

Alice King Community School  
Governing Council Meeting Minutes  
February 13, 2019

**I. Confirmation of Quorum**

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

Excused Members: Kiera Duddy

Staff in attendance: Tonya Newton, Kristi Collins, Rhonda Cordova, Susan Gravina

Meeting called to order at 5:40 pm by Aaron Kugler.

**II. Adoption of the Agenda**

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

**III. Approval of the Meeting Minutes from January 23, 2019**

Minutes from the January 23, 2019, meeting were presented by Jennifer Hathaway. There was a motion to approve the January 23, 2019, minutes by Connie Chene, and seconded by Molly Bell. There was no further discussion and the vote to approve the minutes was unanimous

**IV. Public Comments**

Ms. Sue Garvina was introduced to the Council and welcomed.

**V. Comments from Council Members**

Matthew commented that he had completed his training last month through PED and found it interesting and informative.

**VI. Council Committee Reports**

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

**1. Action on BARs**

Rhonda presented the BARs.

BAR ending in 0016-I to Increase Idea B by \$14,259 based on final allocation. A motion to approve the BAR was made by Victor Gamiz and seconded by Connie Chene. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0017-T Transfer \$11,877 from Support Services into Direct Instruction SPED Services for Special Ed salary. A motion to approve the BAR was made by Molly Bell, and seconded by Matthew Anderson. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0018-I to Increase by \$42,618 the Operational Budget due to the final allocation per student. A motion to approve the BAR was made by Matthew Anderson, seconded by Molly Bell. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0019-I Increase Activities by \$4,535 for actual revenues received. There was a brief discussion as to where the money came from, and a large portion was a donation to the Makerspace. A motion to approve the BAR was made by Matthew Anderson, and seconded by Molly Bell. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0020-I Increase the Operational \$8,517 Budget due to an increase in day care. Victor Gamiz made a motion to approve the BAR, and Connie Chene seconded the motion. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0021-I Increase the Operational Budget by \$2,605 due to moneys recovered from insurance recovery. This was due to the problems with the HVAC unit discussed at the Dec 12, 2018 meeting. The repairs cost \$3,342 and the school received \$2605 back from insurance after deductible was met. A motion to approve the BAR was made by Matthew Anderson, with Connie Chene seconding the motion. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0022-I Increase the operational budget by \$4,634 due to an IRS overpayment and an uncleared check. There was a motion to approve the BAR made by Connie Chene, and seconded by Matthew Anderson. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

BAR ending in 0023-I Increase Allocation by \$21,020 for SB9 state match. Rhonda explained that these funds can be used for student used equipment only, but that it was a non reverting fund so the money did not have to be spent our immediately. There was a motion to approve the BAR made by Jane Knap, and seconded by Matthew

Anderson. There was no further discussion and the vote to approve the BAR was unanimous in favor of the motion.

Rhonda said the school audit from the previous year had been released. She requested we add a review of the audit to the next meetings agenda. Jason Kugler, Audit Committee Chair will be asked to attend to help explain the four minor findings.

## 2. Action on the Finance Report

In Kiera's absence, Rhonda reported that the committee had met and reviewed journal entries, bank registry, and bank reports. She reported that the final per student allocation was just released and would have more information as to how it had been calculated next month, as it is lower than the initial email had indicated. She has not heard Puente Para los Ninos, which she had been told is due to the change of administration at the State. She is not sure when or if it will be announced, but if we receive the funds it would be an additional ~\$200,000 for the school. Rhonda reported that the school has switched to APS handling all meals, and the school no longer is involved in the collection of lunch money. There is a balance of \$2,528.61 in the lunch account, which the school can spend on items such as maintenance. Tonya and Kristi commented that having APS take over resulted in a Cafeteria manager here on site from 8-1 each day and has been going smoothly. There was a discussion on the ramifications of the school mill levy and bond measures not passing this month. Due to this, our SB9 fund will expire in Nov 2019 and the school will not receive any allocation from Dec 2019- Jun 2020, resulting in a loss of ~\$100,000 for the school for the budget year 2019-2020. APS plans to put the measure up again in November in hopes that it will pass in a general election. There was a discussion of how much misinformation there was about the actual cost to homeowners from this measure.

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

### A. Nominating and Professional Development Committee

Connie and Kristi had met to verify everyone correctly met training requirements for last year ahead of the site visit. They found the certificates for everyone in the dropbox, and Kristi showed how she had updated the spreadsheet. The committee will have handbooks for Kiera and Oscar at the next meeting. For this year's training, all members have completed training except Kiera and Oscar who each have 3 hrs left.

Connie went on to lead a discussion on the need to more members to help share in the upcoming Committee work that was discussed at the Strategic planning session. She has a potential new member who is a retired elementary school principal. Connie will follow up with him, with the idea of onboard a new member around July.

