

**Regular Governing Council Meeting**  
**Draft Meeting Minutes**  
**Aldo Leopold Charter School**  
**February 8th, 2018 5:30 pm**  
1422 Highway 180 East, Silver City

- I. Meeting convened at 5:32 pm by GC Chair Shauna McCosh  
Roll call of GC Members: AJ Sandoval, David Peck, Mary Gruszka, Shauna McCosh  
Members absent: Martin Maxwell, Christa Osborn  
ALCS Staff: Aysh Heneghan, Harry Browne  
Others present: Daniel Gruszka (Student Body President)
- II. Agenda Review-approved with no revisions
- III. Reading of the Mission and Vision-read by David Peck
- IV. Review of January Meeting Minutes-approved with minor changes
- V. Public Comment-None
- VI. Student Council Report-Senior trip planning and fundraising. Talk of changing from Moab. Juniors fundraising for prom. Sophomores on Border Trip. All students working on annual project. Student Council to United World College Peace Conference-Topic "Changing the Conversation"- focused on changing problems to solutions. Topics ranging from climate change to social issues to meditation. Working on a presentation for entire school in 2 weeks. UWC students respectful, treat each other well and good at speaking in groups-qualities student council wants to improve in our school. Want to implement some changes to hopefully bring more of this to ALCS.
- VII. Staff Report-Aysh (8<sup>th</sup> grade math and science teacher) No replies from staff regarding what they wanted to report on. MS has changed to experiential education on Fridays. This was also to collaborate w/ HS. Some ups and downs to this-challenge in helping 9<sup>th</sup> graders to become better role models and leaders for younger students.
- VIII. Business Manager Report- Harry Browne- Review of bank register report. Review of Q2 budget. Addition of \$34,000 to SEG money. Review of Operational Fund report. HB 33 money-local mill levy (county) that ALCS thought we would be a part of; lawyers believe language of ballot measure submitted by Silver Consolidated includes us, but PED is saying it doesn't. May have to file suit against PED to change its interpretation. Still unsure about legislative budget for next year, but looks like there will be raises for teachers (2-2.5%) and others (1-1.5%). BAR6-Spring YCC. BAR 7-SEG Funding Change
- IX. Committee Reports
  - a. SAC-satisfaction survey going to parents next week. Added 5 Director evaluation questions similar to those on GC survey. Also discussed strategic plan. Shauna has copies of latest version for review tonight.
  - b. SHAC-review of meeting yesterday. Lunch bunch survey, reviewed Wellness Policy (specifically PE) and discussion about how to spend a small amount of grant money from ALCS participation in a study.
  - c. Audit-hasn't met.
  - d. Finance-meeting needed. Meeting set for February 15 at 4 pm.
  - e. Curriculum-has not met. Scott is chair-very busy with drama. Could anyone else take this on? Catalina? Wayne will ask.

- f. Facilities-impromptu meeting with Stephen last week. Meeting tomorrow w/ Kelly Riddle and contractors and submitting everything to PSFA. Western is doing remodel-has \$470,000 designated. Hoping that contractor-Jaynes-can start soon. Contractor has said remodel will take 12-14 weeks. Sprinkler system is a subcontractor-unknown time frame.
- g. Nominating-hasn't met, but application from last year sent to GC. Place info in school newsletter? Shauna will send something to Jennifer who in charge of newsletter.
- h. Policy-has not met. Next meeting February 28.
- i. Development-has not met. Wayne reports meeting of Foundation/Development group. Student input for fundraiser. Would like to do this at WNMU. Tentative 4/21/18 at WNMU.
- j. Risk Management-Reviewed Safe School Plan. Met w/ Eddie Flores, Chief of Police. WNMU has their own Safe School Plan. There will be much to review w/ move to WNMU campus.

