



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

Regular Meeting, Monday, August 17<sup>th</sup>, 2020 @ 6:00 pm  
Alma d'arte Charter High School, Via Google Meet

### COUNCIL MEMBERS

Ron Fitzherbert | Michelle Rodriguez | Rachel Garcia Banegas | Rachel Padilla | Paul Dulin

#### I. Introduction

- A. Call to Order – Chairman Fitzherbert called the meeting to order at 6:05pm
- B. Roll Call of Members (G) – The members present include: R. Fitzherbert, P. Dulin & RG Banegas. Also present are: Principal/CAO K. Martinez, Business Manager, A. Lerner & Reporter/Registrar, P. Hernandez.
- C. Approval of Agenda (G) – P. Dulin made a motion to approve the agenda with adjustments of some items to other areas. R. Banegas seconded the motion. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the agenda was approved.
- D. Approval of May 18th, 2020 Regular Meeting Minutes (G) – P. Dulin made a motion to accept the May 18, 2020 minutes. R. Banegas seconded the motion. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the minutes were approved.
- E. Approval of June 15th, 2020 Regular Meeting Minutes (G) – P. Dulin made a motion to accept the June 15, 2020 minutes. R. Banegas seconded the motion. Membership voted as follows: R. Banegas, - yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the minutes were approved.
- F. Approval of July 20th, 2020 Regular Meeting Minutes (G) – P. Dulin made a motion to accept the July 20, 2020 minutes. R. Banegas seconded the motion. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the minutes were approved.
- G. Announcements

#### 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. Discussion and vote on Updated SY20-21 Calendar to include Budget Ramifications (A/F) – K. Martinez introduced an amended calendar for the 20-21 school year. She stated that after meeting with the faculty collective bargaining unit which originally were not fond of the added days, she and the committee came to an agreement on the extended days in which faculty could opt in as voluntary to service at present 80 at-risk students for the additional calendar days. Those few that did not want to opt in to the 190 work days can work on professional development, planning to fill the 7.5 hour work day. P. Dulin made a motion to approve the amended 190 day school calendar for 20-21. R. Banegas seconded the motion. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the calendar was approved.
- B. Discussion and vote on ENLACE MOU with DACC (A) – This program is conducted through social studies government classes for seniors. R. Padilla has been incorporating this in his classes in past years. It encourages leadership and prepares high school seniors for post-secondary learning opportunities. P. Dulin made a motion to approve and accept the MOU for ENLACE. R. Banegas seconded the motion to accept and approve. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the MOU was approved.
- C. Discussion and vote on MOU with JPTA to use their ORI Number (A) – In the past A. Lerner has had difficulty accessing background checks due to a faulty ORI #. It was suggested by officials that we use a number in conjunction with another school. E. Ahner principal from JPTA has graciously offered the ORI of JPTA to allow Alma to access those necessary documents. The purpose of the MOU is for Alma to use the ORI # of JPTA. P. Dulin made a motion to approve the MOU. R. Banegas seconded the motion to approve. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the MOU was approved.
- D. Discussion and vote on Contract with SWREC to bill Medicaid and Ancillary Services with SPED (A) – K. Martinez presented information on a contract with SWREC to bill Medicaid for Ancillary services with SPED. Essentially SWREC

will take care of the paperwork and will charge between 8-18% for rendered services. P. Dulin made a motion to approve the contract. R. Banegas seconded the motion. Membership voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the contract was approved.

- E. Board Recruitment Discussion (G) – R. Fitzherbert encouraged members to recruit new members for the GC, Finance committee and Parent advisory board.
- F. Policies/Procedures Review & Third Read of Updated Policies (G)
  - a. Student Discipline - P.Dulin made a motion to approve the policy. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the policy was approved.
  - b. Evaluation of Staff – P. Dulin asked for section G to have more clarification. This policy is tabled for further discussion.
  - c. Background Checks and Verifications – P.Dulin made a motion to approve the policy. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the policy was approved.
  - d. Emergency Medication – tabled for further review
- G. Policies/Procedures Review & First Read of New Title IX and COVID-19 Policies (G) – Chairman Fitzherbert and GC members agreed that the following policies will be moved to the next reading.
  - a. COVID-19 Reentry: School Policies/Procedures Guidebook/Employee Return to Work Guidance
  - b. Employee Return-To-Work Guidance in the COVID-19 Setting
  - c. Emergency Paid Sick Leave and Expanded Family Medical Leave Policy
  - d. TITLE IX Grievance Complaint Procedures
  - e. Notice of TITLE IX Policy and Grievance and Complaint Procedures Prohibiting Sex-Based Discrimination
  - f. TITLE IX Nondiscrimination (Basis of Sex)/Sexual Harassment Policy
- H. Update on Theatre Dedication Plans (G) – Plans for this event have been postponed indefinitely. It will be revisited once the worldwide pandemic is over.
  - 1. ENGAGE NM Program – The ENGAGENM program helps at-risk students by helping them to stay on track and be present in school. At-Risk students are referred to ENGAGE by an educator and a member of ENGAGE assists by reaching out and contacts students. The program is similar to Big Brothers/Big Sisters only focuses on educational needs, and is approved by the PED and free of charge. ENGAGENM requests permission to access student information through a data sharing agreement from the school. P.Dulin made a motion to approve the agreement with ENGAGE NM. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the agreement was approved.
- I.

