

**Regular Governing Council Meeting** *Draft Final*  
**Aldo Leopold Charter School**

**August 13, 2020 5:30pm**

**Ritch Hall 410 West 10<sup>th</sup> Street**

**Via Zoom teleconference and in person**

**Visit <https://www.aldocs.org/> for link and or phone number.**

*9/10/20*

Attendance: Wayne Sherwood, Harry Browne, Hannah Weeks, Sterling Weeks, Christa Osborne, Margaret Begay, Max Higgs, Maddy Alfero, Alexandra Tager, AJ Sandoval, Jamie Crockett, Andrea Sanchez

ALCS Mission: At Aldo Leopold Charter School, the human and natural environments serve as text and lab for learning through direct experience, inquiry, and stewardship.

ALCS Vision: Aldo Leopold Charter School graduates will use the skills, perspectives, and information they gain at school to enhance their own lives and to advance social, economic, and environmental sustainability.

- I. Convene / roll call – 5:33 pm. Hannah Weeks, AJ Sandoval, Jamie Crockett, Margaret Begay, Max Higgs, Christa Osborne
- II. Agenda Review – Christa – asked Harry if last month's BAR 21-01, so this month will be changed to BAR 21-02.
- III. Reading of the Mission and Vision – Wayne read both
- IV. Review of July Meeting Minutes - Margaret motion to approve, Christa 2<sup>nd</sup> the motion.
- V. Public Comment - NONE
- VI. Student Council Report – Sterling Weeks – Went over pros and cons list – mostly pros. First week was working on Norms (student enforced morals). Discussed different clubs and played some games. Student Council elections will be in 2 weeks. Having some problems with zoom bombing – interruptions such as loud music or inappropriate conversation, by either an outside person or a student. Christa asked how many times they had met - Student Council has met for two meetings.
- VII. Staff Report – Maddy Alfero – introduced herself, applaud Governing Council on a Great Job.
  - YCC & Internship starts up again in a week – Trails will continue working on the hill on the North side of the building; Murals will work on Dia De Los Muertos; Garden Crew on the beds near the hill on North side, Ecomonitors will study water quality, will be lead by Mike and Carol Fugagli. There are 75 students in the program, the largest group Aldo has ever had. All Covid-19 precautions are in place to protect students and staff.
  - Middle School are working on Mini Villages this week – all is going well.
  - Jim, Nate and Alex are working on the project – State of the World Pandemic.
  - The school is using all safety measures to keep all staff safe – taking temperatures, wearing masks and disinfecting.

VIII. Business Manager Report – Harry- been working on several PED requirement deadlines, trying to prioritize workload, such as making sure the teachers get materials ordered; getting all payments done on time so we do not have late fees. He is aware staff is having to wait on contracts.

Questions on check register – Christa- should BAR 2 be changed to BAR 21-02? YES

Margaret- Ck. 37158 -Silver Architects \$3207.60 – design professionals for North side drop off, bathrooms in building. Also asked if the work being done was Covid related – No, drop off was for safety and bathrooms would have had to be done regardless.

Ck. 37179- Jesus Maldonado – plumbing in the lab.

Max – asked about general accounting practices – Harry uses the General Acceptance Principles (GAP) and NM Law.

Hannah- what materials are staff waiting on – mostly books.

BAR 20-02 – small amount of \$339.00 allocation of Locally Grown program, which Heidi Pendleton over looks all paperwork.

IX. Committee Reports

X. GC Committees –

SAC: Did not meet, Christa suggested we get a chair for that committee, Hannah said she will look into it

SHAC: Jamie- working on Heath Passports, reviewing a way to get students outside more instead of all computer time – Jim & Maddy are getting permission slips out to allow students to be outside without parents supervision. There is a concern about older students having to care for younger siblings, state is requiring we provide childcare, Wayne said it was only for staff not students. Wayne is sending out referrals for parents on our website for potential childcare.

Audit: Did not meet. Harry did not get any responses from emails sent to meet.

Finance: Did not meet. Budget is getting about \$100,000 less than anticipated, but that was reflected on the report last month's meeting.

Curriculum: Members are working to implement other ways of teaching, instead of lecturing through the whole class. Secretaries are calling every student who is marked absent daily.

Christa asked if Wayne collaborates with other directors about online school – Yes, Matt Pahl is doing a great job, Wayne is now on the Board of the Charter School Coalition.

Facilities: Wayne has discussed bathrooms, parking lot and playground.

