



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, November 16, 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 (left after action items) Shannon Carpenter Debra Jensen Larry Stotts Eileen Johnson	Michael Hamel	Christine Lutz Lisa Mora Kristalyn Loftis Denise Dixson	Elizabeth Layton Amelia Riehl

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on December 14, 2022

DocuSigned by:
 President: Deborah Burns
 DocuSigned by:
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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, November 16, 2022, at 5:00 pm via Zoom.

ROLL CALL

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

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

REVIEW /APPROVAL OF MINUTES 10-16-22 Regular Meeting

Mrs. Burns asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes and Ms. Carpenter seconded the motion, with the correction to change the date in discussion item A from 11-16-23 to 11-16-22 and change the date in discussion item B from 11-2-23 to 11-2-22. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

Amelia Riehl thanked the board for considering marketing plans for the school and voiced concern about missed opportunities for marketing as a small school specializing in STEM and dual credit. Thanked Chris Lutz for her care of students and staff. Voiced support for Lisa Mora for consideration as new Head Administrator. Felt that due to Covid and so many challenges the school has worked through, a person outside of the system would be disruptive.

Elizabeth Layton also commended Ms. Lutz for her support of special education teachers and students and voiced support for Lisa Mora to be considered as next Head Administrator. She raised several questions about the cost/benefit analysis of the Charette process. Questioned using a "theoretical" process instead of a proven method that utilizes concrete data and feedback from staff, students, parents, and others who know the strengths of the school. Concerned about the cost that could be used to hire additional teachers, purchase additional portables, and support current students. Also concerned that a large corporation does not accurately understand the small-town way of doing things. A discussion ensued explaining that SEG is ~\$7,000/student and would require an additional 25 students to pay for the Charette.

SSLC has lost students over the last five years due to Covid and other factors while other schools have added students over the same time period. Board recognized the recommendations for Lisa Mora while stating that the Board is obligated to go through a complete recruiting process.

ACTION ITEMS

A. FINANCE REPORT

Presented by Kristalyn from K12.

B. FINANCE COMMITTEE UPDATE

Met with Kristalyn Loftis from K12 at 4:30 before the GC meeting. No questions or concerns about the reports.

C. BAR ADJUSTMENT REQUEST (BAR)

1. BAR 531-000-2223-0010-IB (Lease Assistance Award) \$119,893 received. All of this award is to go toward the lease payment.
2. BAR 531-000-2223-0011-IB (Covid-19 Testing Grant) \$27,490 Schools are allowed to spend carryover from initial FY22 award this year.
3. BAR 531-000-2223-0012-IB (IDEA-ARP Special Education Grant)-\$8,794 came from the state as part of the American Rescue Plan for Special Education.
4. BAR 531-000-2223-0013-IB (IDIA-ARP Prep-school Special Education Grant) \$810 for preschool. Verified that SSLC does not have a preschool. Can also be used for K-12 Special Education.

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

D. CHECK REGISTER APPROVAL October 2022*

Large payments were noted, included for Strategic Planning and 2 lease payments that were withdrawn in Oct.

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.**

E. BANK RECONCILIATION October 2022*

8.63 months of cash reserves in the bank. Ending balance of \$4,318,163.24

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

F. CHECK SIGNING POLICY REVISION*

K12 pointed out that some schools allow administrators to sign certain recurring checks over \$10,000 (within 5% variance of expected expenses). SSLC currently has one recurring expense for Saylor Family Trust. Motion to modify policy D.09 in the manual to include “H” and “I” but change “I” to state “school administrators” instead of “school”.

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

G. EXPELLED STUDENT POLICY*

Motion to accept statement written by Patty Matthews stating that SSLC is not obligated to accept students from other schools until the terms of their suspensions/expulsions are completed.

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

H. BRANDING PROCUREMENT*

Sole Source vs. Request for Proposal - Talked with CLA, K12 and the state about procurement for sole source, wanted to avoid a procurement process in which the outcome was already known. Initial advice was to proceed with RFP, but Valerie Polk (acting State Procurement Agent) explained it is alright to proceed with sole source as long as it can be justified. Board is offering recommendations to Lisa Mora for procurement, but not dictating terms. Ms. Mora will make the final decision as Chief Procurement Officer. Questions were raised during public comment about the marketing plan. It was recommended to post procurement intent when ready since it must be posted for 30 days, and it can be discussed at the next board meeting prior to award. No action was taken by the board.

I. CREATION OF AD HOC HEAD ADMINISTRATOR HIRING COMMITTEE*

Deborah Burns will serve, check with Michael Hamel to see if he would like to serve, and Denise Dixon will serve. Other staff members are welcome. Need to ensure a diverse committee that represents different subpopulations. Also need a parent stakeholder. Eileen Johnson will serve if another member is needed.

Mrs. Burns asked for a motion to approve the creation of an Ad Hoc Administrator Hiring Committee. 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.** Financial Training with K12 Accounting- Ms Runyon is available 1/26 at 5:00. Training is free to board members.
- B.** DEO/Website Update-Organic traffic is up 10%. Total traffic is down over last year possibly because earlier traffic included paid advertisements. Tech-based learning, STEM, and Dual Enrollment traffic is increased. STEM-related key words have improved.

- C. Special Education Annual Determination Letter-NMPED informed SSLC the school is in 100% compliance with transition services.
- D. Renewal Update from Contractor and Legal-10/25 met with Karen Ehlert who helped SSLC through last renewal. Engaged her services for \$8500 to aid the school through the entire renewal process including meeting timelines and deadlines. Karen Ehlert and Patty Matthews suggested bringing a strong school to the renewal. Recommended going as an individual school because uncertainty with SPLC would impede renewal. Regardless, need to contact SPLC to see if they are staying or going.
- E. Academic Proficiency Data from NWEA-Included data from the Nation's Report Card (NAEP) and fall NWEA short cycle testing. Discussed concerns regarding observed decreases in proficiencies.

UPDATES

ACADEMIC DEAN - DENISE DIXSON

- Course Progress Data- As of 11-4-22, 76% of students are on track, which is a 15% increase from 2021. There was an increase in almost all subpopulations except Native American.
- 4 Students will be taking their professional certification exams 11-17 and another 6 are in progress for completion. Program provides industry recognized credentials.

ASSISTANT PRINCIPAL - LISA MORA

- Spike in COVID cases.10 new cases since 11-1, including 2 staff. Since cases were above 3%, reporting to the state was required but cases remained below the 5% required for additional action.

HEAD ADMINISTRATOR - CHRISTINE LUTZ

- Enrollment is 146.
- 40-day count was 147.
- Staff will be meeting Friday for Strategic Planning.

GOVERNANCE COUNCIL UPDATES

- A. **Audit-** Exit Conference completed October 26, 2022
- B. **Recruitment Committee Update:** none
- C. **Academic-** None

ANNOUNCEMENTS- none

ADJOURNMENT

Next Scheduled Meeting: December 14, 2022, at 5:00pm via the Zoom platform

Time adjourned: 7:10 pm.