



ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Minutes

Regular Meeting, Monday, September 21st, 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 6:12pm
- B. Roll Call of Members (G) – Members present include: R. Fitzherbert, R. Padilla, P. Dulin, & M. Rodriguez. RG Banegas is absent. Also in attendance are: K. Martinez, Principal/CAO of Alma, A. Lerner, Alma Business Manager & P. Hernandez, Alma Registrar/GC reporter.
- C. Conflict of Interest Disclosures (G) - none
- D. Approval of Agenda (G) – P. Dulin made a motion to approve the agenda as published. M. Rodriguez seconded the motion to approve. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, R. Fitzherbert – yes, RG Banegas – absent. The majority voted in favor and the agenda was approved.
- E. Approval of August 17th, 2020 Regular Meeting Minutes (G) – P. Dulin made a motion to approve the 8/17/20 minutes as published. R. Padilla seconded the motion to approve. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, RG Banegas – absent, P. Dulin – yes, R. Fitzherbert – yes. The majority voted in favor and the minutes were approved.
- F. 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. New Business

- A. Board Vacancy Recruitment Discussion and Possible Action (G) – R. Fitzherbert informed the group that there have been 2 new application/nomination forms for membership in the Governance Council. Previously the council had set a date of September 30th to activate position 6 with a new member. However, there has not been enough due process to interview the 2 new candidates at this time. This de-authorization of position 6 will allow the GC to further examine and interview new candidates and carefully select new members. The new nominees will be interviewed and appointed at the next meeting. M. Rodriguez made a motion to de-authorize the 6th GC position, previously held by C. Provencio. P. Dulin seconded the motion to do so. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, & R. Fitzherbert – yes. RG Banegas – absent. The majority voted in favor and the motion to de-authorize position 6 passed.
- B. Discussion and Possible Action on (Hybrid) Return to School Plan (A/G) – Ms. Martinez gave a statement on the state of possible re-entry to school as hybrid. While Alma has been authorized as a hybrid re-entry school, Ms. Martinez does not feel it is the right time to do so and has asked for the governance council to approve her choice as the superintendent to stay virtual until January 2021. P. Dulin made a motion to approve the re-entry date to be postponed until January 5th and students to stay virtual until that date. R. Padilla seconded the motion. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, & R. Fitzherbert – yes. RG Banegas – absent. The majority voted in favor and the motion to stay virtual until January 5th passed.

IV. Old/Recurring Business

- A. Monthly Financial Report (F)
 1. Financial Statements as of August 31st, 2020 – A. Lerner went through the detailed financial statements for the month.
 2. BAR's Approval (If Required) R. Padilla made a motion to approve BAR's 3-I, 5-M, 6-M, 7-M, 8-IB, 9-D. P. Dulin seconded the motion to approve. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, & R. Fitzherbert – yes, RG Banegas – absent. The majority voted in favor and the BAR's were approved.

3. Payroll and Accounts Payable Acceptance – R. Padilla made a motion to accept the payroll & accounts payable statements. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, & R. Fitzherbert – yes RG Banegas – absent. The majority voted in favor and the statements were accepted.
4. Presentation for Approval of the Updated SY20-21 Salary Schedules – A. Lerner asked GC members to approve the calendar for 182 days. As previously discussed in prior meetings the extended learning calendar was 190 days. However educators under the collective bargaining group were only contracted to work 182 days. P. Dulin made a motion to approve the 182 day salary schedule. M. Rodriguez seconded the motion. Members voted as follows: M. Rodriguez – yes, R. Padilla – yes, P. Dulin – yes, & R. Fitzherbert – yes RG Banegas – absent. The majority voted in favor and the motion passed.
5. Audit Update – Audit is going well. Auditors have asked that a bio be entered on the webpage for all GC members. A. Lerner has asked all members to submit a short bio or resume by this Friday 9/25.
6. Further Discussion regarding Electronic Signature Procedures – P. Dulin made a motion to authorize electronic signatures on checks under \$10,000. R. Padilla seconded the motion. Members voted as follows: P. Dulin – yes, R. Padilla – yes, R. Fitzherbert – yes M. Rodriguez – yes & RG Banegas – absent. The majority voted in favor and the authorization passed.

A. Monthly Administrative Report (A)

1. Update on School Year Progress to date – Ms. Martinez reports that school is going well. Since the inception of Canvas as a learning platform. Students and some teachers are struggling to get acclimated; however everyone is working hard to stay current with our education processes. She also spoke about our student intervention meeting with teachers and staff in order to aid in student retention and attendance.
2. Current Student Enrollment Status/Changes – Ms. Martinez states that we are still 140 students.
3. Faculty/Staff Changes/News – none to report
4. COVID-19 Related Procurements Update (Chrome books, PPE, Canvas) – PPE has slowly been coming in. Masks, gloves and various covid necessary items are arriving from the state. Other additional items are also being ordered and will continue to arrive. Chrome books have been quite challenging to procure. There seems to be a hiccup at the supplier and this has caused additional delays for receiving them.
5. Loss Control and Safety Audit Discussion – In February Pom's and Associates did a safety and loss control audit. The auditor found quite a few projects that need attention at Alma. Ms. Martinez has contacted Bob Stout at LCPS PPD to address a majority of the deficiencies, since we are in a lease with them for our school building. Sandoval construction was also contacted to address an issue with the connection ramp on the northwest end of the school's elevator shaft.
6. CTE Grant Discussion – Ms. Martinez has applied for a CTE grant which gives opportunities for career & technical classes. This grant will mainly go toward procuring items for the Platica & Apprenticeship program.
7. Attendance Success Plan Discussion – Ms. Martinez is currently working on an attendance plan. She has asked the GC to create a policy based from the compulsory attendance plan (now named the attendance success plan.) Currently there are about 20 students with some issues with attendance.
8. Equity Council Update – Principal Martinez has said that R. Padilla has renewed membership for the Alma Equity Council. After a break Mr. Padilla has a few new members and has created new momentum within the council. Mr. Padilla has also invited GC members to attend all Equity Council meetings.

III. Future Business/Next Meeting Agenda Items for Discussion or Revision

1. Policy Review 2nd/3rd Reads (G) – It was suggested that an additional Policy meeting is in order. Principal Martinez asked the GC if possible to move policy meetings along a bit quicker because there a lot of policies to cover. A policy meeting was scheduled for October 5th at 5pm. This will be a virtual meeting.

VII. Adjournment – R. Padilla made a motion to adjourn. P. Dulin seconded the motion. Chairman Fitzherbert adjourned the meeting at 7:40pm

**** (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.