#### X. Directors Report

- Update on recent incident w/ student. Triple C or "skittles" (Over the counter cold medicines that produces euphoria). Staff has been notified to monitor.
- Review of fall to winter MAPS results. Reporting to PED requires mid term reporting (fall to winter).
- Purchase of 2 new Suburbans
- Corrective action plan (CAP) Wayne discussed a CAP ALCS received for 2016-2017 related to "untimely" data entry. While the school intends to complete the CAP, ALCS does not believe the CAP is justified. See attached a copy of the letter Wayne wrote to the Director of Special Education Bureau-PED for further explanation.

#### XI. Old Business

- a. Charter renewal-Harry gave update on meeting he and Wayne attended yesterday. Heard from Patty Matthews, ACR, Michael Vigil (consultants for charter school finance-schools that don't employ own business manager). School grade being used to evaluate schools, even if this wasn't part of the performance framework negotiated between the charter and the Public Education Commission (PEC). Need an overall A or B and no Fs in subsections. Some information that PEC considering making grade 90% of evaluation. Part A of charter renewal submission will be completed for us-advised to check for errors. Also advised to take charge of site visit-directing visitor as to what should be reviewed. Create own narrative for Web-EPSS.
- b. Website – reminder to send bios to Wayne. Shauna also wrote statement about GC. Website will go live next week.
- c. Strategic plan –review of current status of strategic plan.

#### XII. New Business-None

#### XIII. Action Items

- a. Budget Adjustment Requests
  - i. BAR 6-addition of money for Spring YCC. Motion to approve by David, seconded by AJ, approved by all present.
  - ii. BAR 7-subtraction of money-State Equalization Guarantee funding. Motion to approve by AJ, seconded by David, approved by all present.

XIV. Closed session to discuss personnel issues-postponed until March meeting

XV. **End of meeting roll call:** AJ Sandoval, David Peck, Mary Gruszka, Shauna McCosh

**Adjourn – at 7:36 pm Next Meeting Date changed to: Wednesday March 7<sup>th</sup> 2018 at 5:30pm**

**Sign-In Sheet**  
**Aldo Leopold Charter School**  
**Governing Council Meeting**  
**February 8, 2018**  
 1422 Highway 180 East, Silver City

Name (Please Print)	Role/Affiliation – (ALCS staff member, parent, community member, etc)
A.J. Sandoval	GC Member
David Peck	GC Member
Wayne Sherwood	Director
Daniel "Aysli" Heneghan	Teacher
Daniel Graszka	Student
Harry Browne	Business Manager
Shauna McCosh	GC Chair
Mary Graszka	GC Member

# Aldo Leopold Charter School

*Through 12/31/17 - Fiscal Year 2018*

Local, State (except Operational), and Federal Funds

<b>Revenues</b>	<b>Actual FY16</b>	<b>FY17 Actuals*</b>	<b>FY18 Budget*</b>	<b>YTD Actuals*</b>	<b>FY18 Realistic*</b>
Private grants	36,500.00	80,535.38	42,874.00	44,374.00	46,000.00
Student club fund revenues		18,605.65	15,702.72	14,041.53	16,000.00
SB-9 property taxes	48,803.00	143,574.39	220,215.81	188,220.68	220,215.81
SB-9 copper ad valorem tax	13,332.00	30,254.49	-	3,792.58	7,585.16
Instructional Materials Fund	9,651.00	27,813.33	22,584.00	4,624.33	29,206.93
Dual-Credit Instructional Materials	1,782.00	1,922.00	1,735.00	-	1,373.00
School Lunch Program	-	-	-	5,900.75	13,276.69
Lease Assistance	66,396.00	66,339.00	65,464.00	32,732.00	66,339.00
SB-9 State Match	6,701.00	-	4,235.00	-	4,235.00
Library GO Bond	3,133.00	-	-	-	3,394.00
YCC	84,824.00	130,871.86	56,204.00	22,117.12	106,117.12
Title I	34,809.00	60,668.00	31,193.00	-	31,193.00
Title II	4,897.00	2,211.10	4,513.00	-	4,513.00
IDEA-B	28,523.00	27,437.00	28,272.00	-	28,272.00
<b>TOTALS</b>	<b>339,351</b>	<b>590,232</b>	<b>492,993</b>	<b>315,803</b>	<b>577,721</b>

