



# GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, December 14, 2022 @ 5:00pm

Meeting Room: Via Zoom

10301 Candelaria Rd. NE, Albuquerque, NM 87112

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Deborah Burns Michael Hamel Debra Jensen Shannon Carpenter Larry Stotts Eileen Johnson		Christine Lutz Lisa Mora Kristalyn Loftis Denise Dixson Callie Helgeson Terrance Montoya Theresa Hatcher	

**MINUTES RECORDED BY:** Debra Jensen

**Transcribed by:** Dana Smith

*These minutes were approved on January 18, 2023* \_\_\_\_\_

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](mailto: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, December 14, 2022, at 4:58 pm via Zoom.

### **ROLL CALL**

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

### **REVIEW /APPROVAL OF MINUTES 11-16-22 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 Mr. Hamel was absent. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

**Special Honored Guests**-Governor's STEM Challenge Team- Short Overview-Terrance Montoya, Callie Helgeson, and Theresa Hatcher presented their Trash Genie-Inator 4000 that Presbyterian selected as the winner of their prize. Each of the 6 students on the team won \$500. Denise Dixon and Mathias Sagartz were the sponsor teachers.

### **PUBLIC COMMENT- none**

## **ACTION ITEMS**

### **A. FINANCE REPORT**

Presented by Kristalyn from K12.

### **B. FINANCE COMMITTEE UPDATE**

Met with Kristalyn Loftis prior to GC meeting at 4:30 pm. No issues or concerns were raised.

### **C. BAR ADJUSTMENT REQUEST (BAR)**

1. BAR 531-000-2223-0014-I (FY22 Capital Outlay-\$70,000)-added to existing \$115 for total of \$70,115. Request made through legislative session for new lighting and sound for gym. All funds were placed in 56119. Will be separated later.

2. BAR 531-000-2223-0015-M funds from some salary and benefits lines were moved to other salary and benefits lines to clean up funds.
3. BAR 531-000-2223-0016-M funds were moved within the 2000 functions to clean up funds. Pulled funds from benefits lines with excess to other benefits lines.
4. BAR 531-000-2223-0017-T-IDEA-B \$334 moved from support services to instruction which is required to be positive or zero.
5. BAR 531-000-2223-0018-T-ESSER II- transferred from instruction to services line.

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

#### **D. CHECK REGISTER APPROVAL November 2022\***

Finance Committee reviewed the check register. Expected recurring expenses except for a few that included final audit payment and a payment to CDW Government for a large mounting bracket (~\$700).

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.**

#### **E. BANK RECONCILIATION November 2022\***

Liquidity decreased to 8.5 months because of outstanding RFR's. Month-end balance \$4,217,550.66.

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.

#### **F. SAYLOR FAMILY TRUST LEASE PAYMENT\***

Recurring expenses need approval of the Governing Council to be signed by SSLC administration on an ongoing basis. Motion was made to grant approval for SSLC administration to sign the lease payments to Saylor Family Trust if the lease payments fall within 5% variance of the expected payment amount.

Mrs. Burns asked for a motion to approve the Saylor Family Trust Lease Payment. Mrs. Jensen made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **DISCUSSION ITEMS**

A. Strategic Planning update-

One Page Business Plan-Lisa Mora presented. Include Strategic Plan that was presented. Staff would like to emphasize improving graduation rates through course completion and improving NWEA proficiency in math and reading through growth goals.

- B. McKee Wallwork Charrette Timeline and Additional Advertising Services-**  
Sole source procurement has been posted and ends on Jan 1. Each phase of Charrette is 8 weeks, but early registration begins Jan-Mar. The importance of hard-hitting advertising to get the name of the school out before the end of the Charrette was discussed. Will talk to McKee about the social media campaigns discussed at the Dec charter school conference.
- C. Board Planning Calendar-**  
Excel spread sheet is being created to coordinate items for the Board. This will be on the agenda in January to adopt the new calendar.
- D. Principal Advisory Council NMAC 22-15-16**  
Statute requires and advisory council. Principal is to act as chairman. Needs to have an equitable balance between staff, parents, community, and business community. An invitation will be extended to participate in an advisory role to give input on certain high-priority items.
- E. Board Training Progress update-**  
K12 will provide finance training Jan 26, 2023.
- F. Agenda Reorganization January 2023-**  
Discussed clustering like items together, moving the Academic Dean report earlier on the agenda, and creating a consent agenda. Will ask Melissa Brown what is required for a consent agenda.

## **UPDATES**

### **ACADEMIC DEAN UPDATE- DENISE DIXSON**

- Latest Course Progress Date- 79% of students are on track (11% higher than in 2020 and 2021).
- 90% of 9<sup>th</sup> and 10<sup>th</sup> graders will receive a C or better in Smart Lab (mission specific goal is 75%).
- 92% of 11<sup>th</sup> and 12<sup>th</sup> graders are enrolled in dual-credit courses or college courses (mission specific goal is 75%).
- Discussed students earning industry recognized credentials in Smart Lab certification class.

### **ASSISTANT PRINCIPAL - LISA MORA**

- Covid 19 - Only one new case in Dec. PED suspended tracking and reporting beginning in Dec.

- Equity Council- The council attends monthly state meetings. Next step is to work on CLR framework. CLR Inventory completed, advisement packages were submitted for FY22 and FY23.
- Bathroom Remodel- Working with two new vendors. Will meet one on 12/7 and the other on 12/15. Design phase is 1st step. Goal is to complete the bathroom remodel over the summer.

### **HEAD ADMINISTRATOR - CHRISTINE LUTZ**

- Enrollment is 146 and losing 4 graduating in December. 11 offer letters were sent out.
- Capital Outlay Award.
- Returned FBI Files and Identity Theft-36 boxes were received 10/11. Patty clarified retention statute. Chris will sort files and return files to SAMS and SPLC. Board recommended scanning files and not storing the physical files to prevent identity theft.
- Covid cases and Staff Leave-Staff must stay home 5 days after receiving a positive Covid test. Some concern about employees expending leave due to mandated quarantine.

### **GOVERNANCE COUNCIL UPDATES**

- A. **Audit-** none
- B. **Recruitment Committee Update:** none
- C. **Academic-** None
- D. **Renewal-** none
- E. **Head Administrator Search\*-** Motion made to form a committee for the purpose of searching for a new head administrator consisting of Michael Hamel, Eileen Johnson, Denise Dixon, Chris Lutz, Joshua Merrill, Elizabeth Layton, Mathias Sagartz, Alan Ray, Joe Hines, Amelia Riehl, Lori Tufaro, and Riley Robinson.

Mrs. Burns asked for a motion to approve the motion to form a committee for the purpose of a Head Administrator search. Mr. Hamel made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **ANNOUNCEMENTS**

K12 Finance Training 101-January 26, 2023, 5:00-8:00pm.

### **ADJOURNMENT**

Next Scheduled Meeting: January 18, 2023, at 5:00pm via the Zoom platform

Time adjourned: 7:27 pm.