, are stationed out at SAMs.
  - Kirk stated that they are interested in getting all the files digitally in order for every employee who needs the records, to have access to them.
  - Cheryle stated that Kirk needs to have another person overview the policy he is presenting before approval... Cheryle stated that she would keep it on the agenda for next month for re-introduction.
  - Kirk stated that he would present it to the lawyers to overview the document...
- Sharon stated that she does need the personnel records and files to look at for data reasons. Sharon stated that the records have always been in her office and only Kirk, Robert, and Sharon has a key to the place in her office that has the key to access the files. Sharon stated that she does not know why the files were all take over to SAMs. Sharon stated that she objects very strongly to having the files at SAMs. Sharon stated that she needs access to those files more often than the business office does. Sharon stated that SAMs personnel records could stay at SAMs, but she requests that the three schools under SLC's roof need to be at SLC.
- Kirk stated that there are questions about accessibility and their needs to be a policy in place to address that have access.
- Deborah stated that there is an issue with files being transported. Deborah expressed that there has been issues in her work where they were transporting records and there was an accident that occurred.
- Sharon agreed that the transportation of records is dangerous and those files are essential to her job.
- Kirk stated that a lot of the things in the files are HR; which the financial team needs access to. Kirk stated that he would like to set up a sub committee to figure out a policy.
- Deborah stated that she would help set up parameters with a sub committee to help put together a policy.

*Sharon and Deborah agreed to get together and have a further discussion of creating a system and give an update at next months meeting.*

## **CLOSED SESSION**

Cheryle moved for the SILC Governing Council to proceed into Closed Session, only 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)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed Steve seconded the motion. Cheryle closed the session at 6:01 p.m.

## **OPEN SESSION**

Cheryle moved for the SILC Governing Council to go back into Open Session, only 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)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Krista seconded the motion. Cheryle asked Savannah to take a roll call. Savannah called Cheryle Brody, yes; Deborah Lansdell, yes; Krista Keay, yes; Steve Oberg, yes. Cheryle opened the SPLC Governing Council meeting at 7:06 p.m.

## **CLOSING**

*Next Regular Board Meeting: October 11, 2016*

## **ANNOUCEMENTS**

*None*

## **ADJOURNMENT**

Krista made a motion to adjourn today's regular SILC Governing Council meeting. Deborah seconded the motion. Cheryle called for a voice vote, unanimous yes, Motion passed. Cheryle adjourned the meeting at 7:07 pm.