

 9/20/18

The Governing Council of Alice King Community School
Meeting Minutes
August 8, 2018

I. **Confirmation of Quorum**

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

Governing Council Members absent (excused): None

Staff in attendance: Tonya Newton, Rhonda Cordova, Kristi Collins, Shanna Lazar, Tiffany Hazelbaker

Others in attendance: Ben Martinez

Meeting called to order at 5:41 pm by Aaron Kugler.

II. **Adoption of the Agenda**

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

III. **Approval of the Meeting Minutes from June**

Minutes from the June 25, 2018 meeting were presented by Aaron Kugler.

Jennifer said that Section VI C needed some explanation added to state what was discussed. There was a brief discussion as to the discussion at the previous meeting, which consisted of the action taken by the Foundation regarding a debit card. Molly Bell said she would make the amendments to include the description of the discussion as reviewed by the Council as she was acting as secretary for that meeting.

Motion to amend the minutes to include the description of the discussion of the State Auditor findings regarding the Foundation was made by Molly Bell and seconded by Matthew Anderson. There was no further discussion and the motion passed unanimously.

A motion to approve the amended minutes was made by Molly Bell and seconded by Connie Chene. There was no discussion and the motion passed unanimously.

IV. **Public Comments**

The Staff in attendance were introduced by Tonya and were welcomed to the meeting.

V. **Comments from Council Members**

A motion to approve the BAR was made by Jane Knap and seconded by Victor Gamiz. There was no further discussion and the vote was unanimous.

BAR ending in 0006-D to decrease the budget from HB 33 by \$133,724. There was a discussion illuminating that after the LPA was in place the school could reallocate money from HB33 for lease payments and to repay the emergency funds to cover the lease.

A motion to approve the BAR was made by Victor Gamiz and seconded by Matthew Anderson. There was no further discussion and the vote was unanimous.

BAR ending in 0007-D to decrease SB9 by \$983 due to the fact that the carry over was less than budgeted. Some of this money had gone to buy and install a promethean board in a 4/5 classroom

A motion to approve the BAR was made by Molly Bell and seconded by Matthew Anderson. There was no further discussion and the vote was unanimous.

BAR ending in 0008-IB to establish a budget item for money from Reads to Lead for \$163,689. Rhonda explained that when the budget was uploaded to APS for approval, some items didn't get uploaded. This happened to several schools. There was a discussion that this money pays for two reading interventionists as well as materials and trainings.

A motion to approve the BAR was made by Matthew Anderson and seconded by Molly Bell. There was no further discussion and the vote was unanimous.

2. Finance report:

Rhonda stated that the finance committee had meet earlier that day. They went over bank records and opening and closing statements. She stated that the payment went through for to the Foundation for the lease payments without any problems.

She then went through the budget report. Highlights included:

Teacher training negative because the money for that account needs to be BARred in.

HB 33 encumbrance should be a negative value. The true current balance is \$270,215.

After some reallocations, the operational budget will be \$67,312.

Motion to approve the finance report was made by Connie Chene. Molly Bell seconded the motion. There was no further discussion and the vote to approve was unanimous.

- (2) Proof of Education (Original Transcripts are reviewed for Degree received plus any additional credit hours toward a higher degree)
 - (3) Verification of years experience as a licensed provider are collected as written verification
 - (4) Part-time staff with a full year experience (not less than 550 hours) as a licensed staff member will be counted as one (1) full year experience
- b) All documentation will be kept in employment files maintained by the business office.
3. Reporting
Training and Experience will be reported to the Public Education Department on an annual basis as required by the School Budget and Finance Analysis Bureau.
 4. Periodic Sample Testing
a) The Finance Committee will randomly select one (1) employment file on a quarterly basis to determine that Training and Experience is properly being recorded by the Business Manager and Head Administrator.

A motion was made by Connie Chene, and seconded by Matthew Anderson, to approve this new policy. There was no further discussion and the vote was unanimous in favor of the motion.

D. STEM Committee Report: *Victor Gamiz, Chair*

Victor and Oscar said that the training for the maker's space had been successful. A total of 8 staff were trained. The school has already received the 3D printer and laser cutter is coming by end of September. The administration said the staff was very excited about the possibilities of the maker's space. Some teachers have established a buddy program for maker's space so kids of different ages will be working together on projects. Oscar shared that the teachers and students will have access to other maker spaces across the city including one at AFRL on base. The maker space is an elective for grades 6-8. The staff is also trying to implement curriculum that will utilize the makers space for all grades.

At Victor's recommendation Oscar Martinez was named chair of the STEM committee. Oscar shared a newsletter about programs from AFRL. The administration said they planned to utilize the Mission To Mars programs since with Oscar's help they were able to get permission for the 4th graders to participate in this program.

Oscar informed us that there was a Congressional App challenge where students work together in teams to create apps. He said last year there were only 3 entries for our district. He would like to help support the school is getting a team together. He will get back to the Administration on the time frame for this project.

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

Ben Martinez gave a Foundation report. Now that the LPA is in place, the Foundation will now focus on fundraising instead of building finances. There is a campaign underway to put artificial turf on the two fields. This will cost ~ \$120 for both fields. There was a discussion of the turf and its warranty and a sample was passed around. Molly wondered how the turf would retain heat in the summer months. The Foundation is also looking to establish an endowment to help the school with ongoing support. The Foundation is also preparing for its audit. The next Foundation meeting will be Aug 29 at 5:15 PM

X Executive Session

A. Discussion of limited personnel matters pursuant to 10-15-1(H)(2) NMSA.

- i. A motion to move into Executive Session for the discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA was made by Victor Gamiz and seconded by Jane Knap at 7:13 pm. There was no discussion and the vote was unanimous.
- ii. The regular meeting was re-convened at 7:24 pm. A motion was made by Matthew Anderson to certify that the session dealt with discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA, and was seconded by Molly Bell. There was no discussion and the vote was unanimous.

VIII. Old Business Continued

B. AKCS Head Administrator Year-End Evaluation

A motion to approve year end evaluation of the Head Administrator was made by Molly Bell and seconded by Connie Chene. There was no further discussion and the vote was unanimous in favor of the motion.

VIII New Business continued

C. Certification of Completion of Head Administrator Evaluation

A motion was made by Jane Knap and seconded by Matthew Anderson to certify the head administrator's evaluation. There was no further discussion and the yes votes were unanimous.

XI . Adjournment

Matthew Anderson made a motion to adjourn, which was seconded by Jane Knap. The vote was unanimous. The meeting was adjourned 7:56 pm.