

Alice King Community School
Governing Council Meeting Minutes
March 6, 2019

I. Confirmation of Quorum

A quorum was present with the following members in attendance: Aaron Kugler, Jane Knap, Molly Bell, Kiera Duddy, Jennifer Hathaway, , Connie Chene, Matthew Anderson

Excused Members: Victor Gamiz, Oscar Martinez

Staff in attendance: Tonya Newton, Kristi Collins, Rhonda Cordova, Kellsey Anderson, Amanda Tapia

Meeting called to order at 5:32 pm by Aaron Kugler.

II. Adoption of the Agenda

A motion to adopt the agenda was made by Matthew Anderson and seconded Connie Chene. There was no discussion, and the motion passed unanimously.

III. Approval of the Meeting Minutes from February 13, 2019

Minutes from the February 13, 2019, meeting were presented by Jennifer Hathaway. There was a motion to approve the February 13, 2019, minutes by Jane Knap, and seconded by Matthew Anderson. There was no further discussion and the vote to approve the minutes was unanimous

IV. Public Comments

Amanda and Kelsey were welcomed. Amanda is the Technology teacher and Kelsey is a K1 inclusion teacher.

V. Comments from Council Members

Jennifer commented that she had presented the Strategic Plan to the staff on March 1.

VI. Council Committee Reports

A. Finance, Facilities, and Human Resources Committee, Kiera Duddy, Chair

1. Action on BAR

Kiera presented the BAR.

BAR ending in 0024-I to increase activities by \$5,931 from revenues from sports programs and PTA donations.

A motion to approve the BAR was made by Molly Bell and seconded by Kiera Duddy. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

2. Action on the Finance Report

A. Rhonda presented the budget. The carryover of \$51,148.52 is our likely carryover because Puente Para Los Niños was not funded because of a carryover at APS. PED believes that we are part of APS's LEA, but Rhonda says we are our own LEA and will contact Joseph Escobedo to follow up. There was a review of the legislation pending at the state level that could impact the school's budget.

Motion to approve the Budget Report was made by Matthew Anderson and seconded by Molly Bell. There was no further discussion and the vote was unanimous.

B. Nominating and Professional Development Committee, *Connie Chene, chair*

Connie reported that Kiera has three hours left of training, and she believes Oscar has finished. Connie has continued talking to an ex-elementary principal. She asked if anyone else has anyone else in mind as we still have two open positions on the Council. Matthew asked what gaps in our board expertise we had, ie what area of expertise the new board members should ideally possess. Finance, education and middle school experience were three areas discussed.

Kristi mentioned that other boards webpages had bios of the GC members and photos. It was suggested that the bios written for the investors be used, with newer members writing a short three sentence bio for the webpage.

C. Policy Committee, *Jennifer Hathaway, Chair*

i. Report

Jennifer gave a report that the committee had met, and continue to review the Bylaws.

ii. Discussion of Section V(B)(2)(b)

Section V(B)(2)(b) of the Bylaws is regarding appointment to committees. It was suggested that the words standing committees be added to this section. The policy committee will review and have a first reading next month.

iii. Discussion regarding whether the Finance Facility HR committee should be divided into multiple committees

The policy committee felt that perhaps this committee had too many responsibilities and should be broken into multiple committees. There was a short discussion and the board was advised to read section VI of the Bylaws to better discuss at a future meeting.

iv. First Reading of proposed changes to Bylaws

Section II (A)(4)

To enter into contracts, leases and other agreements which are, in the Governing Council's judgment, necessary or desirable in promoting the interests of Alice King Community School.

Section IV (B)

An Annual Meeting shall be held in September of each year for the purpose of selecting and/or renewing members to the Governing Council, election of officers if necessary, adopting an Open Meetings Act resolution, making and receiving reports on school affairs, and transacting other business as comes before the meeting.

