



# ALMA D'ARTE CHARTER HIGH SCHOOL

## Governance Council Meeting

Regular Meeting, Monday, January 17, 2022 @ 6:00 pm

Alma d'arte Charter High School, Via Zoom

**COUNCIL MEMBERS** Paul Dulin | Kimberly Skaggs | Ron Fitzherbert | Vernon Wilson |  
Richelle Ponder | Cynthia Wise

### I. Introduction

- A. Call to Order. (G) Chairman Dulin called the meeting to order at
- B. Roll Call of Members (G) Members present are as follows: R. Fitzherbert, V. Wilson, K. Skaggs, R. Ponder & P. Dulin. Board member C. Wise is absent. Also present are K. Martinez (CAO/Principal), P. Hernandez (Registrar), C. Gilman (Business Manager), and community member Jo Galvan Nash.
- C. Conflict of Interest Disclosures as may be applicable. (G) - none
- D. Approval of Agenda. (G) – K. Skaggs made a motion to approve the agenda. R. Ponder seconded the motion. All members voted in favor and the agenda was approved.
- E. Approval of December 20, 2021, Regular Meeting Minutes. (G) – R. Fitzherbert made a motion to approve the 12/20/21 minutes as published. V. Wilson seconded the motion. All members 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.)*

– Community member Jo Galvan Nash is in attendance but had no comment at this time.

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

### III. New Business

- A. Discussion and approval of State mandated policies in the Alma Policy Manual, including:
  - i) NMAC 6.12.13 re: Student dental exams (*must verify student records of dental exams as of 7/1/21*);
  - ii) provision regarding the non-discrimination of hair policy (22-5.4.3 NMSA);
  - iii) inclusion of a link to the State's sunshine portal on the website. (A/G) - The sunshine link is on the portal page of the school website. P. Dulin made a motion to amend the non-discrimination policy to include costume and dress. V. Wilson seconded the motion. All members voted in favor of amending the non-discrimination policy and it was approved. R. Fitzherbert made a motion to approve both policies. R. Ponder seconded the motion. Members voted as follows: R. Fitzherbert – yes, V. Wilson – yes, K. Skaggs – yes, R. Ponder – yes, P. Dulin – Yes. The majority voted in favor and the policies were approved.
- B. GC Member Required Training Update. (A/G) – Individual members gave updates on their current training status. Most members noted that they will be more available to take trainings in March 2022.

### IV. Old/Recurring Business

- A. Delay of presentation of pandemic policy as drafted by P. Matthews. (A/G) P. Dulin discussed the ever-changing climate with the PED's pandemic policies. Currently there is not a pressing need to change anything until we have more directives from the state.

The presentation of the pandemic policy will be discussed as we receive more information in the future.

- B. Discussion and approval of reporting mechanisms for monitoring educational success for Alma students, including those metrics included in the plan required by the PEC to monitor the improvement of reading and math scores. (A/G) – Principal Martinez discussed a plan that was submitted to the PEC to focus on reading and math interventions. The plan was designed to implement improvements using short cycle assessments, illuminate, and instructional strategies to help students with their levels of math & reading. Ms. Martinez stated that we are hoping to have data to report in May, once the process has taken off. Martinez reported that C. Chavez of the PEC stated that she was happy to see that things have already been implemented since the PEC’s visit to the school.
- C. Monthly Financial Report – New business manager C. Gilman presented the financial report for the month of December 2021.
  - 1. Financial Statements as of December 31, 2021. (F) - GC Members voiced concern that the level of available cash and cash flow were way below where they should be. New Business Manager Gilman was asked to check and see if there were alternative remedies to this situation, including a loan or similar from the PED.
  - 2. BAR’s Approval (if required). (G) – No BARs to approve for December.
  - 3. Payroll and Accounts Payable Acceptance and Approval. (G) R. Fitzherbert made a motion to approve the payroll & accounts payable for December 2021. K. Skaggs seconded the motion. Members voted as follows: R. Fitzherbert – yes, V. Wilson – yes, K. Skaggs – yes, R. Ponder – yes, P. Dulin – Yes. The majority voted in favor and the payroll & accounts payable for December were approved.
- D. Monthly Administrative Report
  - 1. Monthly Principal’s Update Report, including the Charter Renewal. (A) Principal Martinez reported on our semester grades for students. Overall student grades were not bad. On average our school grade for semester 1 was B-/C+. Any low grades or failures were mostly due to withdrawals and drops from non-attendance. Ms. Martinez explained that her decision to postpone in-person learning and go remote were due to a 25% rate of covid infections in our student population. She thought it best to take a two week break to allow students and families to get healthy and to quarantine if they were testing positive. She informed the GC that there is an upcoming charter school recruitment event on the Plaza de Las Cruces on Saturday January 29, 2022, from 9:00 am – 11:00 am. Students will be able to showcase their arts and talents to increase our student enrollment.
  - 2. Presentation and discussion of outline of future monthly Principal’s Update Reports. (A/G) – P. Dulin asked principal Martinez to consider adding outlined points of discussion in this administrative report for the agenda.
  - 3. Equity Council Update by Ray Padilla. (A/G) – Mr. Padilla is absent this meeting. Mr. Dulin requested that for future meetings he report in person or send a report with Ms. Martinez to be read to the GC.

E. Election of Officers to the Governance Council. (G) – The positions of officers are as follows:

1. President – K. Skaggs made a motion to elect P. Dulin for a second term as GC President. V. Wilson seconded the motion to elect P. Dulin. Members voted as follows: V. Wilson – yes, K. Skaggs – yes, R. Ponder – Yes, and R. Fitzherbert – yes. The majority voted in favor and P. Dulin was re-elected as GC President.
2. Vice President – R. Ponder made a motion to elect K. Skaggs serve a second term as Vice President. V. Wilson seconded the motion. Members voted as follows: P. Dulin – yes, V. Wilson – yes, R. Ponder – yes, R. Fitzherbert – yes. The majority voted in favor and K. Skaggs was elected to a second term as GC Vice President.
3. Secretary – C. Wise is in absentia, but members agreed that she would be perfect for the position of secretary. Mr. Dulin will discuss this with her at another time.
4. Treasurer – P. Dulin made a motion to elect V. Wilson Treasurer. K Skaggs seconded the motion. Members voted as follows: P. Dulin – yes, R. Fitzherbert – yes, K. Skaggs – yes, R. Ponder – yes. The majority voted in favor and V. Wilson was elected Treasurer.

#### **V. Future Business/Next Meeting Agenda Items for Discussion or Revision**

1. Election of GC Secretary
2. Addition of RFR to financial report.
3. Alternative mechanisms for dealing with the low cash balance and cash flow.

**VI. Adjournment** – K. Skaggs made a motion to adjourn. R. Ponder seconded the motion. All voted in favor and Chairman Dulin adjourned the meeting at 7:18 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.*