



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Regular Meeting, Tuesday, March 16th, 2020 @ 6:00 pm
Alma d'arte Charter High School, Room 108

COUNCIL MEMBERS

Casilda Provencio | Ron Fitzherbert | Michelle Rodriguez

I. Introduction

- A. Call to Order – Chairman Fitzherbert called the meeting to order at 6:08pm
- B. Roll Call of Members – Members present are R. Fitzherbert, C. Provencio, and M. Rodriguez.
- C. Approval of Agenda – R. Fitzherbert requested that one item be added to the agenda – Revision of GC Bylaws. This item was added to Current Business under Section D. Status of Policies/Procedures Review. C. Provencio made a motion to accept the agenda with the addition. M. Rodriguez seconded the motion to accept. All members voted in favor and the amended agenda was accepted.
- D. Approval of February 18th, 2020 Meeting Minutes and Affirmation of Actions Taken:
 1. Approval of Minutes – January 21st, 2020
 2. Nomination of New GC Member Rachel Garcia Banegas (Nomination of Barthy Byrd has been since withdrawn)
 3. Approve & adopt five policies:
 - a. Employee Conflict of Interest
 - b. Solicitation & Receipt of Gifts by Staff
 - c. Employee Grievance Policy
 - d. GC Code of Ethics & Conflict of Interest
 - e. GC Conflict of Interest
 4. BAR's Approval:
 - a. BAR #0004 – Operational – 11,000 (Increase to \$13,763.)
 - b. BAR #0005 – Operational – 11000 (Maintenance.
 - c. BAR #0006 – Operational – 11000 (Transfer)
 - d. BAR #0007 – Operational -11000 (Maintenance)
 - e. BAR #0008 – IDEA – B - 24106 (Maintenance)
 - f. BAR #0009 SB-9 – 31703 – Initial Budget \$5,104
 5. Payroll and Accounts Payable Acceptance thru February 18th, 2020 reporting period
- C. Provencio made a motion to approve the February 18th, 2020 minutes as published and to affirm the actions taken at the February 18th, 2020 meeting. M. Rodriguez seconded the motion. All members voted in favor and the minutes and actions from the February 18th, 2020 meeting were affirmed.
- E. Announcements – D. Lere announced that the school has closed for the next three weeks by order of the PED in an effort to contain the spread of the COVID-19 coronavirus. D. Lere stated that all students ages 4-18 can receive free breakfast and lunch from any of the LCPS. The meals are offered as "grab-n-go". Some recreational centers are also offering "grab-n-go" meals at 8-9 non-school sites.

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

Rachel Padilla (attending telephonically) spoke the GC about her desire to be on the Governance Council. Rachel is from Las Cruces and is a graduate of Alma d'arte where she was the valedictorian of her graduating class. She went abroad (France) to work on a graduate degree in social policy. She is completing an internship in Las Cruces with community schools under the direction of David Greenberg. Rachel is passionate about the Alma model of school.

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 Rachel Padilla (G) - Rachel Padilla was nominated to become a member of the Alma Governance Council. M. Rodriguez made a motion to accept Ms. Padilla's nomination and to elect her to the GC. C. Provencio seconded the motion. All members voted in favor of electing Ms. Padilla to GC the membership.
- B. Election of Treasurer (G) – This item was tabled to give current new members a chance to explore the duties of the Treasurer before accepting the position.

- C. Documentation for New Members/Officers (G) – This item was tabled.
- D. Status of Policies/Procedures Review (G) - C. Provencio presented a report on the policy work session that was conducted on March 10th, 2020. She reviewed the policies that will be presented and the procedure in adopting them. C. Provencio called for adoption of 5 new/revised policies to include: Family and Medical Leave Act, Section 504 of the Rehabilitation Act, Child Abuse Reporting, Tobacco, Alcohol and Drug-Free School, and Student Records. C. Provencio made a motion to approve & accept the five policies. M. Rodriguez seconded the motion. All members voted in favor and the policies were approved. C. Provencio presented four new policies for a 1st Reading and indicated that there are a few policies that were presented at previous meetings that need revision. The next policy work session will be on Monday, March 30th, 2020 at 6:00pm. R. Fitzherbert discussed the need to revised the current GC Bylaws to include parent representation on the GC. There is one parent of a current Alma student interested in joining the GC. R. Fitzherbert states that most area charter schools allow parents as members of their GCs. Allowing parents on the GC would help in increasing the number of members on the GC. The following amendments the GC bylaws are presented for consideration (1st Reading): Strike Article II, A. 1. c. A parent of a current Alma student. Add "At no time shall the number of voting members who have a current ALMA student be of such a number as to constitute a quorum of voting members". A 2nd Reading of the proposed amendments will take place at the next GC meeting.
- E. Dedication of Theatre Update (G) – C. Provencio reported that the Theatre Dedication Committee met on Friday, March 13th, 2020. The committee has determined a tentative date for the dedication event for Saturday, July 18th, 2020 from 2:00-4:00pm. The event will take place at the school and food and entertainment will be provided. Committee member, Sylvia Camunez has offered to take care of the invitations and the invitees will include Alma founders, former Alma students and staff, former GC members, city and county representatives, family and friends of Irene and the Las Cruces Art community. The Theatre Dedication Committee will meet again on April 17th, 2020 at 3:00pm at the school.