Nominating: Jamie and Hannah have written letters to recruit individuals in community and would love to add diversity to our Aldo community; also invited Alexandra Tager to this meeting as a potential Governing Board member. We need to update website. Margaret asked for the list of individual recruits and what Jamie had in mind as far as diverse recruits. Jamie explained that Aldo was referred to as a mostly, white community (governing council members, staff and student body). She feels like NM is a mostly Hispanic state and would like to recruit more natives of NM.

Hannah – and people with mixed professional backgrounds.

Margaret suggested ads in WNMU paper and Desert Exposure, may get more college students involved.

Policy: Harry – wrote to change a paragraph in PTO Policy. The PTO Policy states – employees may cash out 25 days of unused leave. An employee quit and left unused days without signing paperwork to cash out. Employee was rehired and few years later and was asking if the days left in could be added on the present PTO days. The determination was made that the books must be closed when the employees leave. New policy states that the Business Manager must give employee paperwork and get it back signed.



Max asked if the pay out is day by day or hour by hour. Harry said payout is about 80% of what a Degreed Substitute gets paid.

\*Noted Alex Tager is leaving meeting.

- XI. Directors Report – Wayne – considering purchasing Zoom for a higher level of security. Teachers have been passing out materials through a drive thru process and will continue doing this every week. Lunch begins on August 17, 2020, they will be served in disposable containers and will be handed out on the north side through drive thru process. All students who get lunch will be recorded and parents can purchase a lunch for \$5.00.

Assurances were sent in to state and they replied that only two were not acceptable – 1) How was ALCS letting parents know about childcare. 2) Steps to take for learning loss in the Spring.

Wayne is now giving parents resources for Child Care on the website – CDC and GMS. Deadline is the end of September to get them corrected.

Margaret asked the approximate cost of Zoom. Going by WNMU cost, it is about \$5.00 a license – \$1000 for our school.

- XII. Old Business - none

- XIII. New Business

- a. GC committee participation – Margaret and Max would like information on background and duties of GC members. Hannah – needs information such as all members must be on a committee, etc.

Christa – suggested and introductory packet.

Margaret- can audit and finance be combined. Harry - No because the committees have different duties and are both mandated.

- b. GC onboarding -

Jamie – Development and Nominating

Margaret – Finance and Curriculum

Max – Audit and Policy

Hannah – Finance and SAC

AJ – SHAC and Facilities

Christa – Risk Management and Development

Wayne will ask Allison Heneghan to Chair Development Committee

- c. BAR 21-02 – Locally Grown Fresh Fruit and Vegetable Program

- XIV. Action Items

- a. PTO cash revision – Motion to approve – Jamie; 2<sup>nd</sup> – AJ – all in favor.

- b. BAR Locally Grown Fresh Fruit and Vegetable program- Motion to approve – Max; 2<sup>nd</sup> by Margaret. All in favor

- XV. **Adjourn – 7:10 pm Motion to adjourn Margaret; 2<sup>nd</sup> Jamie; all in favor. Next Regularly Scheduled Meeting Date: Thursday, September 10, 2020 at 5:30pm.**

