

Personnel Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Aldo Leopold Charter School, hereafter "the school," effective on 6/12/2020.

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

Head Administrator Business Manager Procurement Officer

For a Head Administrator change, indicate whether the appointment is for (check one):

Permanent Head Administrator Interim Head Administrator

Current Head Administrator/Business Manager/Procurement Officer: Melissa Frost

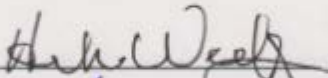
New Head Administrator/Business Manager/Procurement Officer: Justine Vigil


Contact information for new Head Administrator/Business Manager/Procurement Officer (phone, email): justine@vigilgroup.net, 505-938-7707

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 1

Effective Date: 7/1/2024

The school's notification is hereby submitted by:

Signature of School Representative:  Date: 7/1/24

Signature of Governing Board Chair:  Date: 7/1/24

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ Date: _____

AFFIDAVIT OF FINANCIAL RECORD CUSTODIAN

STATE OF NEW MEXICO)
)
COUNTY OF Bernalillo)

I, Justine Vigil, [affiant] after being duly sworn, state:

1. I live in the City of Albuquerque, County of Bernalillo, New Mexico.
2. In accordance with 6.80.4.16 NMAC, I agree to accept the responsibility of keeping the financial records of the charter school and recognized that I am in charge of maintaining public funds with fidelity and in accordance to public finance laws, rules and regulations.
3. I have completed the following training in the maintenance of financial records:
 - a) NMASBO Conferences Fall 2012-present
 - b) State Audit Rule Training
 - c)
4. Attached is a certificate of insurance that indicates that I am adequately bonded to take this responsibility.
5. I have earned the following certificates, licensures and/or degrees:

Certificate, licensure or degree	Educational Institution	Date	Current Yes/No
BBA	University of New Mexico	May 2011	yes
MBA	Eastern New Mexico University	December 2019	yes
SBO-level 2	NMPED	July 2015	yes

FURTHER AFFIANCE SAYETH NAUGHT.

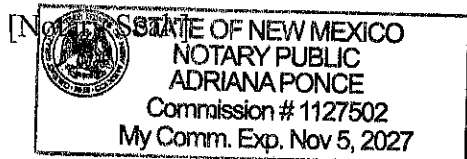
Justine Vigil
[Signature of Affiant]

07/09/2024
Date

Justine Vigil
[Print Name of Affiant]

VERIFICATION

The forgoing Affidavit of Financial Records Custodian was subscribed and sworn to before me, this 9 day of July, 2024.



Adriana Ponce
NOTARY PUBLIC

My commission expires: November 5, 2027.

STATE OF NEW MEXICO



In Recognition of
The Fulfillment of the Requirements for
School Personnel Licensure
this

LEVEL TWO SCHOOL BUSINESS OFFICIAL
is issued to

JUSTINE VIGIL

Effective from July 01, 2024 to June 30, 2033
Licensure Number: 350689

ISSUED

A handwritten signature in black ink, appearing to read "M. R.", positioned above the title of the Secretary of Education.

Secretary of Education

May 24, 2024

Hannah Wecks
Executive Director
Aldo Leopold Charter School
410 W 10th Street
Silver City, NM 88061

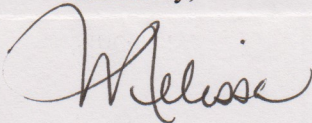
Re: Resignation – June 30, 2024

Dear Hannah,

Please find this letter as my official notice to resign as Business Manager effective June 30, 2024. I have accepted another position that will allow me to focus on my health, work fewer hours, and spend quality time with my family.

I appreciate the knowledge and experience I've received working for ALCS during the last three years.

Sincerely,

A handwritten signature in cursive script that reads "Melissa Frost".

