

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

**Date:** November 1, 2017

**Time:** 5:00-6:21pm

**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 checked="" type="checkbox"/>	<input type="checkbox"/>
Jackie Cusimano (arrived 5:20pm)	<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 type="checkbox"/>	<input checked="" type="checkbox"/>
Pam Scanlon	<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 5:00pm**

**I. Approval of November 1 Meeting Agenda**

**Wilson**

**Action Requested:** Approve Meeting Agenda

**Motion:** Casey DeRaad

**Second:** Patrick Barnes

**No correction or objection:** none

**Ayes:** 4    **Nays:** 0

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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## II. Public Comment

There were no comments from the public.

## III. Agenda Item: Approval of Bylaws

**Action Requested:** Approve Bylaws

**Discussion:**

Discussion of length of term noted in section 2.3 for Board members to serve three years from the appointment. The board discussed the possible change to stagger appointments to address continuity. It was mentioned that the board might consider various structures next year before the annual meeting, create a proposal of staggered terms and revisit this provision at the annual meeting. It was brought up that the bylaws can be changed with a 2/3 majority vote.

**Motion:** Approve by laws as written: Patrick Barnes

**Support:** Pam Scanlon

**Ayes: 4 Nays: 0**

## IV. Agenda Item: Approval of Membership Terms

**Action Requested:** Approve 3-year Board Membership Terms

**Discussion:** None.

**Motion:** Patrick Barnes

**Support:** Pam Scanlon

**Ayes: 4 Nays: 0**

## V. Agenda Item: Approval of Officers

**Action Requested:** Approve nominated officers

**Discussion:** None.

**Motion:** Nominate Christine Sargent for position of Chair by Patrick Barnes

**Second:** Casey DeRaad

**Ayes: 4 Nays: 0**

**Motion:** Adopt a model with Co-Vice-Chairs by Pam Scanlon

**Second:** Casey DeRaad

**Discussion:** The board overall feels it will be valuable to have Co-Vice-Chairs.

**Ayes: 4 Nays: 0**

**Motion:** Nominate Robert Wilson and Patrick Barnes as Co Vice-chairs by Pam Scanlon

**Second:** Casey DeRaad

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**Vote for Robert Wilson**

**Ayes: 5      Nays: 0**

**Vote for Patrick Barnes**

**Ayes: 5      Nays: 0**

**Motion:** Nominate Pam Scanlon for position of Treasurer by Patrick Barnes

**Second:** Jackie Cusimano

**Ayes: 5      Nays: 0**

**Motion:** Nominate Casey DeRaad for position of Secretary by Patrick Barnes

**Second:** Jackie Cusimano

**Ayes: 5      Nays: 0**

**VI.      Agenda Item: Approval of Board Meeting Calendar**

**Action Requested:** Approve Board Meeting Calendar

**Discussion:** Monthly meeting will be held on the first Wednesday of each month from 4:45p-6:15 pm. There are other meetings that will be held with board members present and participating: for example, Community and Parent Stakeholder Budget Input Meetings and the Annual Retreat in July, and these will be presented and approved as they are scheduled.

**Motion:** Patrick Barnes

**Support:** Jackie Cusimano

**Ayes: 5      Nays: 0**

**VII.     Agenda Item: Approval of Committee Members**

**Action Requested:** Approve Committee Members

**Motion:** Nominate Chamiza Pacheco de Alas, Casey DeRaad and Robert Wilson for Governance committee by Pam Scanlon

**Second:** Patrick Barnes

**Ayes: 5      Nays: 0**

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**Motion:** Nominate Pam Scanlon, Patrick Barnes and Jackie Cusimano for the Finance Committee by Casey DeRaad

**Second:** Robert Wilson

**Ayes: 5      Nays: 0**

**Motion:** Nominate Pam Scanlon and Chamisa Pacheco de Alas for the Audit Committee by Casey DeRaad

**Second:** Patrick Barnes

**Ayes: 5      Nays: 0**

**Motion:** Nominate Christine Sargent, Jackie Cusimano and Robert Wilson for the Student Achievement Committee by Patrick Barnes