*J. Cutt* 9/10/20  
Governing Council Secretary

**ALCS Check Register Report, July 2020**

Number	Date	Description	Deposit	Withdrawal
37144	7/1/2020	Silver Bricks		\$ 8,990.00
	7/2/2020	Direct Deposit		\$ 8,227.18
37130	7/3/2020	Payroll check		\$ 1,790.23
37131	7/3/2020	Payroll check		\$ 486.17
37132	7/3/2020	Payroll check		\$ 520.35
37133	7/3/2020	YCC Payroll check		\$ 731.50
37134	7/3/2020	YCC Payroll check		\$ 703.00
37135	7/3/2020	YCC Payroll check		\$ 772.75
37136	7/3/2020	YCC Payroll check		\$ 351.50
37137	7/3/2020	YCC Payroll check		\$ 924.00
	7/3/2020	Direct Deposit		\$ 50,895.71
	7/3/2020	IRS		\$ 3,148.80
	7/6/2020	IRS		\$ 12,985.80
	7/6/2020	NM Retiree Health Care		\$ 3,912.19
	7/6/2020	NMPSIA		\$ 13,638.80
	7/6/2020	NM Retiree Health Care		\$ 5,317.10
	7/6/2020	NMTaxation & Revenue		\$ 4,199.92
37145	7/7/2020	Payroll check		\$ 90.94
	7/7/2020	Direct Deposit		\$ 1,177.16
37146	7/7/2020	Guadalupe Montessori School		\$ 18,060.00
37147	7/8/2020	Desert Exposure		\$ 85.47
21-001	7/8/2020	Title II from FY20	\$ 7,200.00	
21-002	7/12/2020	Student fee	\$ 120.00	
21-003	7/12/2020	Title I from FY20	\$ 46,760.00	
21-004	7/15/2020	IDEA-B from FY20	\$ 33,344.00	
37148	7/16/2020	Rachel Bighley		\$ 126.14
37149	7/16/2020	Fowler Brothers		\$ 2,469.32
37150	7/16/2020	Foxworth-Galbraith Lumber Co.		\$ 135.90
37151	7/16/2020	HEI		\$ 133.65
37152	7/16/2020	Hyper Transport Services, LLC		\$ 150.00
37153	7/16/2020	School Messenger		\$ 459.92
37154	7/16/2020	Kenya Leahy		\$ 45.00
37155	7/16/2020	Matthews Fox, P.C.		\$ 81.33
37156	7/16/2020	New Mexico Gas Co		\$ 24.49
37157	7/16/2020	PNM		\$ 309.30
37158	7/16/2020	Silver Architects		\$ 3,207.60
37159	7/16/2020	Wright Express		\$ 352.08
21-005	7/16/2020	SB-9, Refund	\$ 2,654.83	
21-006	7/16/2020	Title IV	\$ 5,000.00	
21-007	7/17/2020	NM Locally Grown FFV	\$ 1,421.65	
37138	7/20/2020	Payroll check		\$ 1,790.23
37139	7/20/2020	Payroll check		\$ 486.17
37167	7/20/2020	Payroll check		\$ 319.17
37168	7/20/2020	YCC Payroll check		\$ 414.00
37169	7/20/2020	YCC Payroll check		\$ 395.00
37170	7/20/2020	YCC Payroll check		\$ 440.00
37171	7/20/2020	YCC Payroll check		\$ 355.50
37172	7/20/2020	YCC Payroll check		\$ 270.12
37173	7/20/2020	YCC Payroll check		\$ 1,010.69
37174	7/20/2020	YCC Payroll check		\$ 748.03
21-008	7/20/2020	Lease Reimbursement	\$ 97,181.50	
21-009	7/20/2020	SEG	\$ 173,005.00	
21-010	7/20/2020	YCC FY20	\$ 16,492.61	
	7/20/2020	Direct Deposit		\$ 14,754.61
	7/20/2020	IRS		\$ 4,364.41
	7/20/2020	IRS		\$ 9,078.26
	7/20/2020	Direct Deposit		\$ 25,944.64
21-011	7/24/2020	NextGen/CTE	\$ 9,795.98	
21-012	7/24/2020	YCC FY20	\$ 66,514.66	
21-013	7/27/2020	Activity Fees	\$ 282.75	

**ALCS Check Register Report, July 2020**

Number	Date	Description	Deposit	Withdrawal
	7/27/2020	American Family Life Assurance		\$ 151.95
	7/27/2020	American Family Life Assurance		\$ 674.83
37175	7/28/2020	Canon Financial Services, Inc.		\$ 548.57
37176	7/28/2020	CVR Electric		\$ 1,026.00
37177	7/28/2020	Fowler Brothers		\$ 4,186.20
37178	7/28/2020	Keenan Supply		\$ 39.47
37179	7/28/2020	Jesus Maldonado		\$ 535.00
37180	7/28/2020	Dan Martel		\$ 13.60
37181	7/28/2020	Mountain Ridge Ace Hardware		\$ 526.62
37183	7/28/2020	Southwest Solid Waste Authorit		\$ 41.83
37184	7/28/2020	Wisconsin Center for Ed Resear		\$ 35.02
21-014	7/29/2020	USDA	\$ 57.09	
21-015	7/29/2020	CTE/Next Gen	\$ 4,513.03	
21-016	7/31/2020	WBLI FY20	\$ 54,663.97	
21-017	7/31/2020	Interest	\$ 28.81	

# Aldo Leopold Charter School

School Year 2020-21

## Budget Adjustment Request 01

TC

New Mexico Locally Grown Fresh Fruit and Vegetables Program

Fund	Function	Object	Item	Initial Budget	New Budget	Change
27183	0000	43202	Direct State Grant	\$ 2,000	\$ 1,661	(339)
27183	3100	56116	Food - School Lunch Program	\$ 2,000	\$ 1,661	(339)

## ***Governing Council Action Item***

**Action Item: BAR 21-02**

**Submitted By:** Harry Browne **Date:** 8/13/2020

**Statement: BAR to reflect \$339 reduction in funding for Fund 27183 New Mexico Locally Grown Fresh Fruit and Vegetables Program**

**Motion: We move to approve BAR 21-02**

**Made by:** Hannah Wecks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

**Seconded by:** Hannah Wecks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

### **Voting Results:**

	For	Against	Abstain	Absent
Max Higgs – motioned to approve	X			
AJ Sandoval	X			
Christa Osborn	X			
Hannah Wecks	X			
Jamie Crockett	X			
Margaret Begay – seconded motion	X			

Notes:.

