

**Regular Meeting**  
**Altura Preparatory School Governing Council**

**Date:** January 10, 2018

**Time:** 4:50-6:18pm

**Location:** Greater ABQ Chamber of Commerce, 115 Gold Ave, Albuquerque, NM, 87102  
(UNMHSC Conference Room)

**Meeting Type:**  Regular     Special     Proposed     Approved

**Attendance:**

<b>Members:</b>	<b>Present</b>	<b>Absent</b>
Patrick Barnes	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Jackie Cusimano	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Casey Deraad	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Chamiza Pacheco de Alas	<input type="checkbox"/>	<input checked="" type="checkbox"/>
Christine Sargent	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Pam Scanlon, Treasurer	<input checked="" type="checkbox"/>	<input type="checkbox"/>
Robert Wilson	<input checked="" type="checkbox"/>	<input type="checkbox"/>

**Other Attendees:**

Lissa Hines

Meaghan Stern

**Meeting was brought to order at 4:50 by Ms. Sargent**

I. **Approval of January 10, 2017 Meeting Agenda**

**Action Requested: Adopt Meeting Agenda**

**Motion:** Jackie Cuisimano

**Second:** Robert Wilson

**Corrections or objections:** none

**Ayes: 5      Nays: 0**

II. **Public Comment**

No public participants were present and therefore there were no comments from the public.

A copy of the meeting minutes are available for public inspection at Altura Preparatory School, Albuquerque, NM 87108, within 10 calendar days for proposed minutes and 2 calendar days of approval for approved minutes.

The Altura Preparatory School shall comply with subtitle A of Title II of the Americans with Disabilities Act of 1990. Should you require specific accommodation(s) please contact Lissa Hines at (505) 226-1925 5 business days prior to the meeting.

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**Agenda Item: Review & Approval of the Minutes from December 6 Board Meeting Minutes**

**Motion:** Robert Wilson

**Support:** Pam Scanlon

Discussion: Change the number of ayes for the December meeting to subtract Christine Sargent from the votes since she had not completed the required training prior to the December meeting. Even with the changed numbers, all motions and decisions from the December meeting stand and are accurately represented in the minutes.

As of 12/10/17, Christine Sargent is up to date on training.

Ayes: 5      Nays: 0

**Agenda Item: Approve Head Administrator Offer Letters**

**Motion:** Casey DeRaad

**Support:** Jackie Cuisimano

Discussion:

- Add specific February 2018 start date with compensation paid by New Schools Venture Fund grant until July 1, 2018 with salary from SEG funding paid from 1 July 2018 through 30 June 2019.

- Per NMAC 6.66.3: Add number of days of annual leave and sick leave: "20 working days of annual leave with pay unused may be accumulated not more than 25. 10 Sick leave days per year with none allowed to roll over to the next year."

- Change "Co-leader" to "Co-Head Administrator" in title and "employee" to "administrator" throughout to reflect NMAC 6.66.3

**Motion to approve with suggested changes**

Ayes: 5      Nays: 0

**Agenda Item: Approval of Altura Prep Education Consultant 2018 agreement**

**Motion:** Pam Scanlon

**Support:** Jackie Cuisimano

**Discussion:** The group agreed that the work provided by the consultants Griffith, Romero and Chavez would be helpful, particularly to requesting Capital Outlay funding and building relationships with key legislators

Ayes: 5      Nays: 0

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### **Agenda Item: Approval of Altura Preparatory School Banking Officers and Signers**

**Motion:** Pam Scanlon

**Support:** Jackie Cuisimano

**Discussion:** For NM Bank and Trust School accounts, the board will authorize 4 signers – two head administrators and two board members. As of this meeting, the board approved contracts for co-head administrators Lissa Hines and Meaghan Stern. The head administrators, per the school’s internal controls will be approved to sign checks under the required threshold amount (and not for themselves).

The board agreed that the Board Chair and Treasurer will also be authorized to sign checks on behalf of the school.

Proposed Signers: Christine Sargent, Pamela Scanlon, Lissa Hines, Meaghan Stern

Ayes: 5          Nays: 0

### **Informational Agenda Items:**

- **Inform: Approval of Altura Prep Facilities Pre-Development Agreement**

Chair Christine Sargent referred to Lissa Hines and Meaghan Stern to provide status on Altura Prep Facilities.

The update included timelines, agreement timelines, floorplan review and information on potential upcoming facilities decisions to be made.

- **Co-Leader Report**

Chair Christine Sargent referred to Lissa Hines and Meaghan Stern to provide status on enrollment, Community Information Sessions, Hiring, and other key implementation year deadlines.

The update included key dates for upcoming meetings for parents, enrollment updates, and plans to increase time and effort spent on recruiting teachers and parents as well as drafting policies and procedures prior to the next NMPED deadline on March 1.

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**III. Adjourn**

**Motion:** Pam Scanlon

**Support:** Casey DeRaad

Ayes: 5      Nays: 0

**Meeting adjourned at 6:18**

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