\* including cash carryover, excluding FY16 reimb received in FY17,  
including FY17 reimb received in FY18

<b>Expenditures</b>	<b>Actual FY16</b>	<b>FY17 Budget</b>	<b>FY18 Budget</b>	<b>YTD Actuals</b>	<b>FY17 Realistic</b>
<b>Instruction</b>					
Personnel			\$ 46,193	\$ 21,513	\$ 40,000
Student Travel			5,088	42	120
Teacher Travel and Training			4,888	-	3,000
Instructional Materials			24,319	7,617	7,500
General Supplies & Materials, Other Exp			3,500	-	2,400
<i>Subtotal, Instruction</i>	\$ -	\$ -	\$ 83,989	\$ 29,172	\$ 53,020
<b>Support Services</b>					
Personnel			\$ 51,534	\$ 37,788	\$ 51,534
Contracted Professional Services			13,294	11,875	\$ 13,294
School Lunch Program			-	5,901	13,277
Library Supplies & Equipment			-	32	\$ 3,394
General Supplies & Materials, Other Exp					\$ -
<i>Subtotal, Support Services</i>	\$ -	\$ -	\$ 64,828	\$ 55,596	\$ 81,499
<b>Administration</b>					
Personnel			\$ 1,200	\$ -	\$ 1,200
Other Professional Services					\$ -
General Supplies & Materials, Other Exp			7,590	2,380	\$ 7,590
<i>Subtotal, Administration</i>	\$ -	\$ -	\$ 8,790	\$ 2,380	\$ -
<b>Capital Outlay</b>					
Building Lease			\$ 65,464.00	\$ 35,224.00	65,464
Construction Services			70,083	-	25,000
Fixed Assets			37,390	-	-
Vehicle Purchase			100,000	94,050	110,000
Supply Assets			15,000	13,733	600
<i>Subtotal, Capital Outlay</i>	\$ -	\$ -	\$ 287,937	\$ 143,007	\$ 201,064
<b>Community Services (Grant-funded activities)</b>					
Personnel			\$ 15,600	\$ 7,511	\$ 15,600
Employee Travel			1,200	33	\$ 1,200
Student Travel			270	-	\$ 270
Contracted Professional Services			10,200	4,060	\$ 10,200
General Supplies & Materials			10,525	8,598	\$ 10,525
Other Charges			4,849	-	\$ 4,849
<i>Subtotal, Community Services</i>	\$ -	\$ -	\$ 42,644	\$ 20,202	\$ 42,644
<b>TOTAL EXPENDITURES</b>	\$ -	\$ -	\$ 488,187	\$ 250,357	\$ 378,227

# Aldo Leopold Charter School

## Revenue and Expenditure Report - Fiscal Year 2018

Operational Fund

As of 12/31/17

<b>Revenues</b>	<b>Actual FY16</b>	<b>Actual FY17</b>	<b>FY18 Budget</b>	<b>Actual YTD fy18</b>	<b>Realistic FY18</b>
State Equalization Guarantee	1,545,622	1,719,569	1,917,726	958,863	1,805,133
Activities Fees	21,580	16,107	0	8,116	20,000
Other	20,316	11,031	0	9,311	15,000
<b>TOTALS</b>	<b>1,587,518</b>	<b>1,746,706</b>	<b>1,917,726</b>	<b>976,289</b>	<b>1,840,133</b>

