



# GOVERNANCE COUNCIL MEETING MINUTES – DRAFT

Wednesday, April 19, 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>Eileen Johnson |                                 | Christine Lutz<br>Lisa Mora<br>Kristalyn Loftis<br>Denise Dixon |                                 |

**MINUTES RECORDED BY:** Debra Jensen

**Transcribed by:** Dana Smith

*These minutes were approved on May 17, 2023*

DocuSigned by:  
 President: Deborah Burns  
DocuSigned by: 160768AAEFD74B6...

Recorded by: Debra Jensen  
DocuSigned by: 6C1323D0AFF0496...

**\*\*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, April 19, 2023, at 5:01 pm via Zoom.

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

Mrs. Burns, present  
Ms. Carpenter, present  
Mr. Hamel, present  
Mrs. Jensen, present  
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. Mr. Hamel made the motion to adopt the agenda with the correction to move the closed session to after Governance item #2 (Head Administrator Committee update) and remove "vote to return from closed session". Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

### **3. REVIEW /APPROVAL OF MINUTES 3-28-23 Special Meeting\***

Mrs. Burns asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes, with the corrections: Remove Larry Stotts and add Michael Hamel. Strike the first paragraph of "Made motion..." to state that Michael Hamel requested that all committees need to be readjusted due to the decrease of Governance Council members from six to five. Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

### **4. PUBLIC COMMENT**

## **FINANCE**

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

Committee met at 4:00 prior to the regular meeting. Extended meeting because committee was reviewing many budget items. Did not have time to review board reports. Will review as an entire board. Compliments were extended to Chris Lutz, Lisa Mora, and Kristalyn Loftis for all the work they put in.

### **2. BUDGET ADJUSTMENT REQUEST (BARS)**

A. BAR 531-000-2223-0036-I\* sb9 State match \$6,089.00

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

### **3. FINANCE REPORT FROM K-12 Kristalyn Loftis**

6% increase in next year's salaries, small school size adjustment was eliminated, increased medical costs.

A. Check Register\*-Reviewed check register as a Board

B. Bank Reconciliation\*-Bank balance is currently \$4,095,785.46.

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

### **4. NEW UNIT VALUE-**

Unit value YR23-24 is \$6,241.67, up 13% from YR22-23. To be conservative, assume no growth for budget. 80-120 average enrollment YR22-23 was 147. Estimate 281.407 program units and a budget of \$1,756,449.63. Operational budget of \$1,851,478.00 with SPLC rent, included. Reduced budget through attrition, not filling assistant principal position, no full-time counselor, across the board \$20,000 decrease in stipends. Still \$351,246.80 over budget. Will rely on cash to balance budget. Rebekah Runyon at K12 recommends 20% of SEG funds in cash reserves while Vigil group had advised 5%. Some discussion of increasing that amount to 50%. Need to increase student population by 20-30 students to eliminate this shortfall.

### **5. SALARY SCALES FY24**

Same salary schedules for instructional staff. Educational Assistants receive a mandated \$25,000 minimum. SSLC salary schedule would be \$27,000 for EA I & II and \$29,000 for EA III.

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

### **6. SSLC-SPLC Cost Share Agreement\* 49%-51%, SPLC wanted 50%-50% but the 80/120-day averages were 147 for SSLC and 151 for SPLC.**

Mrs. Burns asked for a motion to approve the FY24 SSLC-SPLC cost share agreement. Ms. Johnson 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.

## ACADEMICS

### 1. Academic Dean Update- Denise Dixon Presented

- A. Student progress update- 79% of students on track. 5% increase from last year. Remote and in-person students are the same. Growth in all subpopulations except ELL. Need to get accurate guidance from PED about who qualifies as ELL.

### 2. Assistant Principal Update- Lisa Mora Presented

- A. Strategic Planning Update from 4-10-23- Asked to postpone until next month. All staff have been involved in recruitment. Contacted 13 charter middle schools without a high school. Presented at two. 450 students have been invited to our open house on 4-26 from 5:00-7:00 pm. Suggestions made: to collect email addresses at the open house for follow up, contact Air Force to inform families of opportunities at SSLC, leave materials at community centers that host after school programs, hire a vendor to create an email list.

### 3. Head Administrator update- Chris Lutz Presented

- A. Enrollment is currently 140. 107 returning students, 39 offers (not all have accepted). 146 potential students at this time.
- B. **NMPED Site visit Exit remarks-** requested proof of agendas for professional development. Very favorable response to data reports. Asked that SSLC present at Charter School conference.

## NEW BUSINESS

- 1. **Digital Marquee Purchase\***- Funds can be drawn from HB33 funds and not the operational budget. Working with a CES vendor. There are no software renewal fees. \$56,671.02 is the total cost. Questions about whether damage due to vandalism would be covered by insurance. Need to develop an internal process for what can be displayed on the marquee.

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

## GOVERNANCE

- 1. **Charrette Team with MWC update:** Deborah Burns, Eileen Johnson, Debra Jensen, Joe Hines, Mathias Sagartz, Denise Dixon, Lisa Mora and Chris Lutz will make up the Charrette Team. Needs to be posted.
- 2. **Head Administrator Search committee\***- Need to remove a position from the Academic and Finance Committees at the May Regular Meeting due to the Governance Council decreasing from six to five members.

Mrs. Burns asked for a motion to change the Head Administrator Search Committee to include only Michael Hamel and Deborah Burns from the Governing Council. Mr. Hamel

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

## Closed Session

Motion: Pursuant to section 10-15-1(H)(2) the governance council will meet in closed session to discuss limited personnel matters regarding contract negotiations for the new Head Administrator.

Mrs. Burns asked for a motion to go into closed session. Mrs. Jensen made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote of those present (Shannon Carpenter not present). Motion passed.

Sue Fox was invited to attend the closed session.

**Recorder Off** Time in: 7:02 pm  
Time back from closed session: 7:55 pm

**Motion:** Motion made to authorize the school's attorney to work with the Governing Council members to develop and send an offer to Ms. Mora containing proposed employment terms as well as a Head Administrator job description and evaluation form.

Mrs. Burns asked for a motion. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote of those present (Shannon Carpenter not present). Motion passed.

- 3. RENEWAL COMMITTEE UPDATE:** Update in progress. Surveys received 100% staff support. Need 75% of parents to participate. 85% participated. Surveys are notarized and ready to go.

## 4. RECRUITMENT COMMITTEE

## ANNOUNCEMENTS

1. Head count for graduation if quorum in attendance/attendee to accept the class. Post to avoid conflict for open house and graduation.
2. Governance training hours should be complete by May 30, 2023.
3. Emergency measures have been lifted and Governance Council meetings need to be held in-person. Can amend the by-laws to allow for members to attend by Zoom in the event they are out of town or have other conflicts.

## ADJOURNMENT

Next Scheduled Meeting: May 17, 2023, at SSLC

Time adjourned: 8:09 pm.