



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, August 13, 2018

### COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Carolyn Williams | Karen Caroe | Godfrey Crane  
Staff in attendance: Holly Schullo (Principal/CAO), Michelle Paz (Dean of Students), Patrick Hernandez (Registrar/Administrative Assistant)

### I. Introduction

- A. Call to Order – Chairman Elliott Called the meeting to order at 6:06pm
- B. Roll Call of Members – All members are present at this time.
- C. Approval of Agenda – G. Crane made a motion to approve the agenda as written. C. Williams seconded the motion, all voted in favor. The agenda was approved.
- D. Approval of Minutes – See Past Business below
- E. Announcements

### 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. Report from schoolAbility – Kate Shelton (via skype call) – G. Elliott commended K. Shelton on her diligent work and quality of financial reports. Kate gave a short rundown of the process involved in preparing Alma d'arte for new business management via schoolAbility. Currently a big part of their process has been filling the gap in personnel files to aid in budget planning. schoolAbility hired a new Business liaison for Alma named Kimberly Wright. She will accompany Kate to the school this week to meet and become familiar with Alma d'arte staff & faculty. While Kimberly will be the liaison for Alma, Kate will remain the business manager working with the CAO and Governance Council. First accounts payable batch run at the end of July, to include a few past due and shut off notices. (a summary is included in the GC packet). There was discussion of procedures for requisitions and purchasing. Kate will discuss this further with Dr. Schullo and appoint key persons responsible for this at Alma when she is in Las Cruces on Thursday. There has been a lot of filing and sorting of documents from past years. Rebecca from schoolAbility is currently working on getting last fiscal years' information into the system, As soon as that is completed, we will be in a place where we can move forward with other things. Kate went over a 10 page financial packet sent to the GC to explain any issues or discrepancies. A final note for financial reporting, required updating our banking access and signers. K Caroe made a motion to remove past financial signers Michelle Paz, Maggie Baber, Mark Hartshorne and Juliette Rivera be removed from signing for checking and account access. And new signers Holly Schullo (CAO) and Casilda Provencio (GC treasurer) be added as signers, Gene Elliott be retained as a signer from previous term and Katie Shelton be designated to have online account access. C. Williams seconded the motion. All members voted in favor, motion passed.

B. School Year Start and Status Report – Dr. Holly Schullo spoke a bit about new hires and some new changes here at Alma. There is a very good vibe going on here at Alma. Michelle Paz, Dean of students spoke about the adoption and use of Powerschool. We were off to a rocky start, but have learned the ins and outs of Powerschool and have scheduled students, adopted a lunch system and are currently looking at attendance tracking. Ms. Paz and Dr. Schullo also spoke about our need for a PE teacher and getting about 17 seniors through to meeting a graduation requirement in PE. Dr. Schullo formally spoke about introducing Paz as Dean of Students and not Assistant Principal. Dr Schullo spoke more about the daily flow here at school. Including, closing the campus, no open class periods, and making the students more responsible for the cleanliness of their classrooms and school. Six students are

currently enrolled in dual credit courses. (Students may attend DACC or NMSU to obtain college and high school credit) Current enrollment is at 162 students. M. Paz is potentially seeing an increase by 10 students.

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

- A. Business Management Issues Report – Events and actions; responses from state agencies; current status – G. Elliott made an observation regarding these past issues. He notified the GC that we may be placed on the Agenda for PEC meeting on August 24<sup>th</sup>. He mentioned that he felt the introduction of schoolAbility to our business management team has aided tremendously in maintaining our forward movement beyond problem areas. And allows the administrative team to focus on day to day and allows us to continue to service our students.
- B. Approval of Minutes – Various dates; Regular, Special and Executive Meetings. – G. Elliott circulated copies of past meeting minutes. For the April 9, 2018 meeting G. Crane made a motion to accept the minutes as written. C. Williams seconded the motion; all voted in favor, the April 9, 2018 meeting minutes were approved.

**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 Plans – G. Elliott reminded Dr. Schullo that GC members are available to help her with the charter renewal process in any way she needs.
- B. Strategic Planning Status and Plans – K. Caroe spoke about the strategic plan she wrote and received full credit for as part of her doctoral study. She will make the plan available to administrative staff for use in professional development.

**VI. Next Meeting Agenda Items**

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

**VII. Adjournment**

Chairman Elliott adjourned the meeting at 8:20pm

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