

Regular Meeting
Altura Preparatory School Governing Council

Date: December 6, 2017

Time: 4:56-6:20 pm

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

Meeting Type: Regular Special Proposed Approved

Attendance:

Members:	Present	Absent
Patrick Barnes	<input checked="" type="checkbox"/>	<input 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 4:56

I. **Approval of December 6, 2017 Meeting Agenda**

Ms. Sargent

Action Requested: Adopt Meeting Agenda

Motion: Patrick Barnes

Second: Pam Scanlon

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.

III. Agenda Item: Review and approval of November 1, 2017 Board Meeting Minutes

Action Requested: Motion to adopt 11/1/2017 Board Meeting Minutes

Motion: Robert Wilson

Second: Jackie Cusimano

Discussion: none

Ayes: 5 Nays: 0

**IV. Agenda Item: Review and Approval of the Minutes from the November 6, 2017
Special Board meeting**

Action Requested: Adopt 11/6/2017 Special Board Meeting Minutes

Motion: Pam Scanlon

Second: Patrick Barnes

Discussion: Patrick Barnes asked about adding language to Item 5 of the minutes to state that the co-chairs were approved to sign, "per the Altura Preparatory School bylaws" to reflect that the co-chairpersons have the authority to sign documents on behalf of the school according to the Bylaws.

Patrick Barnes also verified that the meeting minutes have been posted as per the Open Meetings Act. The Secretary and school founders confirmed that agendas and minutes are posted in accordance with the Open Meetings Act, as stated at the bottom of the Altura Prep minutes template.

Support: Adopt with the change

Ayes: 5 Nays: 0

V. Agenda Item: Committee Reports

Action Requested: Review by Co-leaders to give finance, facilities and governance reports

Motion: Casey DeRaad

Second: Jackie Cusimano

Discussion:

- 1. Finance Report:** Meaghan Stern and Lissa Hines, on behalf of the Finance Committee, provided a report on the status of the New Schools Venture Fund Grant. Other start-up funding options were discussed, including the CSP Grant, NSVF Round 2 Funding and Excellent Schools New Mexico Grant funding.
- 2. Facilities Report:** Meaghan Stern and Lissa Hines provided a status on the 1400 San Mateo property planned for Altura Prep. The build out, potential anticipated lease rates, architect work, and status of finalizing agreements were reported. Closing is set for February 15, 2018. The Governing Board has signed an Intent to Lease.

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- 3. Governance Report:** Lissa Hines and Meaghan Stern reported the status of initial seven hour Board Member training. Also discussed is school specific training and asked for feedback on the type of training needed in the future. Finally, discussion was provided on how to cultivate new Board Members to keep a “bench” ready.

VI. Agenda Item: Approval of Head Administrator Hiring Process and Hiring Committee

Action Requested: Approval of Hiring Process for Head Administrator(s)

Motion: Patrick Barnes

Support: Jackie Cusimano

Discussion:

The search committee to set salary and prepare hiring documents for the school leaders identified through the course of the application year. The board feels confident that the proposed directors have the capacity, licensure, and qualifications necessary to implement the program well. The process as outlined in the school’s charter application serves as the foundation for future head administrators. Request for Christine Sargent and Chamiza Pacheco de Alas to be part of the search committee.

The board confirmed that the Search Committee can determine the term and draft the offer letter and initial salary ranges, which will be approved by the whole board at the January Regular Meeting, according to statute and the New Mexico Administrative Code. The Board was asked for approval of the timeline and process described in the packet.

Ayes: 5 Nays: 0

VII. Agenda Item: Review and Approval of Altura Prep EdTec 2018 Agreement

Action Requested: Review and approve each of the Master Service Agreement, Statement of Work #1, and Statement of Work #2.

Motion: Casey DeRaad

Second: Patrick Barnes

Discussion: Discussed the Client Service Manager options: Katie Rarick, her credentials and skills, as they need to be current and she needs to be licensed.

Discussed Termination clauses as written in the Master Service Agreement, and agreed that these clauses provide protection to the school in the event a change needs to be made. The board agreed that the agreements seem to be built in favor of the school.

The Finance committee feels more comfortable in light of the recent Finance training seeing the scope of work and knowing what EdTec is responsible for and the extent to which the Board

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will be a part of oversight. Bob Wilson brought up the fact that even though EdTec has a strong track record, it is incumbent on the board to ensure they review the statements and reports from EdTec, and the board agreed that this is critical, and that EdTec's services will match the school's needs.

Master Service Agreement

Ayes: 5 Nays: 0

Statement of Work #1 beginning July 1, 2018 through June 30, 2020

Ayes: 5 Nays: 0

Statement of Work #2 beginning December 11, 2018 through June 30 2019.

Ayes: 5 Nays: 0

VIII. Agenda Item: Review the next 3 months and Implementation Year Report and Upcoming Events

Proposed School Directors, Lissa Hines and Meaghan Stern presented:

- Goals for hiring staff: 80% by June 1, 100% by July 1 (based on projected enrollment and registration)
- Live online enrollment application and a paper based application to distribute as a part of engagement, marketing and canvassing activity
- Student and Family Engagement and Marketing:
 - o Facebook Marketing Pushes
 - o Pop Up Schools – locations, additional times/target demographics and plans for implementing.

IX. Adjourn

Ms. Sargent

Motion: Pam Scanlon

Support: Robert Wilson

Meeting adjourned at 6:20

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