



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Regular Meeting, Monday, October 21, 2019 6:00 pm

COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Carolyn Williams | Godfrey Crane | Stephen Aquino

I. Introduction

- A. Call to Order – Chairman Elliott called the meeting to order at 6:04pm.
- B. Roll Call of Members – All GC members are present in the room except C. Williams who is in attendance via telephone.
- C. Approval of Agenda – G. Crane made a motion to accept the agenda as published. C. Provencio seconded the motion. All voted in favor, motion passed.
- D. Approval of Minutes – several months of minutes need approval. G. Elliott mentioned that it would be best to approve the meeting minutes for September 16, 2019 first since they were the most recent and fool quickly with the remaining ones. G. Crane commended P. Hernandez on a good report. He made a motion to accept the September minutes as published. C. Williams seconded the motion. (S. Aquino abstained, as he was absent from the previous meeting.) All the remaining members voted in favor, and the minutes for September were accepted as published.

Remaining minutes needing to be approved are as follows:

- 4/29/2019 - G. Crane made a motion to accept the meeting minutes. C. Williams seconded the motion. All voted in favor (S. Aquino abstained due to not being present) all remaining members voted in favor and the meeting minutes were approved.
- 5/7/2019 – C. Provencio moved to accept the minutes as published with corrections. G. Crane seconded the motion. S. Aquino abstained from the vote. The remaining members voted in favor and the minutes were approved.
- 5/25/2019 – G. Crane moved to accept the meeting minutes as published with corrections. S. Aquino seconded the motion to accept. All members voted in favor and the minutes were approved.
- 6-3-2019 – C. Provencio made a motion to approve the minutes as published. G. Crane seconded the motion to approve. All members voted in favor and the minutes were approved.
- 6/28/2019 – G. Crane made a motion to approve the minutes with minor corrections. C. Provencio seconded the motion to approve. All members voted in favor and the minutes were approved.
- 7-3-2019 – C. Provencio made a motion to approve the minutes for this meeting. S. Aquino seconded the motion to approve the minutes. All members voted in favor and the motion passed to approve the minutes.
- 7/15/2019 – S. Aquino moved to approve the minutes from the July 15th meeting with spelling corrections. C. Williams seconded the motion to approve the minutes. All members voted in favor and the minutes were approved.
- 8/19/2019 – G. Crane made a motion to approve the meeting minutes. C. Provencio seconded the motion to approve the minutes. All members voted in favor of approval and the motion passed.
- E. Announcements - none

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

ALL ITEMS BELOW ARE LISTED AND POSSIBLE ACTION

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

- A. Report on CSD/SPED/ELL Site Visit on October 1, 2019 (A&G) ** - D. Lere reminded the GC that on August 22 a decision to have a non evaluative coaching meeting was made in order for the school was to be ready for the October evaluative meeting. Most of that was contributing to our review of SPED services. He also said that we have 47 SPED students. And only 2 SPED teachers. The SPED team has been working diligently to get everything ready and compliant, Given the time allotted for compliance, next week there will be at the very least 2 IEP's conducted per day until November 5th. Our goal as a school is to have 40 IEP's done in order to meet our school's needs. And we will continue to conduct them until they are all in compliance and current. All IEP's have been prioritized and dated accordingly so that they are all done

within their appropriate times. He also said that for each IEP there has been specific attention being paid to individualized goals for each student. Dr. Lere made a mention of Ruben Ruiz, new ELL coordinator and commended him for doing an outstanding job bringing our ELL program into compliance as well as helping bring all information in SPED and STARs current.

B. Notice of Breach Response to PEC for November 15, 2019, Meeting – Deadline Nov. 5 (A) – D. Lere explained that he has prepared all of the information together regarding this matter. However he suggested he pass that information to P. Matthews, school attorney, and allow her to prepare the schools response statement in preparation for the November 15th deadline to the PEC.

C. McKinney-Vento Act Dispute Resolution Policy (G) - S. Aquino and C. Provencio prepared a policy and resolution for this act. The policy of the Homeless Education Act and the Dispute Resolution Policy were discussed. C. Williams made a motion to amend the homeless Education policy. G. Crane seconded the motion. All members voted in favor and the motion carries. C. Williams also made a motion to adopt the McKinney-Vento Dispute Resolution Policy. C. Provencio seconded the motion. All members voted in favor and the policy was adopted.

D. IPRA Notice of Right to Inspect Records (G) – G. Elliott mentioned that the GC needs to adopt and post an IPRA notice of right to inspect at the school. S. Aquino called the attention that P. Hernandez was made custodian of records and that any IPRA requests shall be made to him. Mr. Aquino also mentioned that the GC needs to have its own bulletin board where meeting minutes, policies and public record items be posted and locked. Everyone agreed that it was a great idea. G. Elliott will investigate on how to get this done and report back to the group. S. Aquino made a motion to approve and adopt the Notice of Right to Inspect Public Records. C. Provencio seconded the motion. All voted in favor and the IPRA notice was adopted.

