



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, Tuesday, January 21, 2020 6:00 pm  
Alma d'arte Charter High School, Room 108

### COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Ron Fitzherbert

#### I. Introduction

- A. Call to Order – Chairman Elliott called the meeting to order at 6:02 pm.
- B. Roll Call of Members - All members are present in the room.
- C. Approval of Agenda – C. Provencio made a motion to accept the agenda as published. R. Fitzherbert seconded the motion to accept, all members voted in favor and the agenda was accepted.
- D. Approval of Minutes – December 16, 2019 – R. Fitzherbert made a motion to accept the minutes from December 16, 2020 with one change. C. Provencio seconded the motion, all voted in favor and the minutes were accepted with changes.
- E. Announcements – Mr. Elliott introduced Michelle Rodriguez, who is an Alma alumna from the class of 2008. She has been nominated for membership on the Governance Council. S. Carter, Alma teacher, introduced a guest, Mari Blacker, who is a working artist in the community. Ms. Blacker is interested in activities here at Alma d'arte.

#### II. Public Comment *(Three minutes per speaker, 30-minutes for all speakers. No action will be taken.)*

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

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

- A. Nomination of New GC Members (G) \*\* - G. Elliott introduced Michelle Rodriguez as a nominee for GC membership. Ms. Rodriguez spoke about her experiences here at Alma and her interests in serving the school as a Governance Council member. C. Provencio made a motion to elect Ms. Rodriguez as a new member to the Governance Council. R. Fitzherbert seconded the motion. All voted in favor, and Ms. Rodriguez was welcomed as a member to the Governance Council.
- B. Election of Officers (G) – It was discussed to nominate officers one by one for the next term. All members were fully amenable to the suggestion.
  - C. Provencio made a motion to nominate R. Fitzherbert to the position of President. Mr. Fitzherbert accepted the nomination. All members voted in favor, and Mr. Fitzherbert was named the new President of the governance council.
  - C. Provencio made a motion to nominate M. Rodriguez as Vice President of the Governance Council. Ms. Rodriguez accepted the nomination. All members voted in favor and Ms. Rodriguez was named the new Vice President of the GC.
  - Gene Elliott made a motion to nominate C. Provencio as Secretary of the Governance Council. C. Provencio accepted the nomination. All members voted in favor and C. Provencio was named the new GC Secretary.
  - C. Provencio made a motion to nominate G. Elliott as Treasurer for the Governance Council. Mr. Elliott accepted the nomination. All members voted in favor and G. Elliott was named the Treasurer for the GC.
- C. Documentation for New Members/Officers (G) – G. Elliott spoke about the steps for documenting new officers/members and all necessary paperwork will be prepared to send to the PEC.
- D. PED Site Visit Report (A) – Dr. Lere spoke about the site visit from PED. He mentioned various things that we need to work on or improve upon. Some items included reporting and compliance, removal of unnecessary items from student files and employee background checks, to name a few. Overall the visit went well and we have a few items to

work on and Dr. Lere is confident that we will have those things completed by the next GC meeting in February.

E. GC Retreat Report (G, A) – G. Elliott reported on the GC retreat from Saturday January 18, 2020. He spoke about a SWOT analysis that was organized by him and Dr. Lere. The purpose of the SWOT analysis is to see what our strengths and weaknesses and what we can do to improve. There was a discussion about using the addition of an “Alumni Seminar Series” using Alma Alumni. The series would be for 1 credit and would be offered on Wednesday afternoons for 1 hour. M. Rodriguez spoke as an alumna and expressed that there are many alumni who would like to return to Alma and help with this series. Though this is just in developmental stages, it was agreed that it is a new way to capitalize on our Alumni’s talents. Discussion was also made about ideas to recruit students from the middle schools with one suggestion being made to hold a “Middle School Talent Show”.

