



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, Monday, November 18, 2019 6:00 pm  
Alma d'arte Charter High School, Room 108

### 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 6:07pm
- B. Roll Call of Members – All members are present in the room. Except C. Williams who is present via telephone.
- C. Approval of Agenda – G. Crane made a motion to approve the Agenda with postponement of agenda item IV. A – 5. C. Provencio seconded the motion to approve. All members voted in favor, and the agenda was approved.
- D. Approval of Minutes – G. Crane made a motion to accept and approve the meeting minutes from October 21, 2019 with the corrections submitted by C. Provencio. S. Aquino seconded the motion. All voted in favor and the meeting minutes were approved.
- E. Announcements - On November 21, 2019 there is a meeting of the Yazzie-Martinez council on Native American Education at O'Donnell Hall.

#### II. Public Comment *(Three minutes per speaker, 30-minutes for all speakers. No action will be taken.)* 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. Report from the PEC Meeting, 11-15-19 (A) - D. Lere stated there were two different groups requesting info from the school - the SPED Bureau & the PEC. Using WEB-EPPS the school uploaded many documents to satisfy the groups' needs. The meeting was attended by Dr. Lere, Governance Council member S. Aquino, & SPED Coordinator A. Lucero. Several comments were made by PEC council members in favor of Alma and the efforts made to become compliant. Dr. Lere added that the meeting was quite short. Given the positive commentary about improvements the school has made, a vote was called and PEC members voted in favor 10 – 0 to restore Alma d'arte from "notice of breach" to "good standing". GC members commended Dr. Lere and staff for all of their hard work and determination to move Alma back to a positive standing with the agency.
- B. Report from Annual Audit (F) – G. Elliott mentioned that we are not allowed to discuss specific details about the audit until the report is released by auditors - possibly in January.
- C. Schedule & Plan for Recruiting New GC Members (G) – G. Elliott prefaced this topic by sharing a letter written by G. Crane formally announcing his intention to retire from his GC position on December 31, 2019, when his term will end. G. Elliott communicated his own intentions to retire as board President and member once vacancies have been filled. He mentioned that the group needs to be conscious about the time it takes to prepare this. Suggestions were made to reach out to past electoral candidates, community foundations, and artist groups. Members S. Aquino and C. Provencio will lead the efforts.
- D. Schedule and Plan for Recruiting Principal/CAO (G) – Dr. Lere presented the GC with his notes and suggestions for the Principal/CAO search. G. Elliott presented the group with a recruitment timeline. Once the search is started, GC members decided a target date of

4-30-20 is appropriate for naming the new CAO/Principal. The Job posting should happen no later than February 14, 2020, and close on March 6, 2020.

E. Plan to Evaluate, Catalog and Acquire Needed Policies/Procedures (G) & (A) – G. Elliott suggested there be a policy review committee. P. Matthews can provide a proprietary list of policies. A committee can be appointed to gather all of the required policies and filter out what we need and what we already have in place. C. Provencio & S. Aquino will spearhead the effort on this item and give monthly status reports on the progress.

F. Schedule and Agenda for GC Retreat (G) G. Elliott suggested that given the list of items that are pending for the remainder of the year that a GC retreat is well in order. S. Aquino agreed that there needs to be reflection and definite review of performance and evaluation going forward. (“Where are we? What do we do? What can we improve upon?”) Suggestions were made to schedule the retreat for Saturday January 18, 2020. G. Elliott suggested the Holy Cross retreat as a potential location.

G. Committee to Review and Recommend Bylaws Changes (G) – Chairman Elliott was advised by P. Matthews to review and expand current Bylaws. S. Aquino and G. Elliott will review the bylaws and revise as needed. They agreed to give monthly updates on the progress.

#### **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) – C. Provencio made a motion to accept the financial report. C. Williams seconded the motion to accept. All voted in favor, and the financial report was accepted.

1. Finance Committee Report (G) - G. Crane gave an update on the finance committee meeting. Financial statements were provided. School business liaison R. Frye answered questions regarding financial statements.

2. Financial Statements as of October 31, 2019 – R. Frye, business liaison presented the group with an electronic copy of the finance report.

3. BAR's Approval

0003-I – C. Provencio made a motion to approve the BAR. C. Williams seconded the motion to approve. All voted in favor and the BAR was approved.

0002-IB – S. Aquino moved to approve the BAR. G. Crane seconded the motion. All voted in favor and the BAR was approved.

4. Payroll and Accounts Payable – Several questions were raised by GC members for clarification. R. Frye answered all questions.

5. Status of Financial Dashboard Development – This item was postponed until the December meeting. (See item I-C above.)

6. Change of Bank – G. Elliot pointed out that we may need to change banks. The current bank is across town and closes at 4 PM. It can take up to an hour to make cash deposits. Changing to a more convenient bank is one option. D. Leer reminded everyone that the law requires that any cash received must be deposited within 24 hours of receipt. R. Frye will investigate other possibilities including having a Central Bank courier pick-up our deposits and report back to the GC.

B. Monthly Administrative Report (A)

1. Student Enrollment Status/Changes – 40 day count was 131 students. This data was uploaded into STARS and will be the basis for funding next year. Currently enrollment is about 130-135 students.

2. Faculty/Staff Changes/News – Search for a new chemistry teacher continues. Previous chemistry teacher F. Alvarez left on very short notice and that vacancy has left the school filling the position with substitute teachers. There is a definite need to fill this position as quickly as possible as we are approaching the end of our first semester. The position has been posted on NM Reap and has received few inquiries. Dr. Lere has contacted several other agencies to communicate our need to fill this vacancy.

3. Alma Email Addresses for GC Members – G. Elliott suggested that there be a date on which simultaneous shifts to an Alma email will occur. C. Franzoy will handle this process and will communicate that to the GC members.

4. Other Information – There was no additional information presented.

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

G. Crane moved that future business from item V-A through V-D be postponed to next meeting. C. Provencio seconded the motion. All voted in favor and the motion to postpone passed.

A. Website Showcase for Student Artwork (G) – Board member S. Aquino and Dr. Lere will be facilitating this with Alma students.

B. Schedule for Strategic Plan Development (G)

C. Regular GC Training Work Sessions (G)

D. Alma d'arte Foundation and Development Program (G)

**VI. Next Meeting Agenda Items**

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

**VII. Adjournment** - G. Crane made a motion to adjourn the meeting. C. Williams seconded the motion. All members voted in favor and the meeting was adjourned at 8:06pm

*\*\*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*