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. Change in Business Manager Update – D. Lere announced that Randy Frye will no longer be serving as the school's business manager. D. Lere introduced Angie Lerner from K12 Accounting who will be the new business manager. The Finance committee met prior to the regular meeting at 5:00 pm. A. Lerner presented the group with the finance packet for the month.
- 2. Financial Statements as of February 29th, 2020 – A. Lerner presented the financial statements for the month of February and answered questions.
- 3. BAR's Approval (If Required) – A. Lerner explained the various BAR's presented for approval. BAR #0010-I – Operational -11000 (Increase, \$39,895); BAR #0011-IB – Instructional-14000 (Initial Budget, \$2,282); BAR # 0012-I – Food Services – 21000 (Increase, \$7,171); BAR #0013-D – Spaceport GRT – 26204 (Decrease, \$1); Bar #0014-T – Operational – 11000 (Transfer); Bar #0015-M – Operational – 11000 (Maintenance). C. Provencio made a motion to approve the BARs as presented. M. Rodriguez seconded the motion. All members voted in favor and the BARs were approved.
- 4. Payroll and Accounts Payable Acceptance – M. Rodriguez made a motion to accept the financial disbursements, accounts payable and financial statements. C. Provencio seconded the motion. All voted in favor and all were approved and accepted.

B. Monthly Administrative Report (A)

- 1. COVID-19 School Closure Update – In addition to the school closing for the next three weeks, D. Lere spoke of the possibility of schools cancelling classes for the rest of the school year. This is a discussion that is taking place nationally. D. Lere stated that he will keep the GC up-to-date with any new information regarding school closure.
- 2. Student Enrollment Status/Changes – D. Lere stated that the enrollment has become stable after a dozen students left and a dozen students enrolled at the beginning of the year. An open house took place and D. Lere heard from faculty that it was the biggest turnout the school has ever seen. D. Lere credited Mike Davis for his recruitment efforts. Mike Davis visited all the area middle schools several times and according to D. Lere, M. Davis' goal is to recruit up to 60 freshman students for the coming school year. D. Lere believes that we may be looking at about 45 more students based on responses from the open house and Alma will be graduating 30 seniors this year.
- 3. Faculty/Staff Changes/News – D. Lere reported that there may likely be two faculty retirements in the near future. Sandy Peterson has begun her retirement paperwork and Phyllis Wright is considering retirement. Ms. Wright is part time and teaches two AP classes. There is a possibility that Katherine Cady could pick up the two AP classes.
- 4. Parent Leadership Team Status – A meeting was scheduled for the week after spring break, but because of the school closure the meeting will likely be postponed for a later date. Two parents called and indicated that they would not make the meeting.

5. Change in CPO Update – Every school is required to have a CPO. D. Lere suggested that the GC enlist the new Principal/Executive Director to eventually take the training. The training is a week-long and cost \$4000-5000. Currently, the school has a contract with Vicki Chavez of Southwest Regional Education Center (SWREC) to serve as CPO until the end of the school year. D. Lere suggests to continue the contract with SWREC in the fall to allow the new Principal some acclimation time.

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

- A. Discussion of possible Dolores Huerta co-location (G) – Dr. Lere sent the GC (through an email) a feasibility study detailing the cost saving for the co-location. Upon reflection, D. Lere suggested that it makes sense that the two schools retain their individual charters. Physically the school building can accommodate the numbers of students from both schools. Dolores Huerta would occupy the first floor classrooms and two portable classrooms while Alma student classrooms would be on the second floor. Shared spaces would be the theatre, computer labs, and dance studio. Interactions between the students could be controlled with scheduling (i.e. school start and end times). Realistically this co-location should be planned for the fall of 2021 if it will be pursued. D. Lere stated that the co-location has had a favorable reaction from the PEC. Additionally, LCPS administration has not objected, but Alma will still need to obtain a written statement from LCPS administration.
- B. Announcement of timeline for new CAO/Principal search (G) – C. Provencio announced that seven applications have been received for the CAO/Principal position. GC members agreed to review the applications on Monday, March 30th, 2020 after the Policy Review work session. With the unknown progression of coronavirus spread, the official hire date of April 17th, 2020 may need amending pending what an interview schedule may look like.

VI. Next Meeting Agenda Items

- A. Future Business – GC consider changing the limits on purchasing approvals to fall in line with state policies and procedures. Status of CAO/Principal search
- B. Current Business – Policy Review Report
- C. Past Business

VII. Adjournment – C. Provencio made a motion to adjourn the meeting, M. Rodriguez seconded the motion, all voted in favor and the meeting was adjourned at 8:02pm.

** (A) - Administration, (G) – Governance Council, (F) - Finance

** 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.

Respectfully Submitted,

Casilda Provencio, Secretary