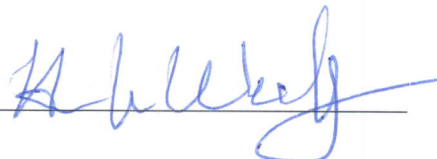
Director's Signature



Date

9-13-2020

Chair's Signature



Date

Aug 13, 2020



	A	B	C
1	Governing Council Meeting August 13, 2020		
2	Please print your name	Signature	Position
3	Wayne Shewell	Wayne Shewell	Director
4	A.J. Sandoval	A.J. Sandoval	GL Member
5	Virtual:		
6	Harry Browne		
7	Hannah Weeks		
8	Sterling Weeks		
9	Christa Osborne		
10	Margaret Begay		
11	Max Higgs		
12	Maddy Alfaro		
13	Alex Tager		
14	Jamie Crockett		
15	Andrea Sanchez		
16			
17			
18			
19			
20			
21			



## Governing Council Action Item

**Action Item:** BAR 21-02

**Submitted By:** Harry Browne **Date:** 8/13/2020

**Statement:** *BAR to reflect \$339 reduction in funding for Fund 27183 New Mexico Locally Grown Fresh Fruit and Vegetables Program*

**Motion:** *We move to approve BAR 21-02*

**Made by:** Hannah Weeks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

**Seconded by:** Hannah Weeks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

### Voting Results:

	For	Against	Abstain	Absent
Max Higgs – motioned to approve	X			
AJ Sandoval	X			
Christa Osborn	X			
Hannah Weeks	X			
Jamie Crockett	X			
Margaret Begay – seconded motion	X			

Notes:.

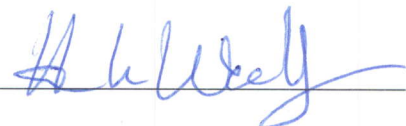
Director's Signature



Date

9-13-2020

Chair's Signature



Date

Aug 13, 2020

## Governing Council Action Item

**Action Item:** PTO cash Revision

**Submitted By:** Policy Committee **Date:** 8/13/2020

**Statement:**

*As stated in policy*

**Motion:** *We move to approve*

**Made by:** Hannah Wecks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

**Seconded by:** Hannah Wecks (Chair)  
Margaret Begay (Vice Chair)  
Jamie Crockett (Sec)  
AJ Sandoval  
Christa Osborn  
Max Higgs

### Voting Results:

	For	Against	Abstain	Absent
Max Higgs	X			
AJ Sandoval <i>2nd</i>	X			
Christa Osborn	X			
Hannah Wecks	X			
Jamie Crockett <i>1st</i>	X			
Margaret Begay	X			

Notes:.

Director's Signature *Ways Shovel* Date *9-13-2020*

Chair's Signature *Hh Wecks* Date *Aug 13, 2020*

#### **4.02 PAID TIME OFF (ANNUAL LEAVE/SICK LEAVE)**

[Excerpted]

Current language:

##### Cash Out

Employees who leave ALCS due to retirement or any other reason are encouraged to donate all or a portion of remaining PTO days to the Sick Leave Bank (see 4.03). Up to 25 days of PTO may also be cashed out upon departure at a rate equal to 80% of the current rate for degreed substitute teachers. <Adopted 11-8-2012>

Recommended replacement:

##### Cash Out

Employees who leave ALCS due to retirement or any other reason may cash out up to 25 days of accrued PTO at a rate equal to 80% of the current pay rate for degreed substitute teachers. Employees may also donate these days back to the school, and they may specify the use to which they wish to see the cash value of those days put. Employees shall be provided a form on which to indicate their desire to cash out PTO or to donate that PTO back to the school, the number of days being cashed out or donated, and the purpose to which the cash value of any donation being made should be put.

Employees shall make this selection prior to or within 30 days of leaving ALCS. Only in cases where the School cannot document that the appropriate form was provided to the Employee shall an Employee be allowed to make a selection after this time.