



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, March 18, 2019 6:00

pm

### COUNCIL MEMBERS

Gene Elliott | Casilda Provencio | Carolyn Williams | Godfrey Crane

### I. Introduction

- A. Call to Order – Chairman G. Elliott called the meeting to order at 6:07 p.m.
- B. Roll Call of Members – PRESENT (in room): Gene Elliott, Casilda Provencio, Godfrey Crane, C. Williams delayed phone attendance. ABSENT: Karen Caroe, Resigned 3-12-19 STAFF – Dr. Holly Schullo, Principal/CAO and Kate Shelton, Business Manager
- C. Approval of Agenda – G. Crane moved approval of the agenda. Second by C. Provencio. All voted in favor.
- D. Approval of Minutes – Regular Meeting 2-18-19, Special Meeting, 2-25-19 – G. Elliott said minutes were not ready due to a delay and with no objections, they would be approved at the April regular meeting. Members had no objections.
- E. Announcements – G. Elliott introduced Diane Thomas, who has submitted a nomination form to possibly join the Governance Council. He distributed her nomination and asked that she tell a little about herself and background that would help the GC. She said that she had an extensive background as an educator and in the arts. She recently moved to Las Cruces from Arizona and felt that she could be of benefit to Alma d'arte. Several GC members asked some follow-up questions and G. Elliott thanked her for her interest. He said the GC would review her nomination data and probably vote at the April meeting.

G. Elliott also introduced Algernon d'Amassa, a reporter for the Las Cruces SUN-NEWS and thanked him for being at the meeting.

### II. Public Comment – None

### III. Current Business

- A. Resignation of Member -- GC member Karen Caroe submitted her letter of resignation, dated March 11, 2019, to G. Elliott at the end of a brief meeting he had with her on Tuesday, March 12, 2019, when they met to discuss her unauthorized survey of the faculty for the annual Principal/CAO's evaluation.
- B. Disposition of Unauthorized Survey Results -- Inasmuch as the faculty survey conducted by K. Caroe was not authorized, a question arises – "To whom do the results actually belong?". After discussion, it was decided to ask for guidance from attorney Patty Matthews before any decision was made.
- C. Letter to Faculty/Staff Re: Principal/CAO Survey Status – It was agreed that G. Elliott would send a letter on behalf of the entire GC to all faculty/staff explaining that the data gathered on this first survey will not be used in the evaluation or any other way. And, that the GC would be conducting another survey later this Spring.

- D. New Member Recruitment – G. Elliott reminded members that with the new vacancy we would have to re-double our efforts to identify and recruit new members. That is especially true in light of the time of year and the July deadline for all members to have required annual training.
- E. Confirmation of Principal/CAO Annual Evaluation Details – A schedule for the evaluation in relation to budget timing and other factors was discussed. K. Shelton said that the budget process could not begin until it is known what the legislature will allocate for education and specify salary increases. After discussion, it was generally agreed that to fix a schedule would not be possible at this point due to the variables yet to be determined. And, the GC needs to formalize the contents and methods for the evaluation.
- F. Bylaws Review and Approval – C. Provencio corrected the minor changes identified at the last meeting and sent all members an updated copy. G. Elliott asked if anyone had found any other changes. G. Crane said he found a plural term used where it should have been singular, but it did not change any meaning. He moved that the bylaws be approved. Second by C. Provencio. All voted in favor.
- G. Policies Review Status – G. Elliott reported that the review is taking much longer than expected because of the number of possibilities and the need to compare what we have or don't have to what should be in place. He said he will continue until it is complete but didn't know just when that would be.

### III. Past Business

- A. Charter Contract Renewal – H. Schullo reported that the charter contract renewal negotiation has been delayed according to the PEC. The best estimate is sometime in late April, but nothing definite has been determined.  
*(C. Williams joined the meeting via phone. She was delayed due to technical difficulties.)*  
G. Elliott asked C. Williams and G. Crane to meet with H. Schullo to discuss analyze information that may be needed for the renewal contract talks with PEC.
- B. Administrative Report –
  1. Academic Report – H. Schullo reported that students are currently involved in testing. We completed access testing for English learners, all on line, for 14 students. We just finished SBA for science today. She still needs to test two students but all will be complete before the window closes.  
We are moving right into NMSBA, the replacement for PARCC. The staff is ready and we are just waiting for the window to open. We have a team ready for math exams also. We will be ready to go right after spring break.  
They (PED) are really pushing end of course tests, even for arts and other subjects. There is a momentary drop in attendance, due to the warmer weather. But we are creating incentives for attendance. C. Williams suggested that firms like Chick-Fil-A could be approached to help by offering free meals as rewards for good attendance. When asked, a couple of students suggested recreational activities like Frisbee golf, which is being explored.
  2. Faculty News -- H. Schullo reported that math teacher Ms. Reano has left for a position at Arrowhead HS. Her load will be assumed by a substitute until a permanent replacement is selected. One candidate just walked in and his references are being researched.  
PED Site Visit Preparation/Agenda – H. Schullo said she would send the agenda to GC members. The schedule is much like last fall but this time there will be no annual financial audit and renewal evaluation to conflict with the site visit. GC members should try to attend the exit conference which is set to start at 4:00 pm.

C. Monthly Financial Report

1. GC Finance Committee Report – Committee Chairman G. Crane reported that the Finance Committee met at 5:30 pm preceding the GC meeting. He said that members asked one or two questions. Business Manager K. Shelton provided clear answers.
2. Business Manager's Report – K. Shelton presented the complete report of financial activities through the end of February with illustrated graphs and data tables. She pointed out that February would be the last month in which multiple bank accounts would be reconciled because all previous accounts have now been rolled into only one account. There were no questions about the report. C. Provencio moved that the Financial Reports for February be accepted. Second by C. Williams. A yes vote was unanimous.
3. Budget Adjustment Requests -- K. Shelton described and presented two BAR's for approval. G. Crane moved that the BAR's be approved. Second by C. Provencio. Motion passed unanimously.
4. Payroll and Accounts Payable Approval – K. Shelton reminded the GC that approval payroll and accounts payable vouchers for the month of February was needed. C. Provencio moved to approve the named vouchers. Seconded by C. Williams. Motion carried without opposition.

V. **Future Business**

- A. Faculty/Staff/GC Communications Work Session – G. Elliott said that in light of the recent communication between a GC member and faculty, he felt we should revisit this idea discussed at the last meeting. C. Williams asked if he meant a new discussion or following the policy we already have. He said following the policy which clearly states methods and parameters. C. Provencio said it might be a good idea to revisit the policy and see if it needs updates. G. Elliott said he would send it to GC members for their study and evaluation.
- B. Parent Involvement Ideas/Plans -- Discussion postponed.

VI. **Next Meeting Agenda Items** – None listed.

VII. **Adjournment** -- G. Crane moved the meeting be adjourned. Second by C. Provencio. Approval was unanimous. The meeting adjourned at 7:56 p.m.

Respectfully Submitted

Carolyn Williams  
Secretary