**Second:** Pam Scanlon

**Ayes: 5      Nays: 0**

**VIII.      Agenda Item: Approval of Inspection of Public Records Act (IPRA) Policy**

**Action Requested:** Approve IPRA Policy

**Motion:** Casey DeRaad

**Support:** Patrick Barnes

**Discussion:** Document contains address of property and need to assure correct zip code.

**Ayes: 5      Nays: 0**

**IX.      Agenda Item: Approval of Conflict of Interest Policy**

**Action Requested:** Approve Conflict of Interest Policy

**Discussion:** No discussion.

**Motion:** Casey DeRaad

**Support:** Pam Scanlon

**Ayes: 5      Nays: 0**

**X.      Agenda Item: Approval of Anti-Nepotism Policy**

**Action Requested:** Approve Anti-Nepotism Policy

**Discussion:** There was a question on the statute NMSA 22-8B-10 asking if the Altura Prep Academy Anti-Nepotism policy reflects same language as the statute. The wording in the policy directly reflects the statute.

**Motion:** Pam Scanlon

**Support:** Patrick Barnes

**Ayes: 5      Nays: 0**

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**XI. Agenda Item: Approval of Background Check Policy**

**Action Requested:** Approve Background Check Policy

**Motion:** Jackie Cusimano

**Support:** Patrick Barnes

**Discussion:** There was discussion on how often do a background check must be conducted, and whether or not this is in statute. The requirement is every 2 years, by law.

The question was brought up regarding background checks for board members, to ensure that board members also pass background checks. It was recommended that the policy contain an additional Section E in the policy and a Section 4 in the procedures addressing required background checks for members of the Governing Board of Trustees members – all Governing Council members are to follow the same background check policy and procedure. Ms. Hines edited the policy and procedure to reflect the additional sections and changes.

**Action Requested:** \*\*Approve the background check policy as amended, to include the Section E. defining Governing Board members and the procedure to include section IV for Governing Board members.

**Motion:** Pam Scanlon

**Support:** Jackie Cusimano

**Ayes:** 5      **Nays:** 0

**XII. Agenda Item: Approval of Family Educational Rights and Privacy Act (FERPA) Policy**

**Action Requested:** Approve FERPA Policy

**Discussion:** Clarification of the provision that Governing Board members may have access to student information. 2 examples were given, and the provision was decided to remain in the policy as written

**Motion:** Patrick Barnes

**Support:** Jackie Cusimano

**Ayes:** 5      **Nays:** 0

**XIII. Agenda Item: Approval of Grievance Policies**

**Action Requested:** Approve Grievance Policies

**Discussion:**

The Employee Grievance Policy should have something in the policy that mirrors the wording that is in the procedure regarding an employee having a mechanism to go the board when the grievance cannot be settled by the school leaders. Ms. Hines drafted the addition and read the provision to the board.

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Universal complaint calls for two compliance officers, discussion clarified that if there was an issue the Board would decide on best fit for the officers and do not need to name the officers at this time. No changes to policy/procedure recommended.

**Recommended Action:** Approve Grievance Policies and Procedures with the addition of Section 2F in the Employee Grievance Policy.

**Motion:** Casey DeRaad

**Support:** Pam Scanlon

**Ayes:** 5      **Nays:** 0

**XIV. Agenda Item: Approval of Volunteer Policies**

**Action Requested:** Approve Volunteer Policies

**Discussion:** No discussion.

**Motion:** Pam Scanlon

**Support:** Jackie Cusimano

**Ayes:** 5      **Nays:** 0

**XV. School Director Report**

**Lissa Hines and Meaghan Stern**

Notes:

- Partnership with Ridgecrest Christian Church: Discussing the opportunity to hold all three Pop up School events at the Church across the street from the potential facility
- Young Children's Health Center visit: positive and Director will work with Altura Prep representatives to attend Community Forums and conduct recruitment tabling.
- Letter of Intent to Purchase regarding 1400 San Mateo SE, Albuquerque, NM 87106. Letter outlines square footage, financing and down payment. The letter of intent is not intended to be legally binding between parties. Starting now to June 2018, the timing is very tight to accomplish all that needs to be done before occupancy - architect, city approval and construction.

**XVI. Other Business: None.**

**XVII. Adjourn**

**Motion:** Patrick Barnes

**Support:** Robert Wilson

Meeting adjourned at 6:21pm.

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