<b>Expenditures</b>	<b>Actual FY16</b>	<b>Actual FY17</b>	<b>FY18 Budget</b>	<b>Actual YTD fy18</b>	<b>Realistic FY18</b>
<b>Instruction</b>					
Personnel	780,073	1,020,213	1,091,477	395,678	1,132,779
Student Travel	5,115	3,459	7,214	2,400	4,000
Teacher Travel and Training	3,595	4,966	8,593	5,447	5,000
Contracted Professional Services	8,120	10,830	19,000	7,704	15,000
Instructional Materials	773	2,023	1,500	-	200
Software	452	507	4,961	1,507	2,500
General Supplies & Materials	27,208	36,083	45,000	13,633	35,000
Supply Assets	12,230	10,539	63,199	-	-
Other Charges	11,469	10,548	15,000	5,419	11,000
<i>Subtotal, Instruction</i>	<i>849,035</i>	<i>1,099,168</i>	<i>1,255,944</i>	<i>431,787</i>	<i>1,205,479</i>
<b>Support Services</b>					
Personnel	147,874	148,944	180,534	64,940	132,988
Travel and Training	1,628	339	2,000	305	1,500
Contracted Professional Services	20,646	59,368	69,200	10,646	60,000
Software	1,808	3,410	2,200	-	2,200
Library Supplies & Equipment	248	86	500	130	-
School Lunch Program subsidy	-	-	-	4,966	6,000
General Supplies & Materials	3,811	4,430	3,500	1,918	3,500
Supply Assets	-	300	10,800	-	-
Other Charges	1,410	484	2,600	2,670	500
<i>Subtotal, Support Services</i>	<i>177,425</i>	<i>217,362</i>	<i>271,334</i>	<i>85,576</i>	<i>206,688</i>
<b>Administration</b>					
Personnel	\$ 359,033	\$ 438,641	\$ 451,092	\$ 206,104	\$ 401,719
Board Travel and Training	2,886	3,126	6,000	1,463	5,000
Other Board Expenses	1,722	-	3,000	-	500
Staff Travel and Training	5,679	8,530	6,500	1,370	6,500
Audit	19,262	12,878	12,878	8,901	12,878
Legal Services	5,936	5,011	10,000	-	5,000
Advertising	851	211	500	81	200
Other Professional Services		7,325	12,853	3,103	20,600

<b>Expenditures</b>	<b>Actual FY16</b>	<b>Actual FY17</b>	<b>FY18 Budget</b>	<b>Actual YTD</b>	<b>Realistic FY18</b>
Other Charges	10,222	6,034	4,200	1,186	6,000
Software	24,925	26,845	20,950	12,022	21,000
General Supplies & Materials	8,797	8,815	9,500	4,421	8,500
Supply Assets	-	2,875	14,997	-	5,000
<i>Subtotal, Administration</i>	<i>439,312</i>	<i>520,289</i>	<i>552,470</i>	<i>238,650</i>	<i>492,897</i>
<b>Physical Plant</b>					
Personnel	18,405	24,844	30,241	14,256	26,812
Staff Travel and Training	-	549	600	-	600
Maintenance & Repair	6,528	7,423	8,000	441	7,500
Electricity	9,728	9,217	11,000	5,937	9,500
Natural Gas	870	930	1,000	207	1,000
Water, Sewer, Garbage	3,237	3,472	3,500	1,406	3,500
Communication Services	5,335	7,900	8,000	1,879	7,000
Facility Lease & Rentals	7,548	9,225	86,473	7,592	21,009
Property & Liability Insurance	17,171	17,413	19,513	19,512	19,500
Vehicle Fuel & Parts	7,308	7,160	7,000	2,695	7,000
Other Charges	748	1,273	1,500	571	1,000
General Supplies & Materials	6,072	8,392	8,461	2,602	8,500
Supply Assets	-	13,761	10,000	-	-
<i>Subtotal, Physical Plant</i>	<i>82,949</i>	<i>111,558</i>	<i>195,288</i>	<i>57,098</i>	<i>112,921</i>
<b>Community Services (Grant-funded activities)</b>					
Personnel	-	2,735	3,500	1,472	
General Supplies & Materials	-	2,152	-	-	
Other Charges	-	25	-	-	
<i>Subtotal, Community Services</i>	<i>-</i>	<i>4,912</i>	<i>3,500</i>	<i>1,472</i>	
<b>TOTAL EXPENDITURES</b>	<b>1,548,721</b>	<b>1,953,288</b>	<b>2,278,536</b>	<b>814,583</b>	<b>2,017,985</b>
<b>ANNUAL SURPLUS (DEFICIT)</b>	<b>38,797</b>	<b>(206,582)</b>	<b>(360,810)</b>	<b>161,706</b>	<b>(177,851)</b>
<b>CASH BALANCE</b>	<b>514,121</b>	<b>307,539</b>	<b>(0)</b>	<b>469,245</b>	<b>129,688</b>



