



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Minutes

*Regular Meeting, September 16, 2019, 6:00 pm*

### **COUNCIL MEMBERS**

Gene Elliott | Casilda Provencio | Carolyn Williams | Godfrey Crane | Steve Aquino

### **I. Introduction**

- A. Call to Order – Chairman Elliott called the meeting to order at 6:04 pm
- B. Roll Call of Members – All governance council members are present except S. Aquino, &
- C. Williams. But since there was a quorum, the meeting proceeded.
- C. Approval of Agenda - G. Crane made a motion to approve the agenda with minor corrections. C. Provencio seconded the motion. All members voted in favor. Motion approved. made
- D. Approval of Minutes – G. Elliott informed the group that there were minutes from several meetings to approve. Having received them just prior to the meeting, C. Provencio felt it would be in the GC's best interest to review the minutes individually and approve them at the next meeting. C. Provencio moved to postpone approval of the minutes until the next meeting. G. Crane seconded the motion. Approval was unanimous.
- E. Announcements - None

### **II. Public Comment - None**

**ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION**

### **III. Current Business** (*Items with action needed to meet deadlines or other requirements*)

A. Report from and Status w/ PEC (A) \*\* -- Dr. Lere reported on the Public Education Meeting (PEC) of 8/23/19. He attended the meeting because Alma was on the agenda for continued discussion about corrective action plans for SPED and ELL. He was accompanied by A. Lucero, SPED instructor & P. Matthews, school attorney. Dr. Lere informed the council that at Alma's turn on the agenda, a PEC appointed evaluator was allowed to speak first and give an assessment of her findings during a recent site visit. P. Matthews called for a point of order because this report was not listed on the agenda. However, PEC chariman, Pattie Gipson, said the report was part of the agenda item for Alma d'arte and the report was allowed. The meeting continued and previous violations were reiterated by the evaluator and P. Gipson. Items that were noted by the PEC were issues with the SPED and ELL programs and school governance. Dr. Lere and his team were allowed to respond with new solutions to previous problems. Originally the PEC wanted to have all infractions to be corrected by October. Upon further consideration, it was decided that a date in November would be more realistic. Dr. Lere spoke about what is currently being done to become compliant on infractions that were noted by the PEC. He reported that we have an excellent team working diligently to provide solutions and create a solid SPED program at Alma. He also stated that he is confident in our new ELL coordinator/instructor, R. Ruiz, who has been working closely with IT coordinator, C. Franzoy, to access all necessary information needed to build a strong ELL program.

B. Monthly Administrative Report (A) -- D. Lere reported that we are back to being the creative school that we once were. A lot of student art is now displayed throughout the building. He is working to create a mentorship for students to help build a school library that is already in progress. He has obtained 277 Art books from the Dona Ana Arts Council specifically for the new library. He informed the GC that L. Verploegh, social studies teacher has left Alma for a teaching job in Artesia, NM. He has hired a new instructor by the name of Gerardo Cruz, who will be joining the Alma faculty in the next few weeks. Finally, Junk Drawer Productions, a local community theater company is working with the Alma d'arte theater arts program on a production they will stage starting October 4. The production company director, Diane Thomas, is assisting Alma Theater Arts instructor, Zeta Sherrill with class mentorship and a great opportunity to learn.

C. New Student Welcome Committee Report (G) -- G. Elliott spoke about the efforts of the committee which was re-titled from "Student Recruitment Task Group". He presented a copy of the mailer that was designed by volunteer Jo Galvan and published and mailed by Go Direct Marketing of El Paso and Las Cruces. He said the mailing was sent to all 9<sup>th</sup> and 10<sup>th</sup> grade students in the Las Cruces Public Schools. Other efforts were a re-design of the Alma Website led by GC member S. Aquino and consultant Paul Guzman. An ice cream social and reception for prospective students and families was discussed but plans were dropped due to the many activities during the start of school. The event will be held at a later date.

D. New Teacher Evaluation System (A) -- Dr. Lere recently attended a training conference for the new State teacher evaluation system called FRONTLINE. He said information provided during the 4-day conference was very extensive and comprehensive. The complicated system consists of four domains in which a teacher is evaluated for future growth and improvement. He said he will inform Alma teachers this week to help them understand the new system and the criteria by which they will be evaluated.