Section IV (D)

A Special Meeting shall be held at any time called by the President or by a majority of Council Members then in office and notice of such meetings shall be in accordance with the Governing Council's Open Meetings Act resolution. The Governing Council shall also meet at such other times as deemed necessary for the proper operation of the schools so long as any meeting of a quorum of the Governing Council shall only be held in accordance with the New Mexico Open Meetings Act.

Section IV (E)

An "emergency" refers to unforeseen circumstances that, if not addressed immediately by the Governing Council, will likely result in injury or damage to persons or property or substantial financial loss to the school. An Emergency Meeting may be called by the President or by a majority of the Council Members then in office with notice being given in accordance with the Governing Council's Open Meeting Act resolution.

Section IV (G) (2)(a)

a. Except in the case of an emergency, the agenda shall be posted at least seventy-two hours before the meeting in a conspicuous location visible to the public at the school. Except for emergency matters, the Governing Council shall take action only on items appearing on the agenda.

Section V (B) (5)

Electronic Mail. The Governing Council may not meet via email. Use of email should be limited to routine clerical information.

Section VI (A)

The Governing Council has the authority to form the following standing committees based on the needs of the School:

v. Second Readings of proposed changes to Bylaws.

Section III (B)

Vacant positions on the Council will be filled as interested parties become available. Any Council Member can bring the name of an interested party for membership to the Council to the Nominating Committee. If necessary, ninety days (90) prior to the Alice King Community School annual meeting, the Nominating Committee and Council Professional Development Committee, shall solicit nominations for all of the open positions to be filled at the next annual meeting. The Nominating and Council Professional Development Committee shall compile the list of nominees and notify the Council Members of the nominees for each position fifteen (15) days prior to the annual meeting.

After the reading, Molly felt the section was confusing, and implied that Council Members could only be elected at the annual meeting. Molly will suggest some language to make it more apparent that members can be brought on at any time, but that the ideal time would be at the annual meeting. There was no vote on this item, and will be read again as a first reading at the April meeting.

Section III (C)

1. Selection of Nominees. The Nominating and Council Professional Development Committee shall present the list of nominees at a regularly scheduled meeting. The Council Members shall vote on the candidates presented by the Nominating Committee. The Council Members will vote on each candidate to fill the vacant positions.
2. Eligibility. The Nominating and Council Professional Development Committee may recommend any person it believes will serve the interests of Alice King Community School faithfully and effectively, and who has agreed to serve. Individuals possessing a wide variety of professional experience or personal skills pertinent to the Alice King Community School mission will be sought. In addition to other candidates, the Governing Council will include at least one parent, but not more than four parents, of a current Alice King Community School student.

Remove current section 3

A motion to adopt Section III (C) 1,2 and the removal of Section III (C) 3 was made by Matthew Anderson and seconded by Molly Bell. There was no further discussion and the vote in favor of the motion was unanimous.

Section III (C) (4)

While performing the reading Section III (C) 4, Jennifer realized that this Bylaw was in conflict of a Section V (B) (2) (a). A new version of the Bylaw was read as a first reading.

Section III (C) (4)

Elections. Council Members shall be elected by a super majority vote. A super majority is a majority of the then seated members of the Council.

Sections III (D) (2), (3) were then read as second readings.

Section III (D) (2), (3)

2. The Governing Council Officers (President, Vice President, Treasurer and Secretary) will serve in two (2) year terms.

3. The terms for membership on the Governing Council will be staggered.

Motion to approve section III (D) (2), (3) was made by Matthew Anderson and seconded by Jane Knap. There was no further discussion and the vote in favor of the motion was unanimous.

D. STEM Committee, Oscar Martinez, PhD, Chair

No Report.

E. Ad Hoc Committee to Revise the Governing Counsel Assessment, Matt Anderson, Chair

Matt reported that he has completed the revisions and will have the self-assessment ready for distribution next month.

