A D'ARTE CHARTER HIGH SCHOOL

Governing Council Agenda

Special Meeting, Monday, June 5, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS | ***Kimberly Skaggs | Cynthia Wise| Ron Fitzherbert | Paul Dulin |Richelle Peugh-Swafford | Gabriel Holguín***

I. Introduction

A. Call to Order. (G)

B. Roll Call of Members (G)

II. Approval of Consent Agenda (G)

A. Conflict of Interest Disclosures as may be applicable. (G)

B. Approval of Agenda. (G)

C. Approval of Special Meeting Minutes May 15, 2023 (G)

III. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) (G/A)

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

III. Special Meeting Topics

A. Interim Principal/CAO and Incoming Principal/CAO Update (G/As)

B. Approval of Principal/CAO Contract (G)

C. Removal of Gabriel Holguin from Governing Council (G)

D. Finalization of 23-24 Calendar (G)

E. Approval of Budget (G)

F. IDEA B (G)

VII. Adjournment

** (A) - Administration, (G) – Governance Council, (F) - Finance *** One or the other of these three notations will appear at the end of <u>each</u> item, depending on who is introducing the item.*

ALMA D'ARTE CHARTER HIGH SCHOOL
Governing Council Meeting

Special Meeting, Monday, June 5, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS | ***Kimberly Skaggs*** | ***Cynthia Wise*** | ***Ron Fitzherbert*** | ***Paul Dulin*** |***Richelle Peugh-Swafford*** | ***Gabriel Holguín***

DRAFT

I. Introduction

A. Call to Order. (G) - Chairwoman Skaggs called the meeting to order at 6:04 pm.

B. Roll Call of Members (G) - Board members in attendance: K. Skaggs, C. Wise, P. Dulin, R. Fitzherbert, R. Peugh-Swafford. G. Holguin is absent.

II. Approval of Consent Agenda (G) – C. Wise moved to amend the agenda - adding Public Comment and amending the consent agenda to include the item concerning G. Holguin's removal to the consent agenda. R. Peugh-Swafford seconded the motion. All present members voted in favor & the motion passed.

A. Conflict of Interest Disclosures as may be applicable. (G)

B. Approval of Agenda. (G) - P. Dulin made a motion to approve the consent agenda and table the item concerning G. Holguin's removal. R. Peugh-Swafford seconded the motion. All members voted in favor and the consent agenda was approved with changes.

C. Approval of Special Meeting Minutes May 15, 2023 (G) - Approved in consent agenda.

III. Public Comment - Guests present are: S. Frary, Z. Rodriguez, R. St. Clair, J. van Coblijn, J. Magdaleno.

IV. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) (G/A) - P. Dulin made a motion to end regular session and enter executive session. R. Peugh-Swafford seconded the motion. All present members voted in favor and the GC entered executive session at 6:08pm. R. Fitzherbert made a motion to re-enter regular session. R. Peugh-Swafford seconded the motion. All present members voted in favor, except C. Wise , who abstained, and the GC returned to regular session at 7:11pm. Only discussion was had, and no votes were taken.

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

V. Special Meeting Topics

A. Interim Principal/CAO and Incoming Principal/CAO Update (G/As) - Dr. Amador reported about some concerns he has going forward with Alma d'arte. Student Absenteeism, Parent Engagement, Staff Accountability, Course Components & Curriculum, Student Communications, Student Protocols, GC/Admin communications, Student Discipline, Handbooks for staff & students, & Arts Integration. Dr. Amador also spoke about MLSS core components. He also expressed ideas about Art Integration with "half-day Wednesdays" where Artists in Residence come to offer insight and hands on experiences to our students. Dr. A also commended Mrs. Romero for accepting the Interim position and for handling many challenges in a tremendous way.