E. Alma Advisory Committee (A & G) -- Regarding the advisory committee, it was stated that a committee is necessary to address complaints, brainstorm ideas for school improvements, or address other school concerns. The advisory committee should contain individuals from groups such as: parents, students, community members and staff. D. Lere provided information about his past experiences as superintendent at other districts with advisory committees. G. Elliott suggested to the group that we take this information and think on it and then come back together next month with a game plan to organize and activate the committee.

F. Designation of GC Minutes Custodian (G) -- The GC has decided to appoint a minutes custodian for reporting of minutes from meetings. School registrar P. Hernandez was approached by Dr. Lere as a possible candidate for this job. Mr. Hernandez is agreeable to this. It was noted by Dr. Lere that Mr. Hernandez was offered compensation of \$20/hour to report minutes for the group. C. Provencio made a motion to accept Mr. Hernandez as the new custodian of minutes. G. Crane seconded the motion. All voted in favor and Mr. Hernandez was accepted as the custodian of minutes.

G. Designation of Custodian of Records (A) It is noted that while Mr. Hernandez is now custodian of minutes, he is also the school registrar. And also responsible for keeping necessary records for the school as well.

H. Set-up GC Alma Email Addresses (G) - Dr. Lere explained to the GC members that they will receive a new Alma d'arte email addresses. He has spoken to Colin Franzoy, IT Coordinator, and has directed him to provide all governance council members with an official school email address specifically for GC business.

I. Designation of Website Custodian and Process (A) – D. Lere also announced that Marlene Diaz, school secretary, will be responsible for updating the school's website. At this time she has not received full training from the website developer, Mr. Paul Guzman, but in October will be receive necessary training from Guzman. G. Crane moved to accept M. Diaz as the new website custodian. C. Provencio seconded the motion. All members voted in favor. M. Diaz was accepted as the new website custodian.

**V. Past Business** *(Review and routine approval/acceptance of actions taken, reports compiled, funds received/expended, audit/ program results, etc.)*

A. Monthly Financial Report (F) New Alma d'arte Business Manager, Randy Frye of K12 Accounting, gave a detailed report on financial status for the school as of 8/30/19. He reviewed pertinent details and answered questions. GC Treasurer and chairman of the Finance Committee, G. Crane, said the committee met with R. Frye just prior to the GC meeting. R. Frye answered several questions from GC Secretary C. Williams given to G. Crane. The committee recommended acceptance of the report by the GC. C. Provencio moved and G. Crane seconded a motion to accept the report. Motion passed without objection.

B. Annual Audit Schedule & Status (F) – The entrance conference for the Annual Audit by Clifton, Larson, Allen was chaired by Elizabeth Nunez, CPA, on 9-13-19. She outlined the content areas for the audit and discussed a schedule which will have the audit completed by the end of October. Results are to be reported to the state in November.

C. Comprehensive Policies Review (G & A) – G. Elliott said that Alma and the GC needs to conduct a comprehensive review of all policies that should be in place for both entities. He suggested that the review be conducted this year so that by year-end we will have all policies up to date and in force. D. Lere mentioned that there is at least one firm, that, for a price, will provide schools with topics and formats for appropriate policies. G. Elliott said more research will be done and the subject will be on the agenda for the October GC meeting.

**V. Future Business** *(Review and routine approval/acceptance of actions taken, reports compiled, funds received/expended, audit/ program results, etc.)*

A. Schedule for Strategic Planning -- G. Elliott suggested that by next meeting we should develop a definitive schedule of events for the development of a strategic plan for Alma d'arte. D. Lere said he would contact the consultant offered by Irene Oliver-Lewis to determine alternate dates for the first session. Topic will be discussed at October meeting.

B. School Foundation Preliminary Discussion – S. Aquino had suggested the GC look into establishing a school foundation. Several members expressed opinions -- Pro and con. The topic will be discussed at a future meeting.

**VI. Next Meeting Agenda Items**

- A. Alma Advisory Committee
- B. Annual Audit Progress
- C. Comprehensive Policies Review

**VII. Adjournment** -- With no further items on the agenda, G. Crane moved for adjournment. Second by C. Provencio. Motion passed and the meeting was adjourned at 7:53 pm.

Respectfully Submitted,

Carolyn Williams  
Secretary