



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, June 21, 2023 @ 5:00pm
 Meeting Room: SSLC/Smart Lab
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

Zoom link for those unable to attend in person:
 Meeting ID: 873 8781 6794
 Password: 453367

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Shannon Carpenter* Debra Jensen* Eileen Johnson *Participated via Zoom	Michael Hamel	Lisa Mora Kristalyn Loftis	

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

These minutes were approved on 7/19/2023
 President: *Deborah Burns*
 Recorded by: *D. Jensen*

****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

1. CALL TO ORDER

Mrs. Burns called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, June 21, 2023, at 5:00 pm.

a. ROLL CALL

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

3. REVIEW /APPROVAL OF MINUTES 5-17-23

Mrs. Burns asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes, with the corrections: Figures in item 6 of finance need to include dollar signs. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT

No members of the public were present.

FINANCE

1. FINANCE COMMITTEE UPDATE

Kristalyn Loftis presented. No BARs. Received approval at the May Governing Council meeting for Interim HA and Business Manager to move forward with required BARs to be reviewed by the finance committee. BARs were reviewed by the finance committee prior to this meeting.

2. FINANCE REPORT FROM K-12 Kristalyn Loftis

- A. Check Register - Majority of entries are recurring vendors. Noted entries for diplomas, rental of prom space, yearbooks.
- B. Bank Reconciliation - Ending balance of \$3,845,992.27 in checking.

RHC voucher was voided because the amount was incorrect. \$16,132.50 in savings which tied to GL with no difference. Higher than normal expenditures in May compared to past years due to special capital outlay to TLC Plumbing for lights, final payment of phase I to McKee and payment of two months for legal.

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.

3. AUDIT COMMITTEE UPDATE

- A. One member of the audit committee (Michael Hamel or Shannon Carpenter) needs to attend one of the Entrance Conference meetings either Wednesday, 6/28 from 3:00-3:30 or Friday, 7/28 from 9:00-9:30. Michael Hamel emailed Lisa to say he will attend.

4. INVENTORY DISPOSAL

- A. IT room is being cleaned. Clearing out Chromebooks. They are functioning but are no longer supported. Also disposing of towers operating on Windows 7 and worn office chairs. All computers and electronic equipment go to Abba for data wipe and recycling.

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

*Kristalyn Loftis left the meeting.

ACADEMICS

1. Executive Director Update- Lisa Mora Presented

- A. PEC Update- Lisa was invited to PEC meeting. Met with commissioners who noted the orderly succession plan and number of dual credits earned by students at our school.
- B. Expected enrollment for FY24-153 students are currently enrolled in Power School but this number will change throughout the summer.
- C. NWEA End of Year Growth Scores-SPLC tests four times/year, SSLC tests three times/year. SSLC designated last test as summer and, as a result, there is no normed data. In math, 18% moved out of Beginning Steps and 10% moved to proficient or advanced. In reading, 13% moved out of Beginning Steps and 13% moved to proficient or advanced.
- D. Mission Specific Goals-School exceeded standards for Goals One and Two for FY23.
- E. McKee DEO Update-Site data was reviewed. Noted 70% increase in traffic for Dual Enrollment and keyword rankings. Examined application page numbers as compared to last year when a pop-up was present to drive traffic to the application page.

- F. Architect Meeting for Bathroom Project-Estimates ~\$2,000,000 for a full renovation and ~\$400,000-500,000 for a remodel. Renovation involves bringing facilities up to code including plumbing multiple drinking fountains and additional sinks and toilets. Can take architects suggestions back to justify request for additional funds from special capital outlay in FY24. SSLC did receive verbal approval to remove shower to make space for new sinks/toilets.
- G. Charter School Testing-Planning on contracting with a company to track all testing instead of providing a stipend for a faculty member to do this. Will reduce stress on limited staff for minimal cost.
- H. Equity Council Update-Fully compliant with requirements.
 - i. CLR framework submitted.
 - ii. Advisement package was submitted to both schools. Suggestion to determine need versus convenience in terms of some of the services provided, i.e., food.

NEW BUSINESS

1. FY24 Vendor contracts over \$20,000

- A. ABBA Technologies- Technologies-\$965/month increase tied directly to upgraded security software. Negotiated cost down from original increase.
- B. Day and Night Cleaning- no changes
- C. K12 Accounting-\$3,950 annual increase. Sign three year contract, but cost will change annually according to negotiated RFP with CES.
- D. Lucero Bus Company-\$9,384 decrease. This is a pass-through award from the state with no impact to the school.
- E. McKee Wallwork and Company- no change for DEO and web hosting.
- F. Power School- Contract expires June 30th. Presented worst case scenario, but negotiations are continuing to reduce annual uplift and student count to decrease costs.

Mrs. Burns asked for a motion to approve the FY24 Vendor Contracts over \$20,000.00. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

2. SOUND ABATEMENT-

Part of \$70,000 capital outlay. \$20,000 used for lighting, \$50,000 remains for sound abatement. Cost for ceiling panels would exceed this amount. Motion made to approve the Executive Director to go forward with Norcon proposal following discussion with Norcon about cost and process of repairing damaged panels. If determined that Norcon proposal will not be suitable, a special meeting can be called or matter discussed at next Governing Council meeting.

Mrs. Burns asked for a motion to approve the Sound Abatement Contract. Mrs. Burns 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:

- A. Objective Meeting June 8th-Lisa Mora gave a report on the objective meeting.

2. Renewal Committee update

- A. Progress Toward Renewal Application- Monthly meetings with consultant, renewal application is on track.
- B. Begin Review of Application Narratives-Will begin sending out sections of application to Governing Council Renewal Committee members for input and review. Full application will be approved by the entire GC when ready to submit.
- C. Recruitment Committee Update - Digital marquee is scheduled for installation this month. Will be located within the fence.

ANNOUNCEMENTS

1. All Governing Council members met required training hours on time. Will ask K12 to hold finance training in Sept or Oct for FY24.
2. Annual meeting designated in July-election of officers, committee membership adjustment, discussion of eliminating academic committee.

ADJOURNMENT

Next Scheduled Meeting: July 19, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 6:45 pm.