



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, May 14, 2018

### COUNCIL MEMBERS

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

### I. Introduction

- A. Call to Order – Chairman Elliott called the meeting to order at 6:47 pm
- B. Roll Call of Members – All Governance Council Members are present.
- C. Approval of Agenda – C. Williams made a motion to approve the agenda as published. K. Caroe seconded the motion, all voted in favor, the agenda was approved.
- D. Approval of Minutes – Regular Meeting April 9, 2018 & Special Meeting April 30, 2018 – C. Provencio made a motion to postpone the approval of both sets of minutes until next meeting. C. Williams seconded the motion. All voted in favor, Approval of minutes was postponed.
- E. Report on GC Executive Meetings – G. Elliott reported that there was an executive session at 5:00 pm prior to this meeting. Personnel matters were discussed. No vote was taken. The meeting concluded at 6:15 pm.
- F. Announcements -- None

### II. Public Comment

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

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

- A. Monthly Briefing (A) -- M. Hartshorne reported that all students who were scheduled to take an assessment have done so and that all assessments have been completed. Mr. Hartshorne also reported that he and Jim Carlton will begin rolling out the new student data platform, Powerschool, at Alma in the coming weeks. Mr. Hartshorne is currently doing final checks to make sure all seniors are on track and everything is in place for graduation next week.
- B. Principal/CAO Search Status Report & Schedule (G) – K. Caroe reported that there are 11 applicants for the CAO position. GC members will pass along the essential data to the search committee on Wednesday May 16<sup>th</sup>. The search committee will then inform the GC of their top three candidate choices. The governance council was tasked to develop a rubric to give to the Selection Committee for evaluating and choosing candidates. Three samples were presented to the GC. K. Caroe made a motion to use Rubric A. C. Williams seconded the motion. All voted in favor and Rubric A was selected for use in the selection process.
- D. 2018-19 Operating Budget (F) – J. Rivera gave a summary report describing the preparation of the 18-19 operating budget. She and Mr. Hartshorne prepared the budget together and has been reviewed by the finance committee. C. Williams made a motion to approve the 18-19 operating budget, G. Crane seconded the motion. All voted in favor, Operating budget was approved.
- E. 3<sup>rd</sup> Quarter Cash Report (F) – J. Rivera reported that the operating budget looks good. Cash flow is good and she is currently trying to submit all items before the end of the school year. C. Provencio moved to accept the 3<sup>rd</sup> Quarter Cash report, C. Williams seconded the motion. All voted in favor, cash report was accepted.
- F. 3<sup>rd</sup> Quarter Check Register (F) – J. Rivera presented the check register for review. G. Crane moved to accept the 3<sup>rd</sup> quarter check register. K. Caroe seconded the motion. All voted in favor and the check register was accepted.

G. Budget Adjustment Requests (F) – J. Rivera presented a BAR for approval. C. Provencio moved to approve the BAR, C. Williams seconded the motion. All voted in favor, BAR was approved.

H. Open Budget Adjustment Requests (F) – J. Rivera requested approval of two (2) open BAR's for use in closing the fiscal year, K. Caroe made a motion to approve two (2) open BAR's. G. Crane seconded the motion, all voted in favor. Two BAR's will be open for use during summer.

**IV. Past Business** (Review and routine approval/acceptance of actions taken, reports compiled, funds received/expended, audit and program results, etc.)

A. 2018 Senior Honors Night & Commencement (A) – Assistant Principal Michelle Paz was presented a description of the upcoming 2018 senior honors night and commencement. Ms. Paz reported that the Senior honors ceremony will be on May 22<sup>nd</sup> at 6pm here at the school. Commencement will be on May 24<sup>th</sup> at 7pm also here at Alma.

B. 2018 Student Assessment Summary (A) – Mr. Hartshorne spoke gave a brief report on 2018 student assessments and results.

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

A. Charter Renewal Schedule and Plan (A & G) – The charter renewal is in process but intense action is suspended until the new Principal/CAO is hired and can contribute to its completion.

B. Strategic Planning Status and Schedule Update (G) – K. Caroe spoke briefly about her work on the strategic plan for Alma d'arte. She was commended by the GC all her hard work thus far on the project and offered good wishes for the completion of her doctorate.

C. PEC/PED Policy Proposals – Status & Action (G) – G. Elliott spoke about several of the policy proposals set forth by the PEC/PED and how they might affect our school.

**VI. Next Meeting Agenda Items**

- A. Future Business
- B. Current Business
- C. Past Business

**VII. Adjournment** – G. Elliott adjourned the meeting at 7:36pm

**\*\* (A) – Administrative Item; (F) – Finance Item; (G) – Governance Council Item**

Respectfully Submitted,

Carolyn Williams, Secretary