E. Change in Academic Performance Rating (A) – Dr. Lere spoke about the schools performance rating. He has received feedback on various factors such as college and career readiness, academic coursework and graduation rating. The group discussed at length what each of these things mean to Alma d'arte. Dr. Lere concluded that a big factor for Alma is graduation rate.

F. Proposed Procedure for Election of GC Officers (G)– In light of the PEC's inquiry and commentary regarding this matter. G. Elliott handed out a new procedure regarding the election of officers, and explained the procedure to all members, noting that some changes need to be made to the by-laws to suit the new proposed procedure. C. Williams moved to approve and adopting the new procedure for election of officers with amendments to the by-laws as needed to suit the new procedure. G. Crane seconded the motion. All voted in favor and the policy was adopted and approved.

G. Procedure for Taking and Publication of GC Meeting Minutes (G) – Dr. Lere sent the action plan to GC members and went over the details. All GC members agreed that this was an appropriate action plan. G. Crane made a motion to accept and adopt the revised procedure for taking and publication of minutes. C. Provencio seconded the motion. All members voted in favor and the procedure was accepted.

H. Policy and Procedures for Principal/CAO Annual Evaluation (G) – G. Elliott discussed appointing a task group to discuss methodology and timing regarding this matter. C. Williams asked the question that with all of the evaluation information and methods that have been used in the past is it possible to come up with a plan gathering from those things?

I. Impending GC Vacancies (G) - G. Crane announced that he will not be seeking re-election to his position once his term is over on December 31, 2019. G. Elliott has also announced that he would like to retire from his position as GC president soon, but noted that he is willing to be flexible in this matter until it is filled. G. Crane made a mention that he is not the least bit unhappy serving on the council, but given his recent retirement and the ending of his current term, he will not be returning next term. C. Williams asked that a committee be formed to seek additional membership and that there shall be an active search to recruit and activate new GC memberships.

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

A. Monthly Administrative Report (A) – Dr. Lere informed the GC that the 40th day report was 134 students. Recently we have acquired 4 new students in the last week. However, we did drop 2 students from our roster after non-attendance with reporting to parents and authorities.

1. Status of Student Enrollment/Changes – 134 students to date with add/drop

2. Faculty Staff Changes/News – F. Alvarez, science teacher at Alma who was hired to replace Lucia Greene back in July, has now left Alma for a move to Virginia. New hire Gerardo Cruz, hired to replace Laura Verploegh has acclimated to Alma very well. He is an artist in his own right and has embraced his role here at Alma wholeheartedly. He has also hired contract SPED professional Joann DiMatteo (for 30 days) to help the SPED team to continue to develop and conduct IEP's.

3. Status of Alma Email Addresses for GC members – GC emails are in the works and IT Director Colin Franzoy will be in touch with GC members once new email addresses are active and assigned.

4. Other Information – Dr. Lere reported that he would like to hire a third SPED teacher to have better coverage for our SPED student population. It was discussed that the budget would be looked at to see if this could be accomplished. Dr. Lere also announced that Julia Lonergan was currently on paid administrative leave pending an investigation.

B. Monthly Financial Report (F)

1. Finance Committee Report (G) – G. Crane, finance committee chair made a mention that R. Frye's finance report was well prepared. C. Williams made several suggestions for improvement/addition via email to R. Frye for future financial statements. C. Williams made a motion to accept the financial report. C. Provencio seconded the motion. S. Aquino abstained due to not receiving the report in advance. The remaining members voted in favor and the report was accepted.

2. Financial Statements as of September 30, 2019 – see above.

3. BAR's Approval – no BAR's

4. Payroll and Accounts Payable Vouchers – discussed above and via email suggestion.

5. Creation of a Financial Dashboard per R. Runyon – S. Aquino mentioned that he could help R. Frye with creating this.

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

A. Strategic Planning Schedule (G) – Dr. Lere reported that he was able to contact Eduardo Martinez to inquire when he could be available to us as a facilitator. He stated that Mr. Martinez is currently very busy with the NM Main street program, and the earliest he may be available would be in the spring.

B. Proposal for GC Retreat (G) – In the interest of an actual retreat, it was suggested that the GC make plans to retreat on a weekend away from the school, outside of everything and have a full day of reflection on the work, needs and self-evaluation of the GC.

C. Proposal for Alma d'arte Foundation & Development Program (G) – S. Aquino spoke about his research for additional funding for Alma and what a GC should be doing. His thoughts are to discuss the matter further and possibly get a grant writer to research and possibly write proposals/grants for additional funding to the school. Dr. Lere gave several examples of what we should be thinking of in terms of fundraising.

D. Review of Building Lease with LCPS (G) – Several questions were raised regarding the building lease. The length or the lease, ability to sublet, and possibly negotiating a longer lease term.

VI. Next Meeting Agenda Items

A. Current Business

B. Past Business

C. Future Business – recruitment and evaluation for an administrator.

VII. Adjournment - G. Crane made a motion to adjourn. G. Elliott adjourned the meeting at 8:31 pm.

Respectfully submitted,

Carolyn Williams, Governance Council Secretary