



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Special Meeting, February 25, 2019 6:00 pm

COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Carolyn Williams | Karen Caroe | Godfrey Crane

I. Introduction

- A. Call to Order: Chairman G. Elliott called the meeting to order at 6:11 pm.
- B. Roll Call: Present -- Gene Elliott, Casilda Provencio, Godfrey Crane, Carolyn Williams (via phone) Absent – Karen Caroe. STAFF PRESENT – Dr. Holly Schullo, Principal/CAO, Kate Shelton, Business Manager
- C. Approval of Agenda – C. Provencio moved to approve the agenda. Second by C. Williams. Agenda was approved without change.
- D. Approval of Minutes: G. Crane moved to approve the minutes of the January 21, 2019, regular meeting. Second by C. Provencio. Motion approved without objection.
- E. Announcements -- None

II. Public Comment – None

III. Current Business

- A. Report on Meeting with PEC, 2/8/19 – The meeting was attended by GC members G. Elliott and C. Williams, plus Principal/CAO H. Schullo, Business Manager K. Shelton and SPED Coordinator Rebecca Beidler, to describe Corrective Action Plans (CAP) for Special Education (SPED), English Language Learners (ELL) and some aspects of Finance, in response to PEC directives.

G. Elliott said that he felt that the communication could have been done by email or USPS, saving a trip to Santa Fe. The Finance CAP was approved at the January meeting. H. Schullo said there was a disconnect in communication. Response from the PED SPED Bureau was received late on Friday, February 1, 2019. PEC wanted the CAP's for SPED and ELL back to them by Monday, February 4, in time for their meeting on Friday, February 8. H. Schullo said she did not know that Alma would be on the agenda until late Sunday evening, February 3. During the meeting, H. Schullo emailed part of the response to PED staff who duplicated it and distributed hard copies to commissioners. PEC Commissioner Caballero said that he felt the PEC should have given us a little more time.

C. Williams asked about the status of letters to parents regarding makeup SPED services for students missed at the start of the year. H. Schullo said letters are out to parents. Also, inquiries have been made on finding a trainer for special education. H. Schullo said contact has been made with Region 9 to provide a trainer, but a date is not certain. Also, CES, a services procurement company, could possibly be a source. K. Shelton reinforced that contact but said she was not completely sure they offered that training.

C. Williams asked if PEC was equally concerned with ELL and what particular part were they concerned with. C. Williams said she thought that what they (PEC) were looking for was actual actions taken and not just descriptions of what we plan to do. "Does that make sense?" G. Elliott said that it makes perfect sense but as Commissioner Caballero said, we just need a little more time. H. Schullo said the feedback from the PED Cultural Bureau was very helpful.

H. Schullo said she would circulate to the GC the PEC Letter of Non-Compliance and her response. G. Elliott said that we just needed more time because we do not have enough people to concentrate on this, do a good job and also run the school the way it needs.

G. Elliott questioned the delay in receiving the Letter of Non-Compliance, but that it did allow us a bit more time.

- B. PED Site Visit – H. Schullo reported the annual PED site visit will be Monday, April 8, 2019. She also stated that she heard that PED was short on staff so it is unclear how many persons will be on the site visit team. K. Shelton said that almost all the personnel files were up to date. Only three were left needing a few documents. She also recounted the items needed for files to be PED compliant. K. Shelton also asked if the April GC meeting could be moved from April 15 to April 8 to coincide with the site visit. After discussion, C. Provencio moved that the April GC meeting be moved to April 8. C. Williams seconded. Affirmative vote was unanimous.
- C. Legislative Action Re: Charter Schools – G. Elliott reported on a news article that stated a bill in the legislature would impose a moratorium on the start of new charter schools. C. Williams reported that Patti Gipson has attended a lot of hearings to protest the legislation. K. Shelton reported on a survey in ABQ that found 70-percent of parents did not like a limit on the number of charter schools. No action was taken.
- D. Report on Bylaws Review – G. Elliott said that his review revealed only a few very minor changes were needed -- such as correcting the number of hours required in advance of a GC meeting to notify the public from 48 hours to 72 hours. He said only a few minor single word changes were also needed. C. Provencio said her review concluded the same. G. Elliott said he would make the minor changes, and then send a final copy to each member.
- E. Policies Review -- Review of policies is ongoing. G. Elliott reported that he had obtained a list from attorney Patty Matthews which contained over sixty policies that could be included. Not all apply to Alma. The only list of policies provided by the Charter School Division contained six or seven that are required of new charter schools upon application. He said he would continue to review and complete a list of required policies and compare that with what we currently have.
- F. Principal/CAO Evaluation – G. Elliott said everyone should have received a copy of the faculty survey that K. Caroe prepared and entered in Survey Monkey. K. Shelton reported that the final budget was due in SF in early June, so there is time to budget the Principal/CAO compensation package. After discussion, it was agreed to do the faculty survey portion of the evaluation in early April and the formal evaluation in the later part of April.

IV. Past Business

- A. IDEA-B Application Approval -- PED informed K. Shelton that the application we filed was not correct. She made the corrections and presented it to the GC for approval. She explained terms, and budgets contained in the application. C. Provencio moved approval of the IDEA-B application. G. Crane seconded the motion. The motion passed.
- B. Monthly Financial Report
 - 1. Finance Committee Report – G. Crane, treasurer and chairman of the finance committee reported that the committee met prior to the GC meeting and found the report to be in order.
 - 2. Report to the Governance Council – Business manager K. Shelton reviewed the detailed financial statements for the month of January, 2019. There being no

questions, C. Williams moved that the report be accepted. C. Provencio seconded the motion. The vote to accept the report was unanimous.

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- C. Administrative Report -- H. Schullo, said that the administrative report would be preempted by a report on the birthday celebration held today at lunch for Irene Oliver Lewis. The festivities included a special lunch for a few of Irene's family and friends and a display of historic photos and memorabilia. Irene expressed her appreciation for the sentiment.

Preparations are being made for the SBA final test that will be given in the next 30-days. We have approximately 14 seniors who will be taking the test and they are ready. This year PED offered the option of paper based tests and H. Schullo responded that we would be interested in that option.

The new state test (replacement for PARCC) will be ready in late April through early May. She said she wanted Becky Beidler to prepare a Power Point presentation on test-prep for faculty and students to aid in the proper answering of questions.

She will ask faculty to increase the rigor of review efforts to all testing. In her opinion, all students need to be challenged with stronger learning activities. She will discuss with faculty at a meeting on Wednesday.

H. Schullo also reported that this following Wednesday evening, the staff will hold a FAFSA event for parents to help them learn about the process for identifying and applying for college financial aid.

She also wanted the GC to know that all Next Step Plans for students were complete. That concluded her report.

V. Future Business

Faculty/Staff/GC Work Session – G. Elliott presented an idea for a work session involving Faculty, Staff and the GC on the subjects of communications and operations. C. Williams questioned whether or not we could do it. G. Elliott said that it would have to be an open meeting but that he expected there would be minimal outside interest. G. Crane asked why the meeting would have to be open if it were just a meeting of internal groups. C. Provencio said that it was because if the GC attended, there would be a quorum present. G. Elliott said he would get a reading from Patty Matthews. G. Crane asked what the objective would be. C. Williams responded it would be a great way to build understanding among all groups.

VIII. **Future Business** – No items were listed.

IX. **Adjournment** – G. Crane moved that the meeting be adjourned. Seconded by C. Provencio. All voted in favor. The meeting adjourned at 7:27 pm.

Respectfully Submitted,

Carolyn Williams
Secretary