B. Approval of Principal/CAO Contract (G) - P. Dulin made a motion to approve the Principal/CAO contract for Dr. Adam Amador. R. Peugh-Swafford. R. Peugh-Swafford

seconded the motion to approve. Members voted as follows: P. Dulin - yes, R. Fitzherbert - yes, R. Peugh-Swafford - yes, K. Skaggs - yes, C. Wise - yes. All members voted in favor and the CAO/Principal contract was approved.

C. Removal of Gabriel Holguin from Governing Council (G) - tabled in consent agenda.

D. Finalization of 23-24 Calendar (G) - C. Masters and R. St. Clair spoke about our 23-24 calendar. C. Masters clarified that Alma d'arte is held to 1,232 hours for a school calendar year. C. Wise made a motion to table the calendar approval until further investigation. P. Dulin seconded the motion. All members voted in favor and the calendar approval was tabled until a future meeting.

E. Approval of Budget (G) - C. Masters spoke about the 23-24 budget. He updated the GC on our status and budget moving forward into the 23-24 school year. C. Wise made a motion to table the budget until the June 19, 2023, meeting. P. Dulin seconded the motion. All present members voted in favor and the Budget approval was tabled until the June 19, 2023, meeting.

F. IDEA B (G) - C. Romero informed the GC of the need for IDEA B funds. C. Wise made a motion that we approve Mrs. Romero moving forward with the IDEA B funds. R. Fitzherbert seconded the motion. All present members voted in favor and the GC approved moving forward with the IDEA B process.

VII. Adjournment - P. Dulin made a motion to adjourn. All members voted in favor and the meeting was adjourned at 8:24pm.

** (A) - Administration, (G) – Governance Council, (F) - Finance *** One or the other of these three notations will appear at the end of <u>each</u> item, depending on who is introducing the item.*

Alma d'Arte Charter High School
Est. 2004
402 W. Court Avenue
Las Cruces, New Mexico

The Potential Quorum Notice (PQN) is a posting of events that the CAO, Dean of Students, Staff and Governing Council have been invited to attend. No public policy will be formulated by any members present and no action that the Governing Council has authority to take will be taken by any members present. The PQN is not subject to the Open Meetings Act and is a courtesy to the Council and public. The PQN starts on Sunday and ends on Saturday of each week.

The CAO, Dean of Students, Staff and the Governing Council will be attending the Charter School Conference from July 24-26 in Albuquerque, New Mexico.

If you have any questions or need further information, please call the office at (575) 541-0145 or email at: info@almadarte.org

ALMA D'ARTE CHARTER HIGH SCHOOL

Governing Council Agenda

Special Meeting, Monday, June 5, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS | ***Kimberly Skaggs*** | ***Cynthia Wise*** | ***Ron Fitzherbert*** | ***Paul Dulin*** | ***Richelle Peugh-Swafford*** | ***Gabriel Holguín***

I. Introduction

A. Call to Order. (G)

B. Roll Call of Members (G)

II. Approval of Consent Agenda (G)

A. Conflict of Interest Disclosures as may be applicable. (G)

B. Approval of Agenda. (G)

C. Approval of Special Meeting Minutes May 15, 2023 (G)

III. Executive Session to Discuss Limited Personnel Matters Pursuant to 10-15-1(H)(2) (G/A)

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

III. Special Meeting Topics

A. Interim Principal/CAO and Incoming Principal/CAO Update (G/As)

B. Approval of Principal/CAO Contract (G)

C. Removal of Gabriel Holguin from Governing Council (G)

D. Finalization of 23-24 Calendar (G)

E. Approval of Budget (G)

F. IDEA B (G)

VII. Adjournment

** (A) - Administration, (G) – Governance Council, (F) - Finance *** One or the other of these three notations will appear at the end of <u>each</u> item, depending on who is introducing the item.*

ALMA D'ARTE CHARTER HIGH SCHOOL

Governance Council Agenda

Regular Meeting, Monday, June 19, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS ***Kimberly Skaggs | Dr. Cynthia Wise | Ron Fitzherbert | Paul Dulin Richelle Peugh-Swafford | Gabriel Holguin***

I. Introduction

A. Call to Order. (G)
B. Roll Call of Members (G)
C. Conflict of Interest Disclosures as may be applicable. (G)
D. Approval of Agenda. (G)
E. Approval of 6/5/23 Special Meeting Minutes. (G)
F. Announcements.

