



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, Monday, December 16, 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 G. Elliott called the meeting to order at 6:05pm
- B. Roll Call of Members - All 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 and the agenda was accepted.
- D. Approval of Minutes – November 18, 2019 – S. Aquino made a suggestion for corrections in section III-C. S. Aquino made a motion to approve the minutes with corrections to that item. C. Williams seconded the motion, all members voted in favor and the minutes were approved.
- E. Announcements – C. Williams made an announcement to the board. With her unable to attend meetings in person, she will be retiring as of January 1, 2019. S. Aquino, spoke about attending the CSD training. He attended the training with C. Provencio & C. Williams. There was a lot of information that was shared about equity councils. Schools were given until December 20, 2019 to publicly post the names of their equity council members. The mission of the equity council is: "To provide an equitable education for all students in New Mexico." As a final announcement, S. Aquino passed out a letter of resignation to the members. He stated that his resignation would be effective immediately. Details surrounding his resignation were not available at this time.

#### 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 Member (G) \*\* - G. Elliott introduced Mr. Ron Fitzherbert. Mr. Fitzherbert submitted an application for governance council member. He spoke about his desire to provide more services to children and schools. G. Crane made a motion to elect Mr. Fitzherbert as a new GC member. C. Provencio seconded the motion. All members voted in favor except S. Aquino, who abstained. The motion passed and Mr. Fitzherbert was elected as a new board member.
- B. Status of New GC Member Recruitment (G) – S. Aquino spoke about other GC member recruitment efforts. Dr. Lere also mentioned that he spoke to Greg Smith, who appreciates the mission of the school, however he cannot commit to being a governance board member at this time. Mr. Elliott stated that he would double his efforts on recruitment and continue to identify viable GC candidates.
- C. Status of Policies/Procedures Review (G) – C. Provencio spoke about and presented a list of policies that were shared between her and P. Matthews. She spoke about the different types of policies and which ones that would be beneficial to the school. In past years (2016) there were 7 policies that were in development by C. Provencio, C. Williams, and B. Ross (past member.) Those 7 policies will be brought to the next GC meeting for a first reading.
- D. Status of Bylaws Review/Changes (G) - S. Aquino spoke about his bylaws research. He brought several examples of what our neighboring school (JPTA) has for bylaws and feels that is a great example of what we need to serve our school. As S. Aquino is resigning, G. Elliott will continue working on this matter in his place.
- E. Arrangements for GC Retreat – Jan 18, 2020 (G) – G. Elliott spoke with a representative from Holy Cross retreat. The cost for a suitable room is \$100. The date of January 18, 2020 is available. Given the new vacancies on the council and first priority being given to recruitment, this retreat will be revisited once those vacancies are filled.

G. Principal/CAO Review Process/Schedule (G) – S. Aquino shared a handout which outlined a process for an annual performance evaluation of head administrator. This outlined a 7-step evaluation process which includes key considerations, post evaluation assessment, and continuous monitoring of service.

H. GC Bulletin Board Installation (A) - The new board was delivered today and will be installed in the coming days.

I. Meeting Minutes Action Plan (G) – S. Aquino presented a plan for reporting minutes. Both P. Hernandez and C. Williams were in agreement to the 7 point outline in the process for posting. All members were in agreement.

J. Posting of Meeting Notices (G) – Information was presented on the posting of meeting notices, and the procedures governing that.

#### **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 Committee Report (G) – The finance committee met prior to the meeting at 5:30 on 12-16-19. The Financial statement was presented by R. Frye. G. Crane made a motion to accept the financial statements prepared by R. Frye for November. C. Provencio seconded the motion. All members voted in favor and the financial statements were accepted.

2. Financial Statements as of November 30, 2019 – R. Frye provided more specific details regarding the financial statement.

3. BAR's Approval – no BAR's for December

4. Payroll and Accounts Payable Acceptance – R. Frye explained the process of reviewing payroll and accounts payable.

5. Status of Financial Dashboard Development – R. Frye is still working with the IT group from K-12 to continue developing a plan for the financial dashboard.

6. Change of Bank Status/Report – it was reported that Century Bank is willing to work with Alma to develop a better plan for financial deposits. So there is no need to change banks at this time.

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

1. Student Enrollment Status/Changes – Dr. Lere spoke about an attendance committee at Alma coming up with a policy to hold the student responsible for their own attendance.

2. Faculty/Staff Changes/News – The search for a science teacher continues. Dr. Lere received a few inquiries recently on this vacancy, however the position remains unfilled. Dr. Lere also informed the GC that Ms. Lucilene de Geus will be making her return to Alma next semester under contract to teach one section of dance in the spring.

3. Parent Leadership Team Suggestions – Dr. Lere presented a handout outlining parent concerns and suggestions from the Parent leadership team.

4. 2019-20 PED Annual Site Visit – January 15, 2020 – members of the PED will be here to do their annual site visit. We have received a preliminary list of things they will be asking for or about.

5. Website Management Plan – The need for a fairly extensive training with Mr. Paul Guzman our current webmaster is in order. Mr. Guzman will be available for training purposes sometime in January.

6. Status of Advisory Council Recruitment – The advisory council is state mandated for every school. And should meet a few times a year. It is a good tool to help us gain "outside eyes" to help us see what we are doing.

7. Alma Email Addresses for GC Members Effective Date – Dr. Lere presented the new Alma email addresses to GC members. At this time Dr. Lere also presented Dr. Godfrey Crane a plaque thanking him for his service.

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

S. Aquino moved to table the remaining items until the next meeting. C. Williams seconded the motion. All members voted in favor and the remaining items were tabled.

- A. Website Showcase for Student Artwork (G) –
- B. Schedule for Strategic Plan Development (G)
- C. Regular GC Training Work Sessions (G) – it was suggested to schedule a budget work session on the date of the GC retreat.
- D. Alma d'arte Foundation and Development Program (G)

**VI. Next Meeting Agenda Items**

- A. Current Business )
- B. Past Business ) -- None listed.
- C. Future Business )

**VII. Adjournment** - G. Crane moved to adjourn the meeting. Second by S. Aquino. Motion passed without objection. Meeting adjourned at 8:16 p.m.

Respectfully Submitted,

Carolyn Williams  
Secretary