



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, February 15, 2023 @ 5:00pm

Meeting Room: Via Zoom

10301 Candelaria Rd. NE,

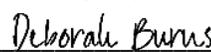
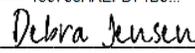
Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Shannon Carpenter Michael Hamel Debra Jensen Eileen Johnson	Larry Stotts	Christine Lutz Lisa Mora Kristalyn Loftis Amelia Riehl Stanley McKeever Lori Tufaro Joshua Merrill	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on 03-09-2023

DocuSigned by:

 President: _____
 DocuSigned by:

 Recorded by: _____

****SSLC policies are available to the public.** Please e-mail Dana Smith (dsmith@sslc-nm.com) to request a copy of the policy/policies as referenced within this document.

OPENING BUSINESS

1. CALL TO ORDER

Mrs. Burns called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, February 15, 2023, at 5:01 pm via Zoom.

a. ROLL CALL

Mrs. Burns, present
Ms. Carpenter, present
Mr. Hamel, present
Mrs. Jensen, present
Ms. Johnson, present
Mr. Stotts, absent

b. PLEDGE OF ALLEGIANCE

Mrs. Burns asked everyone to join her in the Pledge of Allegiance.

2. ADOPTION OF THE AGENDA

Mrs. Burns asked for a motion to adopt the agenda. Mrs. Jensen made the motion to adopt the agenda, with the correction to remove the BAR from the agenda. Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

3. REVIEW /APPROVAL OF MINUTES 1-18-23 Regular Meeting

Mrs. Burns asked for a motion to approve the minutes. Mrs. Jensen made a motion to approve the minutes, with the correction: Finance 2B- include Nutanix server along with LCD display, Academics 4B- Request for \$200,000. Remove the rest of the sentence. Governance 4- explicitly state that the salary range is \$115,200 to \$150,000. Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT- SSLC is seeking input regarding the 23-24 school year calendar and the FY24 budget.

Amelia Riehl read a statement from Denise Dixon: Denise questions the need for continuing the search process for a new HA because several highly qualified applicants have applied. Also voiced concern about bringing in an outside candidate that does not appreciate the vision that the administration and staff have been developing. Concerns were raised that the sooner a new HA could be selected the better, in light of renewal coming up and also accreditation. Joshua Merrill and Lori Tufaro seconded Ms. Dixon's comments and restated their concerns about an outside administrator who might not understand the effort that has been put into fine tuning the school. The Governing Council indicated the importance of evaluating all candidates against the agreed upon criterion and encouraged comments as application packets are being reviewed.

FINANCE

1. FINANCE COMMITTEE UPDATE

Met at 4:30 with K12. Went over finance package and everything except the bank reconciliation.

2. FINANCE REPORT

Presented by Kristalyn from K12

a. CHECK REGISTER APPROVAL JANUARY 2023

Mrs. Burns asked for a motion to approve the Check Register. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

b. BANK RECONCILIATION JANUARY 2023

Bank Reconciliation - Bank balance is currently \$4,124,374.36 which is a reduction of ~\$600,000. The reduction is mainly due to salaries and benefits. ~\$2,000,000 will go to salaries and benefits this year which exceeds the ~\$1,600,000 in SEG. This will require cash reserves to be drawn down. Next month will see BARS that will increase the operational budget by ~\$300,000 once approved by PED. Looked at how expenditures are being allocated while being mindful of what is coded in the 1000 function. Currently 51% of budget being allocated to classroom instruction. Target is 68%.

Mrs. Burns asked for a motion to approve the Bank Reconciliation. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

*Kristalyn Loftis left the meeting.

3. AUDIT COMMITTEE UPDATE

Completely clean Audit. No findings.

4. INVENTORY DISPOSAL

High value items and those with memory must be approved. The Nutanix server was purchased for ~\$100,000. It was removed and decommissioned. Mr. Glasrud's computers and iPhone, an elliptical and treadmill were also approved for disposal.