II. Public Comment ***(Three minutes per speaker, 30-minutes for all speakers. No action will be taken.)***

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

III. New Business

A. 2023 - 2024 FY Budget Approval. (A/G)
B. 2023 - 2024 School Calendar Approval. (A/G)
C. Signature of Authority with Century Bank. (A/G)
D. Removal of Gabriel Holguin from Governing Council (G)

IV. Old/Recurring Business

A. Monthly Financial Report
    1. Financial Statements as of May 31, 2023. (F)
    2. BAR's Approval (if required). (G)
    3. Payroll and Accounts Payable Acceptance and Approval. (G)
B. Monthly Administrative Report
    1. Monthly Principal's Update Report. (A)

V. Future Business/Next Meeting Agenda Items for Discussion or Revision

VI. Adjournment

** (A) - Administration, (G) – Governance Council, (F) - Finance *** One or the other of these three notations will appear at the end of <u>each</u> item, depending on who is introducing the item.*

ALMA D'ARTE CHARTER HIGH SCHOOL

Draft Minutes

Special Meeting, Monday, June 26, 2023 @ 6:00 pm

Alma d'arte Charter High School, Room C-106

COUNCIL MEMBERS | ***Kimberly Skaggs*** | ***Cynthia Wise*** | ***Ron Fitzherbert*** | ***Paul Dulin*** | ***Richelle Peugh-Swafford***

I. Introduction (G)

A. Call to Order. 6:00pm

B. Roll Call of Members (G) All present other than Paul Dulin

II. Approval of Consent Agenda (G) Motion: Richelle Peugh-Swafford, Second: Ron Fitzherbert, motion passed. Cynthia Wise abstained.

A. Conflict of Interest Disclosures as may be applicable. (G)

B. Approval of Agenda. (G)

C. Approval of Regular Meeting Minutes June 19, 2023 (G)

III. Public Comment None

ALL ITEMS BELOW ARE LISTED FOR DISCUSSION AND POSSIBLE ACTION

IV. Old Business

V. New Business

A. Consideration of Rene Zeke Rodriguez for Governing Council Motion: Richelle Peugh-Swafford, second: Ron Fitzherbert, Motion Passed, Ron Fitzherbert abstained.

B. Approval of 2023-2024 Schedule and Announcements Motion: Cynthia Wise, second: Richelle Peugh-Swafford, Motion Passed Unanimously.

VI. Future Business/Next Meeting Agenda Items for Discussion or Revision (G)

A. 2023-2024 Student Handbook (G/A) – Prep for first reading July 17, Public Hearing (if required) July 31, Spec meeting for 2nd read, 3rd read and approval Aug regular meeting.

B. 2023-2024 Staff and Faculty Handbook (G/A) – Prep for first reading July 17 - Prep for first reading July 17, Public Hearing (if required) July 31, Spec meeting for 2nd read, 3rd read and approval Aug regular meeting.

C. Place new treasurer on agenda for July 17, 2023.

VII. Announcements and Notes

A. Convocation July 31, 2023

B. Please send Cynthia Wise the budget that we approved.

C. Please post potential quorum for the convention in Albuquerque late July.

VIII. Adjournment 6:34pm

** (A) - Administration, (G) – Governance Council, (F) - Finance *** One or the other of these three notations will appear at the end of <u>each</u> item, depending on who is introducing the item.*

ALMA D'ARTE CHARTER HIGH SCHOOL

Governing Council

Mission: "To Graduate Artist/Scholars Prepared to Succeed"

Alma d'arte Charter High School
Certified/Licensed School Administrator Contract
2023/2024-2025/2026 School Years

June 5th, 2023

Dr. Adam

Amador;

This letter serves as your contract of employment by the Alma d'arte Charter High School Governance Council as Director/Chief Academic Officer (Principal) for the school, located in Las Cruces, New Mexico, for the 2023-2024 SY and through 2025-2026 school years. This contract is subject to certification by the State of New Mexico and, in the event of any error or incorrect computation, appropriate adjustment will be made with the consent of both parties.

