



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, October 19, 2022 @ 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 Michael Hamel Debra Jensen Larry Stotts Eileen Johnson	Shannon Carpenter	Christine Lutz Lisa Mora Kristalyn Loftis	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on November 16, 2022

DocuSigned by:
 President: Deborah Burns

DocuSigned by:
 Recorded by: Debra Jensen

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***Items up for approval during this meeting and/or required action taken, are in RED print.**
****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

CALL TO ORDER

Mrs. Burns called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, October 19, 2022, at 5:00 pm via Zoom.

ROLL CALL

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

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

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

REVIEW /APPROVAL OF MINUTES 9-21-22 Regular Meeting

Mrs. Burns asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes and Mr. Hamel seconded the motion, with the correction that in the Finance Report, change "should SPLC split" to "should SPLC move to another location". Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

SSLC is seeking input for use of Title I, II, IV and IDEA-B funding. No members of the public were present.

ACTION ITEMS

A. FINANCE REPORT

Presented by Kristalyn from K12. School is on target for budgeted expenditures. August and September expenditures were higher than in the past mainly due to ABBA payment, Edgenuity renewal, and Power School renewal.

B. FINANCE COMMITTEE UPDATE

Met at 4:30 before the GC meeting and reviewed reports with Kristalyn from K12.

C. CHECK REGISTER APPROVAL September 2022*

Reviewed the check register and noted large payments were made to ABBA for the new server, to Edgenuity for renewal, and to Power School for renewal.

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

D. BANK RECONCILIATION September 2022*

Reviewed the bank reconciliation and confirmed ending balance of \$4,537,495.37.

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.**

E. BUDGET ADJUSTMENT REQUEST (BAR)*

- 1.** BAR 531-000-2223-0002-I PED generated BAR. Increase of \$177
- 2.** BAR 531-000-2223-0003-I PED generated BAR. Increase of \$115 for capital outlay
- 3.** BAR 531-000-2223-0007-T Transfer BAR to account for additional funds needed for ELTP stipends, salaries and benefits
- 4.** BAR 531-000-2223-0008-M Maintenance bar to clean up balances in 1000 functions that were negative mainly due to salaries and benefits
- 5.** BAR 531-000-2223-0009-M Maintenance bar to clean up balances in 2000 functions that were negative.

Mrs. Burns asked for a motion to approve the BARs as presented. Mrs. Jensen made a motion and Mr. Stotts seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

F. RFP vs. SOLE SOURCE FOR MARKETING/REBRANDING*

SSLC discussed proper procurement with K12 and Clifton, Larsen and Allen. Both advised RFP for procurement, but concern was expressed that not all the pertinent details regarding the need for the Charrette were included in the discussions. Discussed meeting with auditor to determine if sole source is appropriate. Concerns were raised that it would not be a good faith RFP since the board wishes to utilize the proprietary Charrette from McKee Wallwork. Motion was made to authorize Chris Lutz to proceed with either an RFP or Sole Source procurement based on recommendation of the auditor, Victor Craft. Need to determine specific criteria for sole source and include the details.

Mrs. Burns asked for a motion to approve Ms. Lutz to act on the RFP vs. Sole Source for Marketing/Rebranding. Mrs. Burns made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

G. POWER SCHOOL UNIVERSITY ORLANDO HOTEL EXCESS COST*

Two staff members are being sent to an intensive training on our student information system in Orlando. Procurement allows for \$215/night for hotel costs, but the discounted conference rate for the hotel in Orlando is \$249/night.

Mrs. Burns asked for a motion to approve Power School University Hotel Excess cost. Ms. Johnson made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

H. DISCIPLINE RUBRIC*

A guideline rubric was presented to be included in the Student Handbook. It is good practice to have guidelines which clearly state consequences for different infractions ensuring equity and eliminating arbitrary consequences. Motion made to adopt the discipline rubric as presented allowing for modifications as needed.

Mrs. Burns asked for a motion to approve the Discipline Rubric. Mrs. Jensen made a motion and Mr. Stotts seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed**

I. RENEWAL COMMITTEE FORMAL COMMUNICATION WITH SPLC*

Motion made to authorize the Renewal Committee to draft and submit a letter to SPLC on behalf of the Governing Council inquiring if SPLC is interested in entering into discussions about combining the two schools and if they are intending to stay in the building. An answer will be "respectfully requested" by 11/30/2022 in order to inform the renewal process for SSLC in 2023.

Mrs. Burns asked for a motion to approve The Renewal Committee Formal Communication with SPLC. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed**

DISCUSSION ITEMS

A. Head Administrator Search-

Discussed developing a timeline and framework for hiring a new HA. Ms. Lutz's last day is 6/30/2023, possibly as early as 5/30/2023. Would like to include an action item on the agenda to form a search committee at the 11/16/22 GC meeting, approve criterion for hiring at the 12/14/22 meeting, and send out a job posting by the beginning of January 2023.

B. DEO/Website Update-Meeting for 3rd quarter will be 11/2/22 where a statistical analysis will be presented. Staff would like to separate the website for SPLC and SSLC. Would like to ask McKee about their recommendations for separating the website now versus after potential rebranding takes place.

UPDATES

ASSISTANT PRINCIPAL - LISA MORA

- Staff participated in Strategic planning at an in-service on 10/10/22. Action items were developed and shared with the Governing Council.
- Concerns were voiced that there were insufficient action items addressing academic proficiency. GC would like to use data to determine how to move or use resources to best support academic achievement. Concerns were also raised that there was not enough communication between the GC and staff to ensure that the staff understands that the GC is listening to their ideas and is addressing their concerns.
- Number of courses on track for credit has improved to 73%. All subgroups have stayed at the same percentage or increased except for economically disadvantaged students.
- Lisa completed CPO training.

HEAD ADMINISTRATOR - CHRISTINE LUTZ

- Enrollment was at 150 last month, but we lost 3. We currently stand at 147.
- G8 Nutanix migration is complete. Migration and testing went well.
- Met with Mr. Craft regarding the Audit and there are no outstanding documents.
- PSFA awarded SSLC \$119,893 and SPLC \$127,641 for a combined \$247,534 in lease assistance.
- FBI returned seized documents. Documents needed to be kept for 7 years. May decide to keep them another 1 or 2 years in the shed but will ask auditor for recommendation.

GOVERNANCE COUNCIL COMMITTEE UPDATES

- A. Audit Committee-** CLA Exit conference Wednesday, October 26,2022 from 10:00-10:25am Via TEAMS meeting.
- B. Recruitment Committee** - none
- C. Academic Committee Update** - none

ANNOUNCEMENTS

Melissa Brown sent a question to the GC through the secretary-Does your board want to schedule a time for CSD to observe and provide feedback of one of your board meetings? This would count as 1 hour of board training in Organizational Performance and Open Governance. The answer was yes.

ADJOURNMENT

Next Scheduled Meeting: November 16, 2022, at 5:00pm via the Zoom platform

Time adjourned: 7:33 pm.