



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, May 17, 2023 @ 5:00pm

Meeting Room: SSLC/Smart Lab

10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Shannon Carpenter *zoom Debra Jensen *zoom Eileen Johnson	Michael Hamel	Christine Lutz Lisa Mora Kristalyn Loftis	Amelia Riehl *zoom

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on 06-21-23

President: Deborah Burns
DocuSigned by:

Recorded by: Debra Jensen
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****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, May 17, 2023, at 5:03 pm.

a. ROLL CALL

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

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. Corrections: Defer Governance items six and seven until the annual meeting in July. Also remove BAR 531-000-2223-0036-I. Mrs. Jensen made the motion to adopt the agenda and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

3. REVIEW /APPROVAL OF MINUTES 4-19-23

Mrs. Burns asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes, with the corrections: Reduced budget through attrition, not filling Assistant Principal position, Air Force to inform not uniform, and change t00% to 100% in the Renewal Committee Update. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT

SSLC is seeking input for Title I, II, IV, and IDEA-B Applications - No members of public present

FINANCE

1. FINANCE COMMITTEE UPDATE

Finance committee met to review budget and financials. Recognized administration and Kristalyn from K12 for work on the budget.

2. BUDGET ADJUSTMENT REQUEST (BARS)

- A. BAR 531-000-2223-0037-D Title I final award was a decrease of \$754
- B. BAR 531-000-2223-0039-T ESSER II-moving budget from 1000 function to support services for the guidance counselor
- C. BAR 531-000-2223-0040-T-Carl Perkins Fund-moving \$566 from 2400 function to 1000 function

- D. BAR 531-000-2223-0041-T -Operational moving from 1000 function to 2100 function for Subject Matter Specialist
- E. BAR 531-000-2223-0042-IB-Increase BAR of \$5363 for Impact Aid
- F. BAR 531-000-2223-0043-I-Dividends increase of \$598 to reflect actual dividends received
- G. BAR 531-000-2223-0044-I-Fund 1100 increase

Mrs. Burns asked for a motion to approve the above-mentioned BARS. Mrs. Burns made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

3. FINANCE REPORT presented by Kristalyn Loftis

- A. Check Register*-Reviewed check register as a Board- Payment of ~\$20,000 to McKee
- B. Bank Reconciliation*-Bank balance is currently \$4,043,502.51 in checking and \$16,127.71 in savings

Mrs. Burns asked for a motion to approve the Check Register and Bank Reconciliation. Ms. Johnson made a motion to approve the check register and bank reconciliation, and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

4. END OF YEAR BAR APPROVAL

Motion made to grant Head Administrator/Interim Head Administrator and Business Manager the authority to approve BARS until June 30th in order to maintain budgetary and regulatory compliance. BARS will be reviewed by GC during the next regular GC meeting.

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

5. SSLC FY24 INSTRUCTIONAL AND NON-INSTRUCTIONAL CALENDARS

SSLC will maintain a traditional calendar, breaks align with APS, staff reports back July 31, students back Aug. 9, Next-Step planning days included, 1220 instructional hours.

Mrs. Burns asked for a motion to approve the FY24 calendars. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

6. SSLC FY24 BUDGET- Presented by Kristalyn Loftis

Small School Adjustment is now completely phased out, loss of \$162K, and ELTP is phased out for a loss of \$89K. Overall SEG increase of 13% in unit value. School elected not to participate in K12+ program.

Mrs. Burns asked for a motion to approve the SSLC FY24 Budget. Ms. Johnson made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

7. SUBMISSION OF TITLE I, II, IV, IDEA-B, PSFA LEASE ASSISTANCE APPLICATIONS ON BEHALF OF SSLC BY THE HEAD ADMINISTRATOR/INTERIM HEAD ADMINISTRATOR.

Mrs. Burns asked for a motion to approve the Submission of Title I, II, IV, IDEA-B, PSFA Lease Assistance Applications on behalf of the school. Mrs. Jensen made a motion and Ms. Carpenter seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

*Kristalyn Loftis left the meeting.

ACADEMICS

- 1. ACADEMIC DEAN UPDATE-** Presented by Chris Lutz on behalf of Denise Dixon
84% of students are currently on track, 16% behind. Best completion percentage since 2019. End of term is in two days so wait on presenting subpopulation data.
- 2. ASSISTANT PRINCIPAL UPDATE-** Presented by Lisa Mora
 - A. Summer session- 52 enrolled in main lab, 9 of whom are new students at SSLC. 11 enrolled in PE, hoping for at least 15. Classes are free for those enrolling at SSLC.
 - B. Strategic Planning- Finished in April, made plan for next year. Will continue doing strategic planning independently next year.
- 3. HEAD ADMINISTRATOR UPDATE-** Presented by Chris Lutz
 - A. Enrollment is currently 134, down six due to disenrolling non-attendance. 103 returning students, 34 new students.
 - B. Graduation-11 of the 30 graduating students have disabilities.

NEW BUSINESS

1. FY24 VENDOR CONTRACTS OVER \$20,000

- A. Matthews/Fox Legal not to exceed \$60,000
- B. Imagine Learning - Did not apply 10% price increase because SSLC has been such a long-term customer. Reviewed account to ensure we are not paying for unused services. ChatGTP was added to the firewall.

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

2. Bathroom Renovation Design Services-\$26,835.54 includes new architectural design for full renovation and bringing up to code. Will come out of HB33, not operational funds.

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

GOVERNANCE

1. **CHARRETTE TEAM WITH MWC UPDATE:** Team will meet again June 8 and Aug. 18th.
2. **HEAD ADMINISTRATOR TITLE CHANGE** - Going forward, references in school documents relating to Head Administrator shall also mean Executive Director and for the school's purposes the two are interchangeable.

Mrs. Burns asked for a motion to approve the Head Administrator Title Change. Mrs. Burns made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

3. HEAD ADMINISTRATOR CONTRACT

Mrs. Burns asked for a motion to approve the Head Administrator Contract. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

4. HEAD ADMINISTRATOR ADDENDUM FOR June 11, 2023

New Administrator effectively assumes role of Head Administrator June 1st.

Mrs. Burns asked for a motion to approve the Head Administrator Addendum for June. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed

5. TUITION REIMBURSEMENT

GC opted to continue tuition reimbursement but change wording to reflect \$8,000 for the current fiscal year (instead of 2018).

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

6. DEFERRED DURING ADOPTION OF AGENDA

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8. RENEWAL COMMITTEE UPDATE

Admin is making good progress toward renewal application. Some areas ahead of schedule, now that K12 has completed the budget work they can proceed on financial section. Governing Council President must attend renewal hearing, Eileen Johnson will also plan to attend.

9. RECRUITMENT COMMITTEE UPDATE

- A. Local news stations were invited to graduation to highlight our students' success.
- B. Digital Marquee scheduled for install in June.
- C. Open House held on 4/26
- D. Will begin middle school outreach in late 2023 for spring 2024 presentations to 8th graders. Most charters visited this spring were receptive to hosting to share charter high school options with their 8th grade classes.
- E. Consider sending tech related success stories to the Abq Journal to showcase our students.

ANNOUNCEMENTS

- 1. GC training hours must be complete by 5/30/23.
- 2. PED indicated GC hours will be scored on a pro-rated basis if members leave prior to the end of the school year. Need to schedule regular training throughout the year to avoid potentially poor ratings for governance compliance. Will ask K12 to complete finance training in Sept/Oct next year to gain some training during 1st quarter.

ADJOURNMENT

Next Scheduled Meeting: June 21, 2023 at 5:00 pm in person at SSLC.

Time adjourned: 7:17 pm.