Terms and Conditions:

1. **Title:** Principal/Chief Academic Officer (CAO)

Compensation

2. **Salary:** $120,000.00 per annum, payable annually in twenty-four (24) equal installments to be paid bi-monthly, with the first payment to be installed on July 1st. When enrollment reaches 150 students or if enrollment reaches 150 students by the 40th reporting day (which ever comes 1st) the salary will be adjusted in the contract to $130,000 to reflect growth in the school population for the 2023-2024 school year. At any time during the term of this Contract, the Governance Council may, in its sole discretion, review and adjust the salary of the CAO, with an adjustment being in the form of either a written addendum to this Contract or a new contract. However, in no event shall the CAO be paid less than the salary set forth in the contract.

3. **FTE Equivalent:** 1.0

Term

4. **Days:** Contract Days, 642, beginning 01 July 2023 and ending 30 June 2026 (214 days per annum). Summer Schedule beginning the week after the school years commences or the last day certified employees are present will be Monday-Thursday, Fridays off with the last week of June and first week of July having the CAO available virtually but not report to campus as the campus will be shut down to all personnel for maintenance and operations.

5. **Contract Specifications:** This is a 52 week Annual beginning 01 July 2023 and ending 30 June 2024 with an option to renew annually for a term up to three years.

6. **PTO:** 25 days per contract year.

Duties

7. **Duties:** The CAO is the educational leader and chief executive of the Alma d'Arte Charter High School and shall faithfully perform the duties of Director/CAO for Alma d'Arte Charter High School as prescribed in the job description and as may lawfully assigned by the Governing Council, and shall comply with all Governing Council Directives, state and federal law, district policy, rules and regulations as they exist or may hereinafter be amended. Specifically, it shall be the duty of the CAO to recommend for employment all professional employees of Alma d'Arte Charter High School, subject to the boards approval. It shall be further duty of the CAO to direct, assign, reassign, evaluate or cause to be evaluated and, when tendered accept resignations from, any and all employees consistent with Governing Council policies, state and federal law. It shall further be the duty of the CAO to organize, reorganize, and arrance the staff at Alma d'Arte Charter High School, and to develop and establish administrative regulations, rules and procedures which the CAO deems necessary for the efficient and effective operation of Alma d'arte Charter High School consistent with the Governing Council's policies, federal and state law. The Chief Academic Officer, shall perform the duties for Alma d'Arte Charter High School with reasonable care, diligence and expertise.

8. **Board Meetings:** The CAO shall attend, and shall be permitted to attend, all meetings of the Governing Council, both in public and closed, with the exception fo any portion of those closed meetings devoted to the consideration of any action or lack of action on the CAO's contract, discipline related to the CAO, conflicts of interest concerning the CAO, the CAO's evaluation, for the purposes of resolving conflicts between Governing Council Members, or when the board is acting in a capacity as a tribunal. In the event of illness or Governing Council approved absence, the Superintendent's designee shall attend such meetings.

9. **Criticisms, Complaints and Suggestions:** The Governing Council, individually and collectively shall refer in a timely manner all substantive criticisms, complaints and suggestions called to the Governing Council's attention either: (a) to the CAO for study and/or appropriate action, and the Superintendent shall refer such matter(s) to the appropriate employee or shall investigate such matter(s) and shall within a reasonable time, inform the Governing Council fo the results of such efforts; or, (b) to the appropriate complaint resolution as established by Governing Council Policies or Alma d' Arte Charter High School policies and / or procedures.

Benefits

10. **Benefits:** Paid Employer contribution for Social Security, Medicare, Worker's Compensation, Disability Insurance and Unemployment Insurance. Employer Paid Medical Insurance, Dental Insurance, Life Insurance, Retirement Contribution, and Retiree Health Care Contribution.

