



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

### COUNCIL MEMBERS

Regular Meeting, December 17, 2018

Gene Elliott | Casilda Provencio | Carolyn Williams | Karen Caroe | Godfrey Crane |

STAFF PRESENT: Dr. Holly Schullo, Pincipal/CAO; Kate Shelton, Business Manager; Rebecca Beidler, Special Education Teacher

### I. Introduction

- A. Call to Order – President G. Elliott called the meeting to order at 6:12 p.m.
- B. Roll Call of Members – All members are present
- C. Approval of Agenda – G. Crane moved to approve the agenda as published. Second by C. Provencio. All voted in favor of the motion.
- D. Approval of Minutes – K. Caroe moved to approve the minutes of the October 15, 2018, regular meeting. Second by G. Crane. Motion passed without objection. K. Caroe moved to approve the November 19, 2018, regular meeting minutes, with minor corrections. Second by G. Crane. C. Provencio abstained due to her absence from the meeting. All other voted in favor. Motion passed.
- E. Announcements – Two Governance Council positions are up for election in December, 2018.  
C. Williams moved to hold GC elections at the January meeting. Motion seconded by C. Provencio. All voted members voted in favor of the motion.

### II. Public Comment -- None

#### ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

### III. Current Business *(Items with action needed to meet deadlines or other requirements)*

- A. Charter Renewal Hearing Report – G. Elliott and H. Schullo reported on their meeting with the NM Public Education Commission (PEC) on December 11, 2018. Alma d'arte was granted a 3-year charter renewal with no conditions. The NM Public Education Department (PED) had recommended a 5-year renewal with five conditions. The PEC instructed Elliott and Schullo to return to the January 11, 2019, PEC meeting with revisions to Alma's NM DASH plan and Corrective Action Plans for minor deficiencies in Special Education, English Language Learner (ELL) programs, and Finance. Both said that the time-frame was short and complicated by the holidays, but that every effort would be made to comply. G. Crane asked why the renewal period was only three years. Dr. Schullo reported it was possibly that the PEC felt the conditions listed by the PED were excessive.
- B. Response to PEC Regarding Requested Report and their January Meeting – G. Elliott said he would write to Pattie Gipson, PEC Chairman, to request additional time for preparing Alma's response to the requested plans. He will also check with attorney Patty Matthews to determine if the response request for actions was part of the approval motion, and therefore not appropriate.
- C. Status Report on Special Financial Issues – Business Manager Katie Shelton said that the issues listed by the PEC were minor and most have already been resolved. She will attend the January PEC meeting and report on the actions taken.
- D. Status/Needs for Special Ed and ELL Programs -- New Special Ed Teacher Rebecca Beidler, stated that almost all the IEP's were current. There were fewer than five left to review with parents and students. And that was due to the fact that it was not yet time for their annual review. She said all records have now been audited and are in complete compliance with regulations.

## A. Monthly Financial Reports

1. November Report – K. Shelton presented a detailed review of all items in the report for November. She asked if there were questions. There were none. K. Caroe moved that the November financial report be accepted as presented. C. Provencio seconded the motion which passed without objection.
  2. Current Month Report – K. Shelton gave a brief report on financial activities to date in December. No action was required or taken.
  3. Budget Adjustment Requests -- Three Budget Adjustment Requests were submitted to the GC for approval: 1819-0014-1B, -- 0015-1B and – 0016-1B. C. Williams moved approval of the BAR's presented. G. Crane seconded the motion which passed unanimously.
  4. Closure of Auxiliary Bank Accounts – K. Shelton requested the closure of four auxiliary bank accounts at Century Bank which were utilized by the previous business manager and principal but were no longer to be used. C. Provencio made a motion to close the four accounts and transfer all funds to the main operations account, also at Century Bank. The motion was seconded by K. Caroe and approved unanimously. G. Elliott will advise the bank by letter before December 31, 2018.
- B. IDEA-B Budget and Application – It was necessary to file a correction to the application for IDEA-B funds to include \$22,703 for a SPED Coordinator and \$24,000 for auxiliary diagnostics. A motion to approve was made by G. Crane and seconded by K. Caroe, and passed without objection.
- C. Monthly Administrative Report – Dr. Schullo presented a summary of events from the previous month. One of the main events was the Winter Feast lunch prior to Thanksgiving. It was well attended by parents, students and faculty. Instructional materials are being evaluated with the help of a parents committee to be selected from materials approved by the Public Education Department.
- D. By-Laws Review Report -- C. Provencio said she had not had a chance to do the review of the GC By-Laws. G. Elliott proposed that the review be postponed to a later meeting.

## III. Future Business *(Research/discussion/plans for long-term directions of Alma. To include modification of mission, goals, academic programs, budgets, etc.)*

G. Crane moved and C. Williams seconded that consideration of the three items in this section (see below) be postponed to the next meeting. Motion passed unanimously.

- A. Policies Review and Needs
- B. Parent Relations and Programs
- C. Strategic Planning Status and Plans

## VI. Next Meeting Agenda Items -- None listed

**VII. Adjournment** -- G. Crane moved the meeting be adjourned. C. Williams seconded the motion with all voting in favor. Meeting adjourned at 7:38 pm.

Respectfully Submitted,  
Carolyn Williams, Secretary