Mrs. Burns asked for a motion to approve the Inventory Disposal. Ms. Johnson made a motion and Ms. Carpenter seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

ACADEMICS

1. Assistant Principal Update- Lisa Mora presented.

- a. NWEA winter results: 93% of students were tested in the winter as compared to 85% for the fall in both math and reading. Whole school scores up in both reading and math. 60% of students met math end of year growth goals, and 53% met reading goals. Math scores improved for all grade levels. 9th and 11th graders had slight decreases in reading while 10th and 12th graders saw increases.
- b. Strategic Planning Awards Assembly- students were presented with awards recognizing meeting NWEA growth goals, testing proficient, advanced, etc. These recognitions were well received by the students.
- c. McKee DEO Update-met with Molly and Lacey. There were 76 hits to the application page but only 30 submitted applications. Concerns that the application page is not SSLC branded. Need to reach out to Power School who manages the application page to included SSLC specific branding to reduce possible confusion for those applying.

2. Head Administrator Update- Chris Lutz presented.

- a. Enrollment as of 2/8/23 was 146. 80-day count was also 146 which means the school will receive funding for 146 students FY24.
- b. Special Education Review Indicator 13-100% compliance. State reviewed all of the files.
- c. Level 99 has a work-based learning paid internship involving converting video games into board games.
- d. 120-Day Reporting-state needs to validate the numbers.
- e. Cost Sharing Agreement-new cost sharing agreement will be based on the validated 80/120 day averages (146 for SSLC, ? for SPLC). Current agreement is 48% SSLC/ 52% SPLC. Probably will change closer to 50% for each school.

3. Academic Committee Update- None

NEW BUSINESS

1. MARKETING WITH MCKEE WALLWORK & CO.

- a. RFP for Pay-Per-Click- Discussed difficulties of McKee taking care of pay-per-click (PPC) due to additional costs going over the \$60,000 cap. Discussed McKee managing only for ~\$650 to stay under cap. Agreed to create an RFP as soon as possible but still need to find a way to use PPC for the upcoming enrollment season. Need to discuss with K12 ways to pay for PPC this spring, possibly having K12 pay and then invoicing SSLC. The pros and cons of getting a credit card for the school were discussed.
- b. Charrette Contract-legal term reviewed the contract, McKee reviewed the contract and sent it back 2/15/23. Need Patty Matthews to review as quickly as possible. Would like to hold a Special Meeting of the GC within four business days of receiving the reviewed contract.
- c. LinkedIn Campaign for Head Administrator-Because the HA job opening was posted on the SSLC's website, it can also be posted on other's LinkedIn networks.

GOVERNANCE

- 1. RECRUITMENT COMMITTEE UPDATE- NONE**
- 2. RENEWAL COMMITTEE-** GC reviewed and approved a letter to SPLC requesting information about their intent to stay or leave the Candelaria campus.
Debra Jensen made a motion, Deborah Burns seconded motion, unanimous voice roll call vote of those present.
- 3. GOVERNING COUNCIL PLANNING CALENDAR-**
Need to create a calendar for planning, not reacting. Eileen Johnson will take the existing PED calendar items to which SSLC-specific items have been added and will convert these to an Excel format.
- 4. HEAD ADMINISTRATOR SEARCH COMMITTEE-**
Received 4 applications, 2 of which are very strong. Plan to schedule interviews with the committee ASAP for qualified candidates. Will send out requests for interviews next week and schedule interviews the last week of February and the first week of March. Interviews will be done by Ms Burns, Mr Hamel, Ms Johnson, Chris Lutz and two others from the HA Search Committee.
- 5. GC MEMBER TRAINING**
 - A.** Training Chart of current training hours presented.
- 6. ANNOUNCEMENTS- None**

ADJOURNMENT

Next Scheduled Meeting: March 15, 2023, at 5:00pm via the Zoom platform

Time adjourned: 7:44 pm.