F. AKCS Head Administrator Search Committee-Connie Chene and Molly Bell, Co-Chairs

Molly outlined events the committee has done since the last update at the Council's February meeting. The deadline for applications was extended to today, March 6 due to delay of getting the job posting on APS website. They have had several promising applicants. Molly and Connie have vetted the initial group of applicants, and sent rejection letters or supplemental information request to candidates. They asked for a 250 word essay on "What does a multi age classroom look like?". This has been a good tool to weed out several candidates who do not understand what a true multiage classroom is. They will meet again tomorrow with entire committee to discuss the interview process. Their goal is to have recommendation by April board meeting.

VII. New Business

A. Discussion regarding our Current Charter/Performance Contract

There was a discussion of the first half of the current Charter/Performance Contract. It was noted that the original charter is incorporated by reference in the Performance Contract, and that if we want to make any changes to the charter, such as adding a STEM component, those changes needs to be brought to the attention of APS before the charter renewal. As a group the Council went through question members had and had a discussion about the first half of the performance contract.

B. Discussion of AKCS Financial Audits

Jason Kugler presented the audit report.

He noted that the unmodified opinion of the auditors was that there were no substantial issues with the audit. The auditors do testing on internal control of organization and that is where all of our findings occurred. He discussed the four finding in detail.

2018-01 was a finding with an issue with the contract of business manager. The contract said that the business manager invoicing would be done twice a month, but it was only happening once a month. This has been rectified.

2018-02 was a finding for a lack of proper review of request for reimbursements. The Head Administrator needs to be final signer, not APS.

2018-03. The new auditors audited down to the object level, where in the past we have only been audited down to the function level. Through Rhonda's training she believes that they will continue to audit into the object level, and she has implementing a quarterly check and makes the changes with journal entries so they show up on the books instead of making the changes manually.

2018-04 The auditors found this to be significant deficiency, even though the dollar amounts were small. There were two parts to this finding. The first was a \$3,583 requested for reimbursement from the state that had been denied. Last year we had ordered a Promethean board. Rhonda put request for reimbursement on June 30, but check hadn't cleared from the Promethean board company. She contacted PED and was told that she would be able to correct that in August. When she went back in August she wasn't able to and had to use a different fund to cover the cost of the board. It was probably a significant finding because total amount of fund was wrong. The school needs to be sure to spend funds earlier in the year if possible. The second was \$862 of revenues received posted into wrong account.

There was a discussion that we want to make sure these finding do not occur again. Rhonda will send out a copy of the full report to the board via email and it will also be posted on the webpage.

C. Action on Revised Salary Schedule for Substitute Services

The salary schedule presented aligns with APS but with an increase of \$0.50 an hour. Motion to approve salary schedule for substitute teachers was made by Connie Chene, and seconded by Molly Bell. There was no further discussion and the vote in favor was unanimous.

VIII. Old Business

A. Discussion regarding update to Strategic Plan

The Council will try to schedule a meeting with the Foundation to discuss their goal for the strategic plan on May 29th at regularly scheduled Foundation meeting.

B. Discussion regarding Board Finance Trainings

Ideas for topics for the board finance training should be sent to Rhonda.

IX. Reports and Miscellaneous

A. Principal's Administrative Report, *Tonya Newton, Head Administrator*

Tonya gave a report. The staff participated in a professional development on March 1. Student led conferences are being held this week. The lottery will be held Friday March 8th.

A. AKCS Foundation Report, *Carlos Rey Romero, Foundation Board President*

No Report

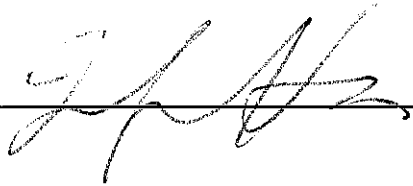
X. Executive Session

No executive session was held.

XI. Adjournment

Molly made a motion to adjourn, which was seconded by Matthew Anderson. The vote was unanimous in favor of the motion. The meeting was adjourned pm 8:01.

Respectfully submitted by Jennifer Hathaway, AKCS Governing Council Secretary



4/10/19 JH