#### **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)
  - 2. Financial Statements as of July 31st, 2020 - A. Lerner recapped the finance committee on discussion that was had by the finance committee. P.Dulin made a motion to approve and accept the financial statements. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the financial statements were approved.
  - 3. BAR's Approval (If required) – No BAR's this meeting.
  - 4. Payroll and Accounts Payable Acceptance - P.Dulin made a motion to approve and accept the payroll and accounts payable. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and payroll & accounts payable was approved.
  - 5. Approval of FY20 Inventory List - P.Dulin made a motion to approve and accept the inventory list. R. Banegas seconded the motion. Members voted as follows: R. Banegas – yes, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the inventory list was approved.
  - 6. Presentation of Status of Budget Revisions from Approved 20/21 Budget – Currently awaiting PED for an update.
  - 7. 2019-2020 Audit Update/Status – Audit is remote and A. Lerner has just been answering questions from the remote audit committee. Nothing to report.
  - 8. Further Discussion regarding Electronic Signature Procedures – A. Lerner explained that the electronic signature is efficient and asked GC members to consider it. Checks and balances can be placed before E-signatures are approved on checks. Chairman Fitzherbert asked A. Lerner to figure out specifics of the E-Sign system. A. Lerner suggested that maybe the board create a procedure for using e-signatures as well. (I.e. cap amounts, number of signatures, who for?)

## B. Monthly Administrative Report (A)

1. Recap of School Year start – K. Martinez gave a report that the start of school has been a bit rocky, but we are pushing forward. The roll-out of Canvas from the PED is still in progress, however teachers have not been able to use it just yet. At present teachers have been creating their own plans and providing students with necessary materials and packets to continue e-learning.
  - a. Current Enrollment Status/Changes – Current enrollment is at 137 students.
2. PED Re-entry Plan Re-submission Status Update – A majority of charter schools plans got rejected as many are still in development and learning about remote learning. Ms. Martinez has been working diligently to provide details to the remote re-entry plan and the hybrid plan and is resubmitting an updated plan by August 28<sup>th</sup>.
3. COVID-19 Related Procurements Update
  - a. Chromebooks – Chromebooks continue to be 6-8 weeks out.
  - b. PPE – We have begun to receive PPE in stages. We have received thermometers, hand sanitizer stations, cleaning supplies and are awaiting masks and other various items. The ordered masks will be white cotton masks with the Alma d'arte logo. Students are encouraged to design their masks and to be as artistic with colors on the mask as possible.
4. Canvas – Canvas roll-out has been in process with a few hiccups, but is still being updated.
5. Faculty/Staff Changes/News – New staff are as follows: B. Johnston – Dance/PE, Miss Johnston is a new face at Alma and is eager to teach a new class of dance and also a PE class. J. Vinson is a new addition to the Math department. He is currently seeking degree endorsement in Math. He is great with students and is eager to make his place here at Alma. J. White is also a new face at Alma for the Science department. She will teach Chemistry, Geology & Physics. L. Milo is a new Educational Assistant coming to us from Ms. Martinez's former school. He is energetic and eager to work with students.
6. Equity Council Update – R. Padilla has taken lead over the equity council. He has conducted a survey among members provided by the PED and is working diligently to spearhead a strong and knowledgeable equity council. Mr. Padilla has also successfully recruited one new student member and one parent member.

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

## VI. Next Meeting Agenda Items

- A. Future Business – 8 policies being sent to or back to committee. Need a policy chairperson
- B. Current Business
- C. Past Business

**VII. Adjournment** – P. Dulin made a motion to adjourn. Chairman Fitzherbert adjourned the meeting at 7:52 pm.

**\*\* (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.