Melissa Frost



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/11/2024

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Poms & Associates Insurance Brokers CA License #0814733 4500 Park Granada, Suite 206 Calabasas CA 91302		CONTACT NAME: Jennifer De Jesus PHONE (A/C, No, Ext): (800) 578-8802 E-MAIL ADDRESS: jdejesus@pomsassoc.com FAX (A/C, No): (818) 449-9321	
INSURED The Vigil Group, Inc. 8012 Pennsylvania Cir NE Albuquerque NM 87110		INSURER(S) AFFORDING COVERAGE INSURER A: Philadelphia Indemnity Ins/PHI INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	
		NAIC # 18058	

COVERAGES

CERTIFICATE NUMBER: 24-25 GL


REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PHBX20000861	07/01/2024	07/01/2025	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 50,000
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$						MED EXP (Any one person)	\$ 10,000
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below						PERSONAL & ADV INJURY	\$
							GENERAL AGGREGATE	\$
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
							Other than Products/	\$ 3,000,000
							COMBINED SINGLE LIMIT (Ea accident)	\$
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
							EACH OCCURRENCE	\$
							AGGREGATE	\$
								\$
							PER STATUTE	
							OTH-ER	
							E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER**CANCELLATION**

Aldo Leopold Charter School 410 West 10th Street Silver City NM 88061	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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Regular Governing Council Meeting Minutes
Aldo Leopold Charter School
June 13, 2024
5:30 PM
Ritch Hall 410 West 10th Street/In Person or Via Zoom teleconference

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
GC Members Present: Alex Tager, Harry Browne, Sebastiano Marino, Jim McIntosh
Others Present: Hannah Wecks, Melissa Frost, Anthony Smith (remote), Chris Bickford (parent)
- II. Reading of the Mission and Vision
- III. Review of May Meeting Minutes (action): Alex T moved approval; Harry seconded. Unanimously approved.
- IV. Agenda Review (action): Harry moved approval with the addition of an action item to approve the purchase of two Ford Expeditions. Alex T seconded. Unanimously approved.
- V. Public Comment
During this portion of our meeting, we welcome your suggestions and want to hear your concerns. This is not a question-and-answer period; speakers will be limited to five (5) minutes. Any individual who would like to discuss an item in more depth may request to be placed on a future agenda.
- VI. Staff Report
- VII. Committee reports: Only Policy and Risk Management met. Policy continues to update policies based on Kelly Callahan's review. The committee has a special meeting scheduled for July 18 to continue this work. The Risk Management Committee reviewed incident reporting procedures with Will Tracy and will be tightening those procedures. The committee intends to review all incident reports before its meetings on an ongoing basis.

VIII. Strategic Plan

- a) Goal Manager Reports – Anthony said the Student Success Coordinator report has been pushed to August, so there's only the Director's goal report. Hannah said the switch to Illustrative Math in the High School (through 11th grade), which she discussed in May, has been made final, thus completing that goal. Students wanting a fourth year of math (other than Financial Literacy) must take that at Western. The online curriculum is free, but for support materials and the "platform" and professional development and other services we will pay \$5,000 per year.

IX. Business Manager Report

- a) FY25 Budget – Melissa presented the proposed budget for FY25, showing all functions for the Operational Fund and showing the total expenditures and revenues for other funds. The budget projects a deficit of \$134,000, much less than last month's projection despite the fact that we will not be receiving \$95,000 for extended school time. The improvement is due to \$86,000 in CTE funds, \$43,000 in ESSER III funds, and a decrease in projected personnel costs of \$200,000.
- b) BARS – No BARs were presented.
- c) IDEA-B application – Melissa requested approval of the application. \$54,000 next year instead of \$38,000 this year. A portion will go to our SpEd Educational Assistant (\$6,400), to our MS SpEd Teacher (\$25,000), our Speech Therapist (\$12,000) and our Physical Therapist (\$11,439).

X. Director's Report

- a) Super-successful first Aldo Leopold Music Program at Whiskey Creek Zocalo. It was very well attended and went really well. Doug Snyder is adding a second music class next year. He did HS and MS Guitar classes this year and is adding HS voice and choir.
- b) Jim and Harry complimented the school on May's very smooth graduation ceremony, which Jim said showcased the Aldo Vibe. Hannah said the Fine Arts Center Theater has been booked for next year's graduation ceremony, which will allow us to have the ceremony at 2 in the afternoon.
- c) Hannah met with Will Hawkins, SCSD Superintendent, who told her there is no question they have to close both 6th Street and José Barrios. Will offered 6th Street to us and Hannah said she'd rather have JB. He said great, and he'd like to sell it for one dollar, but there'll be other approvals needed. His biggest concern about JB is that we find some way of maintaining the name. Jim suggested we could name the auditorium after Mr. Barrios, who was a well loved teacher many decades ago. There is major deferred maintenance there – details are in the district's Facilities Master Plan – but Hannah likes JB because it's next to Waterworks, across Silva Creek from the Botanical Gardens, across Little Walnut from the archaeological site where a bike trail system has been proposed, it's walkable to downtown, it has much better parking than 6th Street, it has a good

