



# GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, January 18, 2023 @ 5:00pm**  
 Meeting Room: Via Zoom  
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

| <b>BOARD MEMBERS<br/>PRESENT</b>  | <b>BOARD MEMBERS<br/>ABSENT</b> | <b>ALSO IN<br/>ATTENDANCE</b>   | <b>PUBLIC IN<br/>ATTENDANCE</b> |
|---|---------------------------------|---|---------------------------------|
| Deborah Burns<br>Shannon Carpenter<br>Michael Hamel<br>Debra Jensen<br>Larry Stotts | Eileen Johnson                  | Christine Lutz<br>Lisa Mora<br>Kristalyn Loftis<br>Denise Dixson<br>Joe Hines | Spencer Elston                  |

**MINUTES RECORDED BY:** Debra Jensen      **Transcribed by:** Dana Smith

*These minutes were approved on February 15, 2023*

President: \_\_\_\_\_  
DocuSigned by: Deborah Burns  
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Recorded by: \_\_\_\_\_  
DocuSigned by: Debra Jensen  
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**\*\*SSLC policies are available to the public. Please e-mail Dana Smith ([dsmith@sslc-nm.com](mailto: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, January 18, 2023, at 5:04 pm via Zoom.

#### **a. ROLL CALL**

Mrs. Burns, present  
Ms. Carpenter, present  
Mr. Hamel, present  
Mrs. Jensen, present  
Ms. Johnson, absent  
Mr. Stotts, 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. Mr. Hamel made the motion to adopt the agenda and Ms. Carpenter seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

### **3. REVIEW /APPROVAL OF MINUTES 12-14-22 Regular Meeting**

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

### **4. PUBLIC COMMENT- none**

## **FINANCE**

### **1. FINANCE COMMITTEE UPDATE**

Met at 4:30 with K12. Went over finance pkg. Noted some items for further discussion. No causes for concern were noted.

### **2. FINANCE REPORT**

Presented by Kristalyn from K12

#### **a. CHECK REGISTER APPROVAL December 2022\***

Check Register-Noted \$19,125.64 paid for large LCD display, also salary for JV basketball coach. Revenues from federal sources are coming in slowly.

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

### **b. BANK RECONCILIATION DECEMBER 2022\***

Bank Reconciliation\*-Bank balance is currently \$4,105,132.47 which is a reduction of ~\$600,000. This reduction is due to the emphasis in drawing down the school's cash reserves, lack of funds coming in for RFR's and the increase in teacher pay. Observed increase in expenditures compared to last year is due to increased payroll, staff retention bonuses, new LCD display, and new Nutanix server. Request made to show YTD tracking of funds that qualify to be included in instruction with a target of 68% and request to show a breakdown of what the \$600,000 reduction in available funds is due to.

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

\*Kristalyn Loftis left the meeting.

### **3. AUDIT COMMITTEE UPDATE**

No updates until audit report is made public.

## **ACADEMICS**

### **1. Work Based Learning Update**

Joe Hines-Framework for work-study was set up last semester. Has met with 35 companies in the last 6 wks. 15 have given positive feedback. 60 hrs. are required for work-study. One official position in IT. Requested contacts with other companies.

### **2. Academic Dean Update- Denise Dixson presented.**

84% completion last semester, up 19% from 2019. Include data. All subpopulations, excluding gifted, saw an increase. Students who have been at SSLC all 4 years have a 93% graduation rate. Drop-ins bring graduation rate down to average.

- a. Student Performance Data-68% on track YTD. 2nd short-cycle assessment will be next week.
- b. Industry Certification Course Progress-1 student qualified for Microsoft Office National Championship and was one of the top 3 performing students in NM.

### **3. Assistant Principal Update- Lisa Mora presented.**

- a. Strategic Planning- Progress Report Summary was presented. 8th grade recruitment event will be held 2/17/23. Need to track NWEA growth, not just course completion data. CEC is opening up to all students, not just APS students. 4 student groups created videos for community outreach. Will give the videos to McKee and the school's videographer.
- b. Financial Modeling- Requested K12 begin development of a multiyear financial model such as presented at the Charter School Conference in December.
- c. Town Hall Meeting- Representative Liz Thompson-Lisa attended last week and met with Liz Thompson to provide information about SSLC prior to Capital Outlay requests.

### **4. Head Administrator Update- Chris Lutz presented**

- a. 80-Day Enrollment Report-Certified reports January 11.

- b. Capital Outlay Request-Looking at an update instead of renovation because a renovation would require bringing everything up to code (adding 11 sinks, 10 drinking fountains, etc.). Request will be for \$200,000.

**5. Renewal Committee Update**

Contractors' advice was to go separately from SPLC for renewal. Committee still needs to determine if SPLC is staying or going.

**6. Academic Committee Update- None**

**NEW BUSINESS**

**1. MARKETING WITH MCKEE WALLWORK & CO.**

- a. **Charrette Process**-There were no protests to the posted proposal. Contract is with Ms. Matthews now for review before signing. McKee recommends not proceeding with the Charrette process until there is a new Head Administrator. Charrette is a 6-month process that if started 3/1 will be completed 8/31, allowing time to include any potential recommended name/logo/mission changes in the charter renewal packet due Sept 15. Discussed how much a new Head Administrator will alter the process.
- b. **Pay-per-click**- McKee recommended this form of advertising rather than blanket ads through TV/Radio/Mail to target those already looking for a charter. Their proposal would cost about @1200 per month, which includes pass through costs they pay direct to Google for the ads. If we add pay-per-click, it will put us over the 60K annual limit for a particular vendor and violate the procurement code. We have already contacted K12 to ask what our options are. It may include going out to RFP for all marketing services. One solution discussed with McKee was for us to pay Google directly, but we do not have a school credit card and they will not accept a PO. However, with McKee's management fees for the service, it will still put over the 60K, so that will not be effective. We are not contracting for pay-per-click until we can solve the procurement issue.

**2. LEGAL SERVICES**

Patty Matthews will be part-time beginning in March. Our contract is through 6-30 with Matthews and Fox. Do not need to take action to remain with Matthews and Fox through end of fiscal year. Request made to approach Sue to gauge her interest in continuing with SSLC.

**GOVERNANCE**

**1. GOVERNANCE COUNCIL PLANNING CALENDAR**

Need to have a calendar in place. Will be valuable in the renewal process.

**2. CONSENT AGENDA**

Would require GC members to review financials in advance. Discussed the amount of time saved versus the benefits of discussing financials as an entire board. Will leave items individually on agenda and revisit later if desired.

**3. RECRUITMENT COMMITTEE UPDATE- NONE**

**4. HEAD ADMINISTRATOR SEARCH COMMITTEE-**

Met with staff before the holidays to determine considerations for a new HA and to create a job listing with those considerations in mind. Need to include salary range of \$115,200 minimum up to \$150,000. Motion made to approve the recruitment committee to move forward with posting job for HA pending review by counsel and to make final edits.

Mrs. Burns asked for a motion to approve the motion for the Recruitment Committee to move forward with the job posting for Head Administrator. Mr. Hamel made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

**5. GC MEMBER TRAINING**

**A.** Finance 101 scheduled January 26, 2023, 5:00-8:00 pm via Zoom

**6. ANNOUNCEMENTS- None**

**ADJOURNMENT**

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

Time adjourned: 7:44 pm.