

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

**Date:** March 7, 2018

**Time:** 4:56-6:01pm

**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	<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 pm by Ms. Sargent**

**I. Approval of March 7, 2017 Meeting Agenda**

**Action Requested: Adopt Meeting Agenda**

**Motion:** Patrick Barnes

**Second:** Jackie Cuisimano

**Corrections or objections:** none

**Ayes: 6      Nays: 0**

**II. Public Comment**

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

**III. Agenda Items**

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.

**Agenda Item: Review & Approval of the Minutes from February 7, 2018 Regular Board**

**Meeting Minutes**

**Motion:** Patrick Barnes

**Support:** Jackie Cuisimano

Discussion: None

Ayes: 6      Nays: 0

**Agenda Item: Inform Committee Reports**

Chair designated Meaghan Stern to report for the Finance, Facilities and Governance.

- Finance: Altura Prep Co-Leaders will know by 4/1/2018 whether the Charter Schools Program Grant will be awarded. New Schools Venture Fund has two deadlines. Altura Prep will meet the 3/28/2018 deadline for the proposal.
- Facility: Exploring a facility lease option on San Pedro near Kathryn in the 87108 area, updates on timelines, to meet August opening date and square footage to accommodate school at full capacity,
- Governance: discussion regarding tapping and interviewing potential bench of board members – legal experience and real estate experience as well as finance are all areas to consider when beginning to build relationships or outreach to potential board members.

- IV.      **IV. Closed Session:** [Discussion and Action for Real Estate Acquisition, pursuant to NMSA 1978, Section 10-15-1(H)(8)]

**Action Requested:** Move into Closed Session at 5:08pm

**Motion:** Patrick Barnes

**Support:** Pam Scanlon

**Action Requested:** Exit Closed Session at 5:17

**Motion:** Robert Wilson

**Support:** Casey DeRaad

**Report on Closed Session Actions Taken:** No actions taken with regard to Real Estate Acquisition, due to absence of pending agreements at this time.

V.      **Agenda Items**

**Agenda Item: Approval of Altura Preparatory School Internal Controls**

**Motion:** Pam Scanlon

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.

**Support:** Patrick Barnes

Discussion: Edit suggested to ensure cohesion in role title “Office Coordinator” – change in 3 places from “Office Manager”. Charter Schools Division will provide feedback, and approve with understanding that CSD may suggest changes which will be presented at a future board meeting.

Ayes: 6      Nays: 0

**Agenda Item: Approval of Altura Preparatory School Procurement Procedures**

**Motion:** Patrick Barnes

**Support:** Jackie Cuisimano

Discussion: Reviewed CSP Grant Procurement procedures (same as with any other procurement), Discussed roles of Office Coordinator and Chief Procurement Officer. Charter Schools Division will provide feedback, and approve with understanding that CSD may suggest changes which will be presented at a future board meeting.

Ayes: 6      Nays: 0

**Agenda Item: Approval of Altura Preparatory School ACES Membership**

**Motion:** Robert Wilson

**Support:** Pam Scanlon

Discussion: Discussed value of membership, particularly related to Procurement previously discussed.

Ayes: 6      Nays: 0

VI.      **Informational Agenda Items:**

**Enrollment Action Planning**

Co-Leaders discussed strategies used to date for building enrollment numbers, including desired activities after building is secured.

Other ideas from Board members include: increasing board participation in working with families from KAFB, increasing Facebook Presence, adding advertising via different mediums.

**Co-Leader Report:**

- Training options for the Board’s additional three hours required.
- Update on Non-taxable Transaction Certificates

VII.      **Adjourn**

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.

**Motion:** Casey DeRaad

**Support:** Robert Wilson

Ayes: 6      Nays: 0

**Meeting adjourned at 6:01 pm**

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.