



# GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, March 15, 2023 @ 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 Shannon Carpenter Michael Hamel Debra Jensen Eileen Johnson Larry Stotts		Christine Lutz Lisa Mora Kristalyn Loftis Denise Dixson Stanley McKeever Jill Brame Elizabeth Layton	

**MINUTES RECORDED BY:** Debra Jensen

**Transcribed by:** Dana Smith

*These minutes were approved on* 03-21-23

DocuSigned by:

President: Deborah Burns

DocuSigned by:

Recorded by: Debra Jensen

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**\*\*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, February 15, 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  
Mr. Stotts- 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. Burns made the motion to adopt the agenda with the correction to move Governance Item #2 to Item #4 for more continuity before the closed session. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

## **3. REVIEW /APPROVAL OF MINUTES 3-9-23 Special Meeting\***

Mrs. Burns asked for a motion to approve the minutes. Mr. Hamel made a motion to approve the minutes, with the correction: Eileen Johnson needs to be listed once as present and the spelling of Molly Zeinemann's name needs to be changed. Ms. Johnson seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

## **FINANCE**

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

Presented by Kristalyn from K12  
Met at 4:30 with K12. Reviewed Reports.

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

- A. BAR 531-000-2223-0019-I Cash carryover of \$206,514 from last year now that audit is complete.
- B. BAR 531-000-2223-0020-I \$62 carryover.
- C. BAR 531-000-2223-0021-I Increase of \$15,479 for final ESSER award.
- D. BAR 531-000-2223-0022-IB Initial Budget of \$5932 for Carl Perkins Grant.
- E. BAR 531-000-2223-0023-M Maintenance bar to clear up funds. Moved \$2942.
- F. BAR 531-000-2223-0024-M Moved \$603 from software to instructional materials.
- G. BAR 531-000-2223-0025-M Moved \$18,900 from SB9 funds from maintenance and repairs to fixed assets more than \$5000.
- H. BAR 531-000-2223-0026-M Maintenance BAR of \$4200.
- I. BAR 531-000-2223-0027-M CTE Pilot Program.
- J. BAR 531-000-2223-0028-I Increase of \$2969 to Student Activities Fund.

- K. BAR 531-000-2223-0029-I Increase of \$1 to 26113 LANL Foundation.
- L. BAR 531-000-2223-0030-I Increase of \$13,991 from HB33.
- M. BAR 531-000-2223-0031-I Increase of \$3718 from SB9 to local fund.
- N. BAR 531-000-2223-0032-M Cleanup for Title I, moving \$161 from Health and Medical.
- O. BAR 531-000-2223-0033-M ESSER-moving \$19,767 to cleanup 2000 functions.
- P. BAR 531-000-2223-0034-M 28211 Covid Testing-\$6,641 to cover salary for this portion of Assistant Principal's job.
- Q. BAR 531-000-2223-0035-I \$100,435 for SEG.

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**

- A. Check Register\*-Final payment for FY22 audit, lease payment, DJ for Valentine's dance, cash carryover and SEG.
- B. Bank Reconciliation\*-Bank balance is currently \$4,100,828.94.

Mrs. Burns asked for a motion to approve the Check Register and 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.

## **ACADEMICS**

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

- A. Student progress update- 76% of students on track. 10% improvement from last year. SPED students have improved from 38% on track in 21 to 80% in 23.

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

- A. Equity Council-In final stages of creating required CLR Framework.
- B. Also, asked staff what they would like budgeted for next year. Staff would like a digital marquee which can be paid for with SB9 and HB33. Will bring estimates next month. Waiting to hear from SPLC if they would like to be included and split the cost.

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

- A. 142 students, down from 146. Have received 104 intent-to-return forms, waiting on responses to 15 intent-to-return forms. 24 new students.
- B. Faculty and Staff Intent to Return-100% return of staff except for two EA's, 1 counselor and the Head Administrator are retiring.
- C. Summer Programs-One teacher full commitment, two teachers would like to split a position. Will offer Main Lab and PE for credit. Free to enrolled students and incoming 9th graders. Would like to offer all-day PE.
- D. New cost-sharing tentatively will be 49% SSLC/51% SPLC. Waiting for validation of 120-day membership counts. School was informed it will receive \$275,00 in capital

outlay for bathroom upgrades. A PSFA gave a verbal approval to Mrs. Mora to eliminate showers if used for additional toilets.

## **GOVERNANCE**

1. Ad Hoc Committee-Charrette with MWC\*-Motion to create an Ad Hoc committee to work with McKee Wallwork on the Charrette process consisting of GC members Deborah Burns, Eileen Johnson, and Debra Jensen (depending on the schedule). Other members of the SSLC staff will be added later.

Mrs. Burns asked for a motion to approve the Ad Hoc committee to work with McKee Wallwork on the Charrette process consisting of GC members Deborah Burns, Eileen Johnson, and Debra Jensen (depending on the schedule). Other members of the SSLC will be added later. Mrs. Jensen made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, Motion passed.

2. Renewal Committee Update-Met with consultant. Emailed and mailed letter to SPLC regarding their plans. No response. SPLC Board President requested this information go through her.
3. Recruitment Committee-No Report
4. Head Administrator Search Committee-Interviewed five candidates from submitted applications. Short-listed two candidates. Conducted follow-up interviews. No further candidate search is required and job posting on website and on **indeed.com** will be removed.

## **Closed Session**

Motion: Pursuant to section 10-15-1(H)(2) the governance council will meet in closed session to discuss limited personnel matters for the purpose of reviewing school year 23-24 Head Administrator applicants to include an internal candidate.

Chris Lutz, Stanley McKeever, Denise Dixon, and Elizabeth Layton were invited to attend.

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, unanimous yes, Motion passed.

Staff search committee was asked to leave the closed session at 6:45 pm. Board members remains in closed session.

**Recorder Off**    **Time in: 6:14pm**  
**Time back from closed session: 9:09pm**

## **ANNOUNCEMENTS**

## **ADJOURNMENT**

Next Scheduled Meeting: April 19, 2023, at 5:00pm via the Zoom platform

Time adjourned: 9:09 pm.