



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Regular Meeting, January 21, 2019

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 6:09pm
- B. Roll Call of Members - All council members are present. Also present are Principal/CAO Holly Schullo and Business Manager Katie Shelton.
- C. Approval of Agenda - C. Provencio moved to approve the agenda as published. C. Williams seconded the motion. All voted in favor, the agenda was approved.
- D. Approval of Minutes - C. Williams made a motion to approve the minutes for the December 17, 1918, regular Governance Council meeting as published. Second by G. Crane. All voted in favor. Minutes were approved as published.
- E. Announcements G. Elliott announced that LC Sun News reporter Algernon D'Amassa was invited to attend the meeting, however he is not present.

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. Election of Members – G. Elliott reminded members terms for current members of GC Positions No. 3 and No. 4, held by C. Williams and K. Caroe respectively, expired on 12-31-2018. He opened nominations for election of members to these two positions. C. Provencio nominated K. Caroe and C. Williams to retain their positions. G. Crane seconded the nomination. All voted in favor. Karen Caroe and Carolyn Williams were re-elected to terms that expire December 31, 2021.

(Emphasis Added)

B. Election of Officers – 2019 (G) – G. Elliott opened nominations for all officer positions for one year terms. President, Vice President, Secretary and Treasurer. **These offices are currently held by G. Elliott as President, C. Provencio as Vice President and Treasurer C. Williams as Secretary. As she currently holds dual roles as Vice-President and Treasurer, C. Provencio humbly requested to split from the role of Treasurer. She would like to retain her position as Vice President. Mr. Elliott then opened nominations for Treasurer. K. Caroe nominated G. Crane for the position of Treasurer. G. Crane accepted the nomination. K. Caroe made a motion for all current officers to retain their positions for another year term. C. Williams seconded the motion. All members voted in favor to keep their current positions and to elect G. Crane as the new Treasurer. Newly elected positions are as follows: G. Elliott as President, C. Provencio as Vice President, C. Williams as Secretary and G. Crane as Treasurer.**

C. Report from PEC Meeting, January 11, 2019 (A) - Dr. Schullo spoke about the meeting, stating that upon arrival current action plans from several schools had already been approved. Our submitted corrected action plans were given consideration with minor suggestive improvements. She mentioned that minor revisions to the 90 day plan must be done. In regards to Standardized testing Dr. Schullo stated that we must change the language from PAARC to NMSBA in English and Math. K. Shelton stated that we are no longer administering PAARC, there will be a transitional test this year instead.

- Corrective Action Plan – Finance – K. Shelton stated that when she began to prepare the CAP from the financial perspective, she felt she wanted to get ahead of things and inform the PED of findings and identifying problem areas from last year and what she is doing to remedy that now before their site visit. While at the most recent meeting K. Shelton said she walked the PEC through two parts of the CAP. The financial portion of the CAP was approved.

- Corrective Action Plan – Dr. Schullo mentioned that things went well. She will attend a CPO with a faculty member Ms. Juanita Reano (Math) for training. She also said it was great that SPED Coordinator Rebecca Beidler was also in attendance at the meeting ensuring that we used the correct

language and explanations of our programs here at Alma. C. Williams added that while things did go well, we are still responsible as a school for providing the SPED services that were not supplied at the beginning of the year. The owed services are measured in hours and the school was in violation of providing those services for 27 days. Moving forward Dr. Schullo will contact parents via letter and arrange a time in which retro-services can be provided.

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

A. Finance – K. Shelton expressed the need for a finance committee. GC Members agreed that this is necessary. Dr. Schullo mentioned that she has a specific parent in mind for the group. Which must contain the business manager, GC treasurer, 3 faculty members and a parent member. The Finance committee role is to go over the finance report and raise any questions or concerns. There is no voting. The final information is then presented to the GC and that is where the action (if any) is taken. K. Shelton suggests the finance committee will meet before the GC meetings at noon.

1. Monthly Report – December, 2018 – K. Shelton presented the financial report for December. While preparing to present Ms. Shelton discovered that she had sent the wrong report to GC members, however, quickly recovered and sent out a new email containing the correct report. She moved on to discuss the following:

- 2 BARS - SB9 - \$8,090 used for classroom furniture, and or improvement. Up \$500 from last year.
- Title 1 – application being corrected for this year and PED accepted \$59,228 of this fund will be used to cover salaries for 2 math teachers. C. Provencio made a motion to approve the BAR's, K. Caroe seconded the motion. All voted in favor and the BAR's were accepted.

Ms. Shelton made the rest of the report in extensive detail. Ending with the projected carryover for the end of the year at \$308,000. C. Williams made a motion to accept the finance report. K. Caroe seconded the motion. All members voted in favor and the finance report was accepted.

2. Annual Audit – the schedule for the audit has not been published at this time.

B. Academic Report (A) – Dr. Schullo reported that we received 6 new students in the last week. Which brings our enrollment to 146 students. Dr. Schullo mentioned that we will also be hosting the traveling Anne Frank exhibit on February 8. She has invited several schools as guests to attend.

C. By-laws Review (G) – C. Provencio spoke about the by-laws. Which by her account had been amended on February 12, 2017. She handed out copies of the by-laws for the members' perusal until next meeting. C. Williams reminded the group that there are necessary by-laws for SPED that need to be updated as well.

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

A. Comprehensive Review of Policies for Compliance (G) – several policies were examined for content and clarification. Including PED documents to include Legal names and preferred names.

B. Faculty Appreciation Event (G)

C. Parental Involvement (G & A) – K. Caroe expressed interest in the parental involvement. She stated that before you can seek parent involvement you need to know what it is you need them for.

VI. Next Meeting Agenda Items

A. Future Business –

- Update on SPED policies
- Clarification on parent volunteers
- T&E consideration
- Principal Evaluation

B. Current Business

C. Past Business

VII. Adjournment

Chairman Elliott adjourned the meeting at 7:49pm

***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, i.e. all (A) together, etc. Just random is fine.*

(A) = Administration

(F) = Finance

(G) = Governance Council