## Aldo Leopold Charter School

*Live. Learn.*

January 31, 2018

Director Dominguez-Clark  
Special Education Bureau-PED  
300 Don Gaspar  
Santa Fe, NM 87501-2786

RE: Corrective Action Plan (CAP)

Dear Director Dominguez-Clark:

Aldo Leopold Charter School has received a letter of determination dated November 23, 2017 stating that it was found non-compliant in the following areas for 2016-2017:

- Data Untimely

We have also received a letter describing a Corrective Action Plan (CAP) to address the identified non-compliance, dated January 20, 2018. ALCS will complete the required components of the Corrective Action Plan, as described, and we are submitting the CAP Acknowledgement, with signatures, as requested on January 31, 2018. However, we feel the CAP is not justified for the following reasons:

- 1) The date the initial 120th day data submission was due was February 23, 2017. We submitted our initial 120<sup>th</sup> day data on that date.
- 2) According to an email from Richard Trujillo dated that same day, the 120d submission window for those schools that had met the 2/23/17 deadline would remain open. Although that e-mail did not specify a closing date, a subsequent e-mail from Mr. Trujillo, dated 3/15/17, informed us that the window would close on 3/24/17.
- 3) The date we submitted event codes for \*2257 to STARS was 3/10/17, some two weeks prior to the closing date specified by Mr. Trujillo.

In an effort to submit accurate and timely data, ALCS began contracting with ACR (Accountability and Compliance Resources) for school year 2016-2017. It is our understanding that the LEA will not receive consequences if data is submitted or corrected during the correction period that PED sets aside.

We would be happy to discuss this matter directly with you, at your convenience.

Sincerely,

Wayne Sherwood  
Director – Aldo Leopold Charter School

Enc. (1): CAP Acknowledgement

cc: Christopher N. Ruszkowski, Secretary-Designate of Education  
Tim Crum, Deputy Director, Special Education Bureau  
Charlene Marcotte, Education Administrator, Special Education Bureau  
Kim Hopwood, Special Education Director, Aldo Leopold Charter School

1422 US 180 East, Silver City, NM 88061  
Website: [www.aldoleopoldcs.org](http://www.aldoleopoldcs.org)

Phone: (575) 638-ALHS (2547)  
Fax: (575) 388-4970



CAP Acknowledgement

I Wayne Stennin (name, printed), verify that I have received the Corrective Action Plan.

Signature: Wayne Stennin

Printed title: Director

Date of Signature: 1/31/18

District Alta Leopold Charter School

I Kim Hopwood (name, printed), verify that I have received the Corrective Action Plan.

Signature: Kim Hopwood

Printed title: Director Special Education

Date of Signature: 1/31/2018

District Alta Leopold Charter School

I \_\_\_\_\_ (name, printed), verify that I have received the Corrective Action Plan.