drop-off and pick-up situation, and it has two huge portables where we can put the music program and all the bicycles and gear. Jim observed that, for the sake of due diligence, we should investigate both schools even if José Barrios seems the better option.

- d) Jim asked if we still need to get something in writing from Dr. Shepard about having only two more years at Ritch Hall, as we discussed in May's meeting. Hannah said the university had put out a press release, and that was formal enough for her. Jim also asked if the GC could visit the schools this summer. Hannah discussed visits with Mr. Hawkin, but she's not sure if a visit could happen that soon.
- e) We discussed the increased maintenance costs to be expected from owning either JB or 6th St, the fact that we would no longer qualify for Lease Reimbursement Assistance, the need to ensure we continue to receive SB-9 and HB-33 funding by ensuring that we are included in any mill levy ballot measure SCSD puts forth, and the possibility that we increase our student enrollment cap if we have a larger facility.
- f) Harry asked if these questions should be taken on by the Facilities Committee or, given the GC's interest, whether the whole Council should be involved. Hannah suggested it might depend on the issue; some could be assigned to working groups, some handled by the whole council. Sebastiano clarified that, even though there is deferred maintenance to be done at JB and 6th St, there's no reason we couldn't start using either facility at this point. That's correct, said Hannah – there's nothing life-threatening there.
- g) Hannah reported that the elevator has finally been fixed!!! Wayne promptly put it out of service again while testing it, but Julie Morales with WNMU heard that had happened and arranged to have it fixed again within half an hour.
- h) Staffing. Our business manager is leaving us, and that's a very difficult position to fill. Wayne shared a remote business manager's name with us: DeAnna Mooney. She can't do it alone, but she can do it with a friend, Maria Delgado, who is also a business manager. She is a CES vendor, and they would do it together. And we do have Kathy Madrid on staff. Our SpEd Director, Rita Montenegro, will not be returning. Hannah has hired Michelle Wilcox to be SpEd director, again remotely. She would do all the IEPs via Zoom, all the reporting, she has 30 years of experience in New Mexico. We have double the Special Education kids we used to have, so we need three SpEd teachers on-site. We have Nathan Shay, Deandra, and whoever this third person will be. Hannah has an excellent candidate interested in the position who has an administrative license, which would mean Hannah could leave the building now and again. Our 6th grade teacher is also leaving, and Maia Chaney has been moved from 7th grade into the Experiential Education Coordinator position. She'll work on risk management as well as curricular connections. There should be more cross-pollination between MS and HS. Hannah is very excited that Maia agreed to take this on. Hannah has a very good candidate for the 6th grade position and two candidates for the 7th grade spot. She called the candidates solid, but she's listing that position on NM REAP and giving it more time.

- i) Hannah reported on a surprise visit from representatives of Educate the Whole Child, a nonprofit that supports innovative schools across the country. They came, talked with everyone, and produced an amazing report about us. They loved Aldo. You will be able to find their report on their website. They have funders who could help us purchase things we might need. Not as large as a new facility, but it could be significant help.
- j) Next year we have to serve breakfast, and we don't know how. Hannah is working with Heidi Pendleton at Montessori to try to figure this out.
- k) Hannah had a very productive meeting with Carl Colonius, Outdoor Recreation Planner with the state's Outdoor Recreation Division. He agreed to extend the timeline for us to expend our Trails+ grant, since there is no longer a good reason to build the improvements we had planned in the Rock Garden area. He also gave Hannah a lot of ideas of other things we could do, including certifying our trails crews to help crew members compete for trail-building jobs after graduation.