F. Status of Policies/Procedures Review (G) – C. Provencio discussed the 7 policies that were listed as new policies needing review at the last meeting. She presented the group with packets containing the 7 policies to be read and adopted. This meeting will serve as the first reading for the 7 policies. A second reading was scheduled as a GC work session for February 4<sup>th</sup> at 6pm here at Alma d’arte. The third reading and adoption of the policies will be at the next scheduled GC meeting in February. In an effort to continue adopting policies, Dr. Lere suggested keeping adoption of policies as an agenda item continuously. C. Provencio will send P. Hernandez an electronic copy of the currently adopted policies. P. Hernandez will upload those to the school website.

G. Status of Bylaws Review/Changes (G) – G. Elliott spoke about By-Laws review and changes. He said he will confer with P. Matthews, school attorney, to fine tune and discuss what we are responsible for and make revisions to the current By-Laws as appropriate.

H. Principal/CAO Review Process/Schedule (G) – G. Elliott discussed steps to performing the CAO/Principal review. Mr. Elliott mentioned that it is essential to include staff and faculty in this process. G. Elliott and R. Fitzherbert will meet and create an evaluation instrument.

I. New Principal/CAO Search Plan (G) – GC members spoke to Dr. Lere about the possibility of retaining him for a longer period beyond his contracted date of June 30, 2020. Dr. Lere stated that he made a firm decision to not return after his contract ends. Mr. Elliott, though disappointed by his statement, thanked Dr. Lere for his service to Alma and concluded that the search for a new Principal/CAO shall move forward. Mr. Elliott suggested the group meet at Alma on Monday February 10, 2020 at 6pm to discuss the next steps in the search for a new CAO/Principal.

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

##### **A. Monthly Financial Report (F)**

1. Finance and Audit Committee Appointments (G) – G. Elliott & R. Fitzherbert have accepted responsibility for being members of both the Finance Committee and the Audit Committee.
2. Financial Statements as of November 30, 2019 - R. Frye, business manager, presented the GC with a finance packet for the month and provided detail for the various sections of each expense.
3. BAR's Approval – No BAR's this month
4. Payroll and Accounts Payable Acceptance – C. Provencio made a motion to accept the payroll and accounts payable reports, M. Rodriguez seconded the motion. All members voted in favor and the Expense report was accepted.
5. Status of Financial Dashboard Development – R. Frye stated that the financial dashboard is still in development.
6. Change of Bank Status/Report – At the current time there is no need to explore this.

##### **B. Monthly Administrative Report (A)**

1. Student Enrollment Status/Changes – There have been a few student withdrawals from Alma this month. However, we did receive 7 new students transferring to Alma from other Districts. Dr. Lere noted that while we welcome all new students, there has been an

increase in our SPED population. The school's SPED percentage has increased from 27.9% to 36%. The school's current total enrollment is 127 students.

2. Faculty/Staff Changes/News – Dr. Lere has hired Mr. Donald Quimby as a new Chemistry Educator. Mr. Quimby began with Alma at the start of the spring semester and is adapting well.

3. Parent Leadership Team Status – This group is still in development. Dr. Lere suggested that this group and the Advisory Council merge. The Advisory Council is more inclusive in membership and it is state mandated. All were in agreement with the merge.

5. Website Management Report – P. Guzman conducted training with M. Diaz and P. Hernandez on editing the school website. P. Hernandez gave a short synopsis and feels confident that he is able to edit and update the webpage as needed.

6. Status of Advisory Council – See #3 above.

7. Alma Email Addresses for GC Members – Email addresses for new members will be provided by C. Franzoy, IT Director. On February 1, 2020 all GC members will begin to use the Alma email addresses for all Alma correspondence.

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

A. Schedule for Strategic Plan Development (G) - postponed

B. Alma d'arte Foundation and Development Program (G) - postponed

**VI. Next Meeting Agenda Items**

A. Current Business

B. Past Business

C. Future Business –Next regular meeting will be on Tuesday, February 18, 2020

**VII. Adjournment** - Chairman Elliott made a motion to adjourn the meeting. C. Provencio seconded the motion. All voted in favor and the meeting was adjourned at 7:35 PM.

*\*\*One or the other of these three notations will appear at the end of each item, depending on who is introducing the item. Items can appear in no special order . (A) = Administration (F) = Finance (G) = Governance Council*

Respectfully Submitted,

Casilda Provencio  
Secretary