**C. Policy Committee, Jennifer Hathaway, Chair**

i. Report

Jennifer gave a report that the committee had met, and in review the Bylaws, wanted to share that if a Member is up for renewal on the council s/he cannot be part of the Nominating Committee, which will affect Connie this fall.

ii. 2<sup>nd</sup> Reading and action on proposed policy on Prohibition on Aiding and Abetting Sexual Abuse-Policy Section V(N)

Jennifer read Section V N as a second reading.

N. Prohibition on Aiding and Abetting Sexual Abuse

1. In accordance with 20 U.S. Code § 7926, the school, any of its employees, contractors, or agents shall not assist a school employee, contractor, or agent in obtaining a new job if the individual or agency knows, or has probable cause to believe, that such school employee, contractor, or agent engaged in sexual misconduct regarding a minor or student in violation of the law.

2. The routine transmission of administrative and personnel files is exempt from this prohibition.

3. This prohibition does not apply if:

i. The alleged misconduct has been properly reported to law enforcement and any other authorities required by Federal, State, or local law and the matter has been officially closed; the employee, contractor, or agent has been exonerated; or the relevant case or the investigation remains open without an indictment or other charges having been brought within four years of the date on which the information was provided to law enforcement.

A motion was made by Connie Chene to approve the addition of Section V N. Victor Gamiz seconded the motion. In the discussion, Connie voiced her appreciation of the effort of the Policy Committee to write in comprehensible language. The motion carried on a unanimous vote.

iii. Review of Policy for Changing Bylaws.

Jennifer discussed that although the Bylaws can be changed by a supermajority of Members, the Policy Committee was suggesting we continue with first reading and second reading of any proposed Bylaw changes for this major revision of the Bylaws. The Council was in agreement with this suggestion.

iv. Discussion of Bylaw Section II(A)(4) and (5)

There was a discussion on Section II(A)(4) and (5) to make sure that the Council was comfortable with all the language in these sections. It was suggested that

Section 4 could be simplified a bit and the Policy Committee will take a closer look at this section at their next meeting.

- v. Discussion of Changing Principal to Head Administrator throughout Bylaws.  
There was a discussion of changing Principal to Head Administrator throughout the Bylaws in order to have it match the Policy Manual. The use of Head Administrator encompasses the diverse job this person does.  
There was a motion to change all instances of Principal to Head Administrator throughout the Bylaws made by Molly Bell and seconded by Matthew Anderson.  
There was further discussion and the unanimous vote was in favor of the motion.
- vi. First Reading of Bylaws Section III(B), (C)(1), (C)(2), (C)(3), (C)(5), (D)(1), (D)(2), (D)(3), and XV.

#### First Reading of Bylaw changes

#### **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 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.

#### **Section III C. Election of Permanent Council Members.**

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.

Section 3 will be removed.

3. ~~Ex Officio Council Member. The Alice King Community School Head Administrator Principal shall automatically be an ex-officio Council Member, without voting~~

~~authority. A representative of the King Family (Representing the Alice King Family), shall automatically be an ex-officio Council Member, without voting authority.~~

4. Elections. Council Members shall be elected by a majority vote of eligible electors who cast votes.

#### **Section III D. Term of Office.**

1. The Governing Council members shall serve in a position that has a term of office of four (4) years.
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.

#### **Section XV. AMENDMENT OF BYLAWS**

Addition of "of Bylaws: to the title.

#### **D. STEM Committee, *Oscar Martinez, PhD, Chair***

Oscar reported that he had met with several teachers who were interested in being on the STEM committee. He asked for an update on the MakerSpace. Kristi reported that the teacher that had been spearheading the MakerSpace had left. The school did not want the equipment unsupervised and unused in the annex so it had been moved to the main building and Tara Bishop was coordinating the use of the equipment. This is not the long-term solution, but would be for the rest of this school year.

There was a discussion on how to grow the STEM committee and it was suggested that Oscar send an invitation to all staff to find more interested parties, other than those who had been trained in the MakerSpace last summer. How the STEM committee "marketed" itself to the community was discussed.

There was a discussion as to if and how STEM should be integrated into the charter. Since the renewal is coming up this fall, this is a good time to explore this possibility. If the school becomes committee to STEM as an integral part of the charter, resources and expectations will also shift allowing for STEM to become part of the fabric of the school. There was a discussion of what it would mean to make this a school focus, if there was a commitment to the importance of this idea, and how STEM fits in with project based learning and multiage classrooms. Oscar shared there were several free resources, like AFRL, that can assist in implementing STEM at the school. There was a discussion of how STEM can be used to help boost the math standardized test scores at the school, which have been historically lower than the reading scores.

The Council ask the STEM committee to come up with a STEM focused goal and strategies for the Strategic Plan. Tonya and Kristi will ask at a charter renewal meeting next week how to integrate a new focus into the charter.

It was suggested that the Foundation have someone willing to look for grants for STEM projects at the school.