XI. Old Business:

- a) Director's Evaluation Planning – Alex T, Aimee, and Jim will set a date to meet about this.

XII. New Business

- a) Bylaw Revisions - Per Policy Committee – None submitted
- b) Business manager resignation
- c) New Vehicles – Melissa found two Ford Expeditions from a CES vendor in Peoria, IL. Hannah is delighted with them. Funding was HB125 Capital Outlay, sponsored by Luis Terrazas. Jim suggested we should let Aldo community know that Rep. Terrazas helped us in this way. Others agreed. Hannah put in a pitch for identifying a replacement for Guy Ramirez as Fleet Manager.

XIII. Governing Council Input – Sebastiano asked how Hannah is coordinating Incident Reporting and whether she's archiving them in some way and whether the information will be communicated with parents. Hannah said that incidents that happen in the field need to be communicated to parents right away; to help with this, staff will be carrying Sat texters on all trips, not just overnights. If it's a near miss, Hannah needs that report same day and then she can share the information with parents. There was an incident where a student could have drowned and she didn't communicate that with parents until the next day because of other pressing matters. So yes, there needs to be a system. She'll work with Will Tracy to develop this.

Sebastiano also asked about an anonymous threat reporting system that Hannah had mentioned another time. Hannah said we have signed an MOU with Sandy Hook Promise to conduct a training, but she doesn't know when yet.

Alex reminded folks that she would like to step down as Chair at the August meeting, so other GC members should consider taking this on.

XIV. Action Items:

- a) BARS – None.

Regular Governing Council Meeting MINUTES
Aldo Leopold Charter School
August 8, 2024
5:30 PM
Ritch Hall 410 West 10th Street/In Person or Via Zoom teleconference

- I. GC Members Present: Harry Browne, Alex Mac Kenzie, Sebastiano Marino, Jim McIntosh
Others Present: Hannah Wecks, Alli Heneghan, Justine Vigil (remote)
- II. Review of June Meeting Minutes – Sebastiano moved approval, Alex M seconded. Approved unanimously as submitted.
- III. Agenda Review – Harry moved approval with the deletion of Action Items B and C. Jim seconded. Unanimously approved.
- IV. Public Comment – There was none.
- V. Business Manager Report – Ms. Vigil introduced herself and her firm, the Vigil Group, which provides business management services to many charter schools statewide. She then went over the annual financial reports for FY24, which ended June 30, and the monthly reports for July. The annual expenditures report showed that expenditures exceeded budget authority in two functions under the Operational Fund, which should never happen. Since we had adequate budget authority overall, a BAR transferring budget authority from Function 1000 to Functions 2100 and 3100 would have taken care of this problem, but there was no time for the Vigil Group to do this, since BARs were due right after they took over from Melissa. This will result in a repeat finding in our FY24 audit. During her review of our Fund Balance Report for FY24, it was noted that we failed to expend all of our ESSER II funding, leaving around \$14,000 on the table. Justine clarified that it is too late to do anything about that, but we do have a few months to make sure the same thing doesn't happen with the nearly \$59,000 we have available in ESSER III funding. She also clarified that Library funds cannot be used to purchase classroom books.

There was only one question during Justine's presentation of the Bank Register report: Harry asked if she usually provides a separate report on Procurement Card expenditures. She said most of her schools do not have P-Cards, and those that do do not ask for separate reports, but she thinks it would be a good idea and will provide them in the future for us.

There were no questions about the Bank Reconciliation or Balance Sheet reports.

Justine presented the same reports for the month of July, FY25. There hasn't been much activity, she noted, since the year has just begun. There were no questions.
- VI. Staff Report – Alli Heneghan delivered the report. She described beginning-of-year activities, including Backpack Basecamp in High School. We have incorporated suggestions from Will Tracy into this curriculum. Tomorrow is "Forest Day," which is essentially community-building. First YCC Friday is August 23. Middle school has spent time getting to know the town, each other, school norms, etc. They are sticking to last year's decision not to start with mini-villages due to the large number of students (90!) and the need to establish culture and norms before launching into chaos.