Signature: \_\_\_\_\_

Printed title: \_\_\_\_\_

Date of Signature: \_\_\_\_\_

District \_\_\_\_\_

## Strategic Goal - Area

Strategic Goal - Area	Progress				Competition Date	NEXT STEPS
	Responsible Person or Group	Not Evaluated	Limited Progress	Exemplary / Ongoing		
<b>1. Governance and Administrative Structure</b> <b>Goal 1.1 – Redesign Director evaluation tool</b> 1. Select and review new eval tool <b>Goal 1.2 – Examine and refine administrative and staff structure</b> 1. Locate ALCS Org Chart 2. Identify areas for improvement/streamline with key admin staff	GC Chair	Not Evaluated	Limited Progress	Exemplary / Ongoing	Projected	NEXT STEPS
	GC Chair					
<b>2. Curriculum</b> <b>Goal 2.1 - Perform review of curricula to ensure alignment to state (Common Core State Standards and NM State Standards and Benchmarks)</b> 1. Core Teachers meet to review alignment with Standards & CC. 2. All Staff will review alignment with Standards & 3. Pay particular attention to mission and vision 4. Have conversations about Ex Ed balance 5. Encourage and monitor student participation in Ex Ed designing <b>Goal 2.2 – Expand ALCS curricular opportunities in the following areas:</b> Goal 2.2.a – Dual Enrollment opportunities 1. Identify "gaps" that D.E. can help with 2. Identify all D . E. opportunities. 3. Make sure D.E. students are not off campus too much.	Mr. Sherwood			Exemplary / Ongoing	Projected	NEXT STEPS
	Mr. Sherwood				Projected	
	5. Knight/Cur Com	Not Evaluated	Limited Progress	Exemplary / Ongoing	Projected	
	5. Knight/Cur Com					



## Governing Council Action Item

**Action Item:** Budget Adjustment Requests

**Submitted By:** Harry Browne

**Date:** February 8, 2018

**Statement:** An adjustment is needed to the approved budget due to the receipt of Spring YCC funding.

**Motion:** I move to approve Budget Adjustment Request 6 adding \$88,701 for our Spring YCC Project.

**Made by:** Shauna McCosh (Chair)  
 A.J. Sandoval (Vice Chair)  
 Mary Gruszka (Secretary)  
~~David Peck~~  
 Christa Osborne  
 Martin Maxwell

**Made by:** Shauna McCosh (Chair)  
A.J. Sandoval (Vice Chair)  
 Mary Gruszka (Secretary)  
 David Peck  
 Christa Osborne  
 Martin Maxwell

**Voting Results:**

Notes:

	For	Against	Abstain	Absent
Shauna McCosh	✓			
A.J. Sandoval	✓			
Mary Gruszka	✓			
David Peck	✓			
Christa Osborne				✓
Martin Maxwell				✓

\_\_\_\_\_  
 Director's Signature

2/8/18  
 Date

\_\_\_\_\_  
 Chair's Signature

2/8/18  
 Date

## Governing Council Action Item

**Action Item:** Budget Adjustment Requests

**Submitted By:** Harry Browne

**Date:** February 8, 2018

**Statement:** An adjustment is needed to the approved budget due to a decrease in the funding we receive from the state.

**Motion:** I move to approve Budget Adjustment Request 7 subtracting \$77,927 from our State Equalization Guarantee funding.

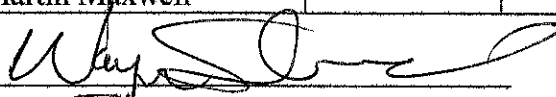
**Made by:** Shauna McCosh (Chair)  
 A.J. Sandoval (Vice Chair)  
 Mary Gruszka (Secretary)  
 David Peck  
 Christa Osborne  
 Martin Maxwell

**Made by:** Shauna McCosh (Chair)  
 A.J. Sandoval (Vice Chair)  
 Mary Gruszka (Secretary)  
 David Peck  
 Christa Osborne  
 Martin Maxwell

**Voting Results:**

Notes:

	For	Against	Abstain	Absent
Shauna McCosh	✓			
A.J. Sandoval	✓			
Mary Gruszka	✓			
David Peck	✓			
Christa Osborne				✓
Martin Maxwell				✓

  
 \_\_\_\_\_  
 Director's Signature

2/8/18  
 \_\_\_\_\_  
 Date

  
 \_\_\_\_\_  
 Chair's Signature

2/8/18  
 \_\_\_\_\_  
 Date