Oscar also reminded the Council that Super STEM Saturday was Feb 23 at the Convention Center.

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

Matthew had distributed some initial revisions for the council to look over via email earlier today. He has deleted any duplicate questions and streamlined the questioning. He would like input by next Friday Feb 22 and then will send out the second half of the survey for input after that. He asked for some help from other council members in the final edits. The goal is to have a finished document for distribution to the Council at the April regularly scheduled meeting.

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

Molly and Connie reported that the committee had met several times since the last meeting. Molly and Connie met and set timelines and goals, and created content for the job listing. Molly met with Jill van Nortwick the president of the Cottonwood Classical Governing Council. Molly thought it was a very productive meeting and came away with many resources and good practices. The job listing has been posted on the AKCS website, INDEED, and ACES, although on the ACES site it was not easy to find. Tonya will follow up on this. Molly will follow up with Joseph Escobedo at APS to get the listing posted on the APS website. IT was suggested that the committee post the listing on LinkedIn as well as any profession societies that would be appropriate. The committee is beginning to get applicants, and has created a spreadsheet for vetting applications that do not meet the minimum requirements. The committee mentioned that they had not received many applicants so far with elementary experience, which is crucial for AKCS.

Molly and Connie had met with the staff and parents also on the committee as well. Together they had created the final job listing, through a collaborative process. The timeline for the selection process was presented. There was a discussion as to if the committee should bring only one final candidate to the Council or two. The consensus was that the committee should bring up to two choices to the Council if two qualified candidates were available.

**VII. New Business**

A. 2019-2020 School Calendar

With the move to Synergy, the approval of the school calendar had to be moved up. The staff had voted to put forth the calendar presented. It included additional staffing days for the middle school staff, bringing their total to 187 contract days. This was done in response to have the middle school staff use PD days this year, causing the whole school PD to be less effective. There was a discussion on the

possibility the legislature would mandate additional days this year and how that would change our calendar. A motion to approve the calendar was made by Matthew Anderson and seconded by Victor Gamiz. There was no further discussion and the motion passed by unanimous vote.

## **VIII. Old Business**

### **A. Discussion regarding update to Strategic Plan**

Jennifer reminded the Council that at the Strategic Planning session we had wanted to have the Council read with of goal of comprehension the Charter by April. In order to facilitate this goal, it was agreed that the Council would read Articles 1-6 of the charter for the March meeting.

### **B. Discussion regarding Board Finance Trainings**

There was a request by Rhonda to send her areas the Council would like to see in the upcoming training. The training will be held after the Head Administrator position has been filled.

## **IX. Reports and Miscellaneous**

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

Tonya shared the enrollment numbers, which were down slightly from last month.

The Foundation had held a very successful Valentine's Dance on Feb 8. Kristi shared the story of the frog found on the dance floor. It was suggested that DJ be advised to keep the volume a little lower if the dance is held next year.

There is a new EA in the 6/7 classes, and the school will be losing a 6/7 special education teacher. A long term sub will be hired for the remainder of the year.

Lottery applications turned in thus far were shared.

There had been two site visits in last two weeks. The APS site visit has been rescheduled until April, but the administration is ready. There had been a surprise ELL site visit February 4. Kristi lead that visit, and it went well. Four PED personnel and two APS charter school personnel came on the visit. They broke into three teams; one met with Kristi about programing identification, etc., one team went through all student records for ELL students and the third went into classrooms for observation. There have been many kids at AKCS that AKCS did not identify as ELL, but were revealed that they had been previously identified as ELL at APS. This was realized with the switch to Synergy. The visit allowed for AKCS to find ways to serve these students better and how to work with new system to get kids correctly placed with regards to ELL. The APS personnel said that ours was the most positive site visit they had been to. The overall takeaway was that the AKCS program was strong but need to work on language objectives, and this work has been already started.



The second site visit was from Reads to Lead, which occurred on February 12. It went well and had great feedback.

Nineteen middle school students competed at the Regional History Day competition, with seven students moving on to the state competition.

There was a discussion on Teacher Licensure and that if AKCS wants to offer Algebra 1 next year they need a teacher with both an elementary and high school licenses. The administration is trying to work with APS and PED to find a solution to this problem.

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

No Report

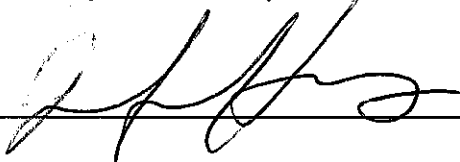
#### **X. Executive Session**

No executive session was held.

#### **XI. Adjournment**

Molly Bell made a motion to adjourn, which was seconded by Matthew Anderson. The vote was unanimous in favor of the motion. The meeting was adjourned 8:43 pm.

Respectfully submitted by Jennifer Hathaway, AKCS Governing Council Secretary



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