



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, September 21, 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 Shannon Carpenter Michael Hamel Debra Jensen Larry Stotts Eileen Johnson		Christine Lutz Lisa Mora Denise Dixson Jolene Jaramillo Lacey Peloquin Kristalyn Loftis Molly Zeinemann	

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

These minutes were approved on _____ *October 19, 2022* _____

DocuSigned by: _____
 President: _____ *Deborah Burns* _____
 DocuSigned by: _____
 Recorded by: _____ *Debra Jensen* _____
 DocuSigned by: _____

***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, September 21, 2022, at 5:00 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Ms. Carpenter, present
Mr. Hamel, present
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. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

REVIEW /APPROVAL OF MINUTES 8-17-22 Regular Meeting

Mrs. Burns asked for a motion to approve the minutes. Mr. Hamel made a motion to approve the minutes and Mrs. Jensen seconded the motion, with the correction that Shannon Carpenter needs to be added to the Audit Committee. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

SSLC is seeking input regarding the Safe Return Plan related to ESSER funding. This document is posted on the school's website. No comments received.

ACTION ITEMS

A. FINANCE REPORT

Kristalyn from K12 presented. Ending balance of \$4,875,718.72. Expenditures are higher as compared to last year due to new server purchase. Confirmed Operational Fund is at 70% target for direct instruction. FY22 audit covers Vigil Group's work. Documentation is being uploaded for the upcoming audit. Spoke to K12 about the state of school finances should SPLC move to another location. Need to address how to spread fixed costs, including lease reimbursement over the number of students attending SSLC. K12 also advises a larger cash carryover than the Vigil Group recommended.

B. FINANCE COMMITTEE UPDATE

Ms. Burns presented. No concerns and no corrections made.

C. CHECK REGISTER APPROVAL August 2022*

Kristalyn from K12 presented and noted entries from Clifton, Larson, & Allen and ABBA Technologies which includes IT services and a new server which led to a higher-than-normal entry.

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.**

D. BANK RECONCILIATION August 2022*

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. TEACHER EVALUATION SYSTEM- Lisa Mora presented

PED grants 9 different waivers to charter schools when requested. Motion made to approve application for a waiver to authorize development of a teacher evaluation that is optimal for SSLC (including future modifications). Will include initial and follow-up conferences and informal walk-throughs. CS division needs to be advised that a waiver has been requested.

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

F. CHECK SIGNING POLICY- Chris Lutz presented

K12 noted that current signature policy does not address dollar limits that require two signatures. Motion made to table until next month in order to get assistance from K12 in drafting a new signature policy that would require two signatures, including one from a GC member, for checks over \$10,000 with exceptions for recurring expenses that fall within a certain variance month to month.

Mrs. Burns asked for a motion to table the Check Signing Policy until next month. Mr. Hamel made a motion and Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

G. INVENTORY DISPOSAL

Approve inventory disposal to Adelante (Disposal of laptops, Chromebooks, Windows7 equipment, Rukus Zone Director, printer). ABBA wipes computers before giving to Adelante.

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

DISCUSSION ITEMS

A. McKee Wallwork+ DEO Update and Charrette Process-Lacee Peloquin presented
2 quarters of Digital Experience Orienteering (DEO) completed. SSLC is 3rd listing search of STEM, STEM high school resulted in 300 impressions over the last 3 months (there were 0 last year). Traffic to applications page is up 74% over last quarter. Homepage numbers are down, possibly due to school having started. McKee took over hosting the website and have been very responsive. They find that the website structure is cumbersome, and changes are difficult because the site is linked with SPLC. Charrette process was discussed. Would consist of 3 phases, each lasting 8 weeks. Would involve discovery session, definition of success, trend identity, determining why school exists, extended social media audit, exploration of new names and logos.

K12 advised that an RFP is required because of procurement rules that prohibit subdividing purchases to make them seem like small purchases. GC wants administration to consult with K12 again to consider McKee Wallwork as a sole-source provider with a trademarked product. Suggestion to consult with CES about procurement rules and with K12 to explain it as a trademarked and proprietary product.

B. Committee Meeting Calendar

It was suggested at a prior board training meeting to create a board calendar to have scheduled reviews of plans and items set to expire. A calendar has been created using a template provided at the training meeting, and it is posted in Sharepoint.

C. K12 Finance Training for New GC Members vs. NMPED-Approved On-Boarding Training Course

If new board members complete the K12 finance training and the NMPED-approved on-boarding then they will have 13 hours training instead of the required 10 hours. Waiting for the Runyans to complete maternity/paternity leave to schedule finance training.

UPDATES

ACADEMIC DEAN - DENISE DIXSON

- 72% of students are on track.
- This is the highest it has been over the last 4 years.
- 84% of remote learners are on track.
- Staff feels that last years' added intensive classes, additional sessions for those behind, added intensive supports, consistent messaging/deadlines and positive behavioral supports are contributing to these results.
- Goals 1 and 2 are exceeding standards and mission goals are being met.
- Governors STEM challenge is underway and SSLC has a team of 7 students competing.

ASSISTANT PRINCIPAL - LISA MORA

- There have been isolated COVID cases.
- Invitation has been sent to parents/students to join the Equity Council.
- Bathroom remodel quotes underway, 2 contractors have stopped communicating. Looking at remodeling staff and student bathrooms. This will be a 6–8-week project, which would require work being done over summer to avoid school disruptions.
- Mrs. Mora was accepted to NM RISE program and is working with a coach on an individual leadership development plan.

HEAD ADMINISTRATOR - CHRISTINE LUTZ

- Inquiries have been made to SSLC regarding acceptance of expelled students. We need to develop a policy to maintain consistency.
- Enrollment is at 150, (54 freshmen, 43 sophomores, 28 juniors, and 25 seniors).
- 1st strategic planning meeting was held on 8-26. Will meet again in October to develop action plans. New objectives include:
 - Support dual credit enrollment for all interested AND eligible students
 - Enhance social media & community outreach programs
 - Prepare for a 5-year renewal submission in Sept 2023
 - Evaluate physical space & hybrid program needs
 - Build work-based learning initiatives
 - Promote academic success & social development
 - Align marketing/branding to target audience and school goals
- Work-based learning and internships are being developed.
- Christine announced her retirement on June 30th to the staff. Need to create a hiring committee at the next meeting.
- Data will be transferred to Nutanix server on October 15th.
- Concerns were voiced about K12 and that audit items that were submitted to K12 were not being submitted to the auditor. Spoke with K12 and they started uploading documents.

GOVERNANCE COUNCIL UPDATES

- A. Audit-** Met this week. Next meeting will be 10-26
- B. Recruitment Committee Update:** Refer to item 4A
- C. Academic-** None

ANNOUNCEMENTS

PCSNM Conference December 8 and 9, 2022 at Hyatt Regency Tamaya-can receive all/most hours, \$400.00-\$450.00 per person depending on the number.
December 8th is for board training.

NMPED courses: schedule provided.

PCSNM- Online courses

ADJOURNMENT

Next Scheduled Meeting: October 19, 2022, at 5:00pm via the Zoom platform

Time adjourned: 7:31 pm.