- VII. Committee reports:
- Policy – Harry reported on the committee’s process as it makes its way through the many policy updates, modifications, and new additions that Kelly Callahan has sent us based on her review. The Committee is presenting nine policies for the Council’s consideration at this meeting, to be voted on at the September meeting.
- Risk Management – Alex M reports that he is not getting notices about Risk Management meetings. Pete Rankin is the chair. We had a fire drill on Monday that went okay; there will be three more emergency drills in the next three weeks. Pete and Hannah will be attending a series of four webinars in preparation for updating our school safety plan, which is due this year.
- Hannah also reported that the elevator is fixed now!

VIII. Strategic Plan

a) Goal Manager Reports

Only Hannah gave a report. She began with 4/C/1, which is to complete a written job description for a fleet manager. The good news is that she may have found a fleet manager, which is more important than having a job description. Pat Abalos is our third SpEd teacher, and he is willing to take on the fleet management. He had a CDL until recently and will renew that. He ran the transportation department for Cobre Schools for a long time. He also has a Level III-B license, so he can be administrator at the school when Hannah is gone.

1/B/1 is to implement new math curriculum at the high school. This is being done. Math teachers have attended an Illustrative Math training.

1/C/1 is to write the staff mentoring plan. Alli Heneghan has completed this.

1/D/3 is to share the list of written intervention strategies with teachers. The list has been completed and shared with teachers. Follow-up needs to happen so the teachers become familiar with it.

3/A/1 is to ensure each staff member completed the end-of-year check-out form. Hannah reported that teachers were unfamiliar with the form and some were unaware of it, so we’re chalking it up to a learning year.

IX. Director’s Report

- a) Hannah met with Dr. Shepard to discuss our lease. Shepard will sign our lease. The only issue in contention is the use of three rooms on the top floor; he thought we wanted them as classrooms, but we only want to use them for storage to open up more space on the bottom floor.
- b) Will Hawkins is publicly telling folks that we will be moving into Jose Barrios, so we can tell people also. Will said Sixth Street needs much more work than JB in terms of deferred maintenance. Alex M expressed concern about the timing of our move, especially if there is significant work required to use JB. Hannah went through Mr. Hawkins’s list of top priority maintenance needs there, and it doesn’t seem anything is so serious that we couldn’t move in as soon as Silver is done with it. We don’t know the student capacity at JB; Hannah believes it may be around 600 and will try to find out. Alex M asked if a larger facility would allow us to enroll more students; Jim pointed out that this raises questions of educational philosophy, and Harry pointed out this would require PEC approval.
- c) Hannah went over the new staff at the school; in addition to Mr. Abalos, Joshua Rex (Level I) has been hired to teach sixth grade, and Julia Stevenson (Level I) has been hired from Deming to teach seventh grade. There’s a new business manager, the Vigil Group. We also have a new SpEd director, Michelle, who is also remote, which brings its own problems. Hannah intends to start advertising for an in-house Business Manager and SpEd Director in December. Because Antoinette Castañón has entered the Ed Fellows program, which pays her to study to become a teacher. This means we need a new EA, but Hannah isn’t sure there’s money for that in the budget. Harry expressed confidence that there is.
- d) Grading: Hannah polled the staff as to their preferences for adding a “D” to Aldo’s grading scale. 14 out of 20 staff members who responded favored doing so. 6 out of 20 opposed it. Comments

submitted by staff were evenly split, with six on each side. There was significant discussion about this proposal among Council members, with both support and opposition to a change being expressed.

- e) Hannah and Alli will be attending a training on how to use yet another PED portal, this one to upload Aldo's charter renewal documents.
- f) Will Tracy will be shadowing Hannah as his practicum for his Educational Leadership program. Hannah is very excited about this; he is a great guy and has excellent insights.
- g) Aldo's renewal hearing is set for December 12 in Santa Fe. Hannah and the GC Chair definitely should go. Other GC members, students, and parents would also be great.