11. **Professional Affiliations and Professional Development and Mentoring:** The CAO shall devote the CAO's time, attention, and energy to the direction, administration and supervision of the Governing Council. The Governing Council, however, encourages the continued professional growth of the CAO through the CAO's active attendance and participation in appropriate professional meetings, seminars, conferences, or courses at the local, regional, state, and national level. In its encouragement of the CAO to grow professionally, the Governing Council shall permit a reasonable amount of release time for the COA as the CAO and Governing Council deem appropriate, to attend such meetings, seminars, conferneces, or courses. Expenses for attending professional development, meetings at the local, state or national level, may be reimbursed subject to the availability of funds budgeted, policy limitations and as pre-authorized by the Governing Council. Alma d'Arte shall pay for the CAO's membership dues to professional leadership organizations such as the American Association of School Administrators (AASA), the Association of Latino Administrators and Superintendents (ALAS), etc. and other

professional organizations selected by the CAO, the purpose of which is to benefit Alma d'Arte Charter High School, subject to the funds budgeted by Alma d'Arte Charter High School for this amount.

Annual Performance Goals

12. **Development of Goals:** The CAO shall submit to the board each year, for the Board's consideration and adoption, a preliminarty list of goals for the Alma d'Arte Charter High School. The ultimate content and approval of the list of goals shall be developed by the CAO and the Governing Council. The goals approved by the Governing Council shall at all times be reduced to "Alma d'Arte Charter High School Goals" and shall be among the criteria on which the CAO's performance is reviewed and evaluated. The Governing Council shall work collaboratively with the CAO each year to prepare the Alma d'Arte Charter High School Goals. The Governing Council agrees to work with and support the CAO in achieving the Alma d'Arte Charter High School Goals. The goals will be established from the work of strategic planning with a strategic planner the CAO, Governing Council Members, Alma d'Arte Learning Community members, students, parents and stakeholders of which will be selected by the CAO and the Governing Council.

Review of Perfromance

13. **Time and Basis of Evaluation**: The Governing Council, and only the Governing Council, shall evaluate and assess in writing the performance of the CAO at least once each year during the term of this contract. The Governing Council's evaluation and assessment of the CAO shall be reasonably related to the duties of the CAO as outlined in the CAO's job description and shall be based on Alma d'Arte Charter High School's progress towards accomplishing the goals set forth from strategic planning.
14. **Confidentiality**: Unless the CAO expressly requests otherwise in writing, the evaluation of the CAO shall at all times be conducted in closed session and shall be considered confidential to the extent permitted by law. Nothing herein shall prohibit the Governing Council or the CAO from sharing the content of the CAO's evaluation with their respective legal counsel, used in a termination or nonrenewal proceeding or in legal proceedings filed by the CAO.
15. **Evaluation Format and Procedures**: The evaluation format and procedure shall be in accordance with the evaluation instrument selected by the board in accordance with Section 11 of this contract, the Governing Council's policies, and state and federal law. In the event that the Governing Council deems that the evaluation instrument, format and/or procedure is to be modified by the Governing Council and such modifications would require new or different performance expectations, the CAO shall be provided at least three months of time to demonstratre such expected performance before being evaluated.
16. **Reports To:** Governing Council.
17. **Role:** Serve as the academic and administrative leader of the Charter School in collaboration with the faculty and the staff.

This contract and the parties hereto are and shall continue to be subject to all applicable laws of the State of New Mexico, and the rules and regulations of the New Mexico Public Education Commission, the New Mexico Public Education Department, and the Alma d'arte Charter High School Governance Council, as they may exist. This contract may be cancelled by the Alma d'arte Charter High School Governance Council for cause, including unsatisfactory work performance, incompetence, insubordination, lack of physical or mental ability to perform the required duties, or for other good and just cause, provided that any such cancellation may be effected only in accordance with New Mexico statutes, and any applicable rules and regulations of the New Mexico Public Education Commission, New Mexico Public Education Department and/or the Alma d'arte Charter High School Governance Council.