X. Old Business:

- a) New Business manager - They don't do everything Melissa did, unfortunately; they don't do Human Resources, including staff contracts, and they aren't our Certified Procurement Officer (the CPO must be an employee; both Andrea and Kathy Madrid have said they are willing to get certified).
- b) Director's Evaluation – Jim reported that he, Aimee Parra, and Alex T met and finalized an evaluation document. Alex wanted to make some tweaks, but Jim considers the document done. We don't know what changed Alex may have made. Alex M reported that he has completed his evaluation of the director and sent it in to Alex T. Sebastiano and Harry said they didn't think we had gotten to that point yet; we didn't have a final evaluation document to go off of.
Jim requested a staff meeting be scheduled to collect staff responses to the evaluation; Hannah noted that there won't be any staff meeting time available for several months. Jim offered to contact Alex T to inquire about the document's status. Hannah says because she signed a two-year contract, she doesn't think it's a very bad thing that no evaluation has yet been done. Jim is also willing to send the evaluation to staff as a SurveyMonkey-style or GoogleDocs-style document, and then to chase down the slackers.
- c) Reorganization of GC officer roles – Harry expressed his willingness to be Chair, since Alex T has said she no longer wishes to serve in that capacity. Jim is willing to replace Harry as Secretary. Alex M is willing to be Vice-Chair.

XI. New business

- a) GC Bylaw Revisions – Harry will send out the marked-up version so members can see what changes he and Hannah are proposing be made to the Bylaws.
- b) Policy Revisions-Per policy Committee:
 - 1. Anti-discrimination policy
 - 2. Enrollment Policy
 - 3. IPRA Policy
 - 4. Whistleblower policy
 - 5. English language learners program policy
 - 6. Emergency drills policy
 - 7. Homeless youth policy
 - 8. Racialized aggressions policy
 - 9. Policy on restraint and seclusionAlmost of the changes to these policies are small. Harry will send these policies to GC Members to review for approval at the next meeting. He will note which policies are new to us and which are updated versions of existing policies.
- c) Moving monthly meetings to 3rd Thursday of each month per new Business Manager schedule. Jim McIntosh has a standing commitment on the 3rd Thursday of each month, so this won't work. Hannah will let Justine know that we are unable to accommodate her request.

d) New rules for meetings – livestreaming, link needed on ALCS website – Hannah has established a YouTube account so we can livestream our meetings that way, starting in September.

XII. Governing Council Input – Harry asked who would be notifying the PED that Aimee has resigned. Hannah said she would. Harry also asked about the Sunshine Portal link that is supposed to be on our website – the PED said it wasn't there. Hannah showed us all that in fact it *is* there, so it's a matter of correcting that error on our PED Part A report. Hannah also said she would forward the Part A report from PED to all the GC members.

Jim reported that he will not be able to attend the September meeting, so he won't be able to prepare the minutes of that meeting. Hannah said she could send him a transcript so he could prepare them even if he's gone. The discussion was inconclusive as to who would be responsible.

XIII. Action Items:

a) New Business manager hire – Harry moved approval of hiring the Vigil Group as our new business manager. Jim seconded. Approved unanimously.

~~b) GC Bylaw Revisions~~

~~c) Policy Revisions~~

- ~~1. Anti-discrimination policy~~
- ~~2. Enrollment Policy~~
- ~~3. IPRA Policy~~
- ~~4. Whistleblower policy~~
- ~~5. English language learners program policy~~
- ~~6. Emergency drills policy~~
- ~~7. Homeless youth policy~~
- ~~8. Racialized aggressions policy~~
- ~~9. Policy on restraint and seclusion~~

d) New officers – Alex M made a motion to elect Harry as Chair, Jim as Secretary, and himself as Vice-Chair. Sebastiano seconded the motion. Approved unanimously. Jim agreed to ask Missy Brown whether there is a specific form we need to use to report these Officer changes.

XIV. **Adjourn**

***Next Regularly Scheduled GC Meeting Date: September 12 at 5:30pm.**

- b) IDEA-B Application: Harry moved approval, Alex T seconded. Approved unanimously.
- c) FY 2025 Budget: Jim moved approval, Sebastiano seconded. Approved unanimously.
- d) Bylaw revisions – None presented.
- e) New Vehicles – Harry moved approval to use capital outlay funds for the purchase of two Ford Expeditions. Sebastiano seconded. Approved unanimously.

XV. **Adjourn**

***Next Regularly Scheduled GC Meeting Date: Thursday, August 8, 2024 at 5:30pm.**