This position is contingent upon obtaining and/or maintaining a current New Mexico Administrative License of at least level III-B, and FBI Background check (within the last two years), and completion of a Child Abuse/Sexual Abuse Training Course. Additionally, a copy of Official Transcripts and a complete resume must be provided as well as completed W-4, I- 9, Insurance Enrollment forms, an Emergency Contact form, and any other documentation necessary to complete the Alma d'arte Charter High School Personnel File. Failure to furnish any of the foregoing items as required may result in the cancellation of this contract in accordance with New Mexico statutes, and any applicable rules and regulations of the New Mexico Public Education Commission, New Mexico Public Education Department, or the Alma d'arte Charter High School Governance Council.

This contract becomes binding upon the parties hereto on the date both parties signify acceptance by their signatures below.

Dr. Adam Amador, on behalf of self: Date

Mrs. Kimberly Skaggs, President, on behalf of: Date
Alma d'arte Charter High School Governing Council

New Mexico Public Education Commission (PEC)

Personnel Change Notification Instructions

Purpose:

To notify the Public Education Commission (PEC) of a change in the school's Head Administrator, Business Manager or Procurement Officer.

Submission Deadline:

Changes to the school personnel do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. (Only one personnel change may be submitted per form. If more than one personnel change is being submitted, the school must submit separate forms.)

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this personnel change. The changes for Business Manager and Procurement Officer The documentation will be added to the board of finance documentation on file with CSD.

Information provided by the School:

□ Fully completed form

<u>For a Head Administrator</u>

□ Approved board minutes or certification of the vote taken by the board to hire the new administrator and status as interim or permanent position offered

□ Copy of NMPED School Administrator License for a new administrator

□ Resignation letter of outgoing administrator or board minutes showing the vote to terminate or not to renew the outgoing administrator's contract

<u>For a Business Manager</u>

□ Board minutes approving the business manager change.

□ Affidavit of financial record custodian (a completed and notarized affidavit of financial record custodian)

□ Certificate of insurance (a certificate of insurance indicating the business manager is adequately bonded to take responsibility as the financial record custodian)

□ School business official license (copy of current, valid school business official license)

For Procurement Manager

□ Board minutes approving the procurement officer change.

□ Chief procurement officer certificate

Contact charter.schools@ped.nm.gov if you have questions about completing or submitting documents.

New Mexico Public Education Commission (PEC)

School Personnel Notification Request FORM

Submit this form and all supporting documents to charter.schools@ped.nm.gov
(Submit separate forms if more than one change in personnel)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and name of charter school, hereafter "the School," effective on enter the start date of the current charter term.

The school is notifying the PEC of a change in personnel (check one)

☐Head Administrator ☐Business Manager ☐Procurement Officer

Current Head Administrator/Business Manager/Procurement Officer: Click or tap here to enter text.

New personnel information, please include license information and contact information such as phone number(s) and email: Click or tap here to enter text.

Please check one:

☐Interim head administrator

☐Permanent head administrator

Number of personnel changes and governing body changes submitted to PEC in the last 12 months: Click or tap here to enter text.

The School's Personnel notification is hereby submitted by:

Click to enter signature — Click or tap to enter a date.

Charter School Representative — Date

School Amendment Approval (electronic signature of governing board chair):

Click to enter signature — Click or tap to enter a date.

Governing Board Chair/President — Date

For PEC/CSD use only

PEC Meeting Date: Click or tap to enter a date.

Agenda:

☐Regular

☐Consent

Notification Number: Click or tap here to enter text.

Number of personnel changes in last 12 months: Click or tap here to enter text.

The Governing Body Notification was:

☐Approved

☐Denied (see transcript)

Electronic signature of PEC Chair:

PEC Chair	***Date***
Click to enter signature	Click or tap to enter a date.