



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, July 20, 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 Michael Hamel Shannon Carpenter Eileen Johnson Scott Struve	Debra Jensen Larry Stotts	Christine Lutz Christopher Moore Lisa Mora Rebekah Runyan	

MINUTES RECORDED BY: Lisa Mora **Transcribed by:** Lisa Mora

These minutes were approved on August 17, 2022

President: _____
DocuSigned by:
Deborah Burns

Recorded by: _____
DocuSigned by:
Debra Jensen

****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, July 20, 2022 at 5:03 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Carpenter, present
Mrs. Jensen, absent
Ms. Johnson, present
Mr. Struve, present
Mr. Stotts, absent

PLEDGE OF ALLEGIANCE

Mrs. Burns asked everyone to join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA *

Mrs. Burns suggested a change to the agenda on action item "h" to include reorganization of ad-hoc committee membership with the standing committee membership. Mrs. Burns made the motion to adopt the agenda with this change, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

REVIEW /APPROVAL OF MINUTES 6-29-22*

After review of the minutes and a call for questions, Mrs. Burns asked for a motion to approve the minutes. Mr. Hamel made a motion to approve the minutes, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

PUBLIC COMMENT

None present.

ACTION ITEMS

FINANCE REPORT

Presented by Rebekah Runyan and reviewed new monthly packet with the check register and bank reconciliation, including graphs and trend analysis. Detailed check information is included in the monthly report for reference, and a brief explanation of each graph was provided. Mrs.

Runyan indicated board approval of the check register is required, some discussion because finance training indicated it was not required so it was removed from the board agenda some time ago. Will verify this and add approval next month if needed. No BARs this month.

FINANCE COMMITTEE UPDATE

Finance Committee introduced new K12 Business team, Rebekah Runyan and Christopher Moore. Noted change in business manager discussed during finance meeting and K12's plan for replacement. Reported on discussion about the balance in student activity fund and request for a plan to reduce the balance. Operational liquidity is higher than most schools, continue plan to reduce to an average rate.

** Christopher Moore and Rebekah Runyan left the meeting **

VENDOR CONTRACTS ABOVE \$20,000*

Ms. Lutz provided an explanation for additional vendor contracts that are above the \$20,000 limit. CES provides our ancillary services for diagnostician, speech/language pathologist, social work, and transition specialist. We may need to add services for an occupational therapist this year. Human Strategies will continue the strategic planning work begun last year by Results 4 Business. Human Strategies was already part of the planning, so this is just changing which company the contract is through. Contract is not to exceed \$60,000, though planned services will be significantly less. Current planning through January 4 is estimated at \$22,000.

After discussion and a call for questions, Mrs. Burns asked for a motion to approve the vendor contracts. Mr. Hamel made the motion, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

SSLC FIRST AMENDMENT TO BYLAWS – OFFICER TERM LIMITS*

Proposed amendment to the GC Bylaws to allow a 1-year extension to the 2-year officer term limit given the new membership. New GC members can still be nominated for office, but amendment provides flexibility if needed to allow new members time to orient before holding office. Discussion included Resolution Number 1, and both were drafted by the school's legal counsel. Action taken after presentation of Resolution Number 1.

SSLC RESOLUTION NUMBER 1 – OFFICER TERM LIMITS*

Resolution provides the option for a 1-year extension to the 2-year officer term limits and specifies terms for President, Vice-President, and Secretary will end at the Annual Meeting of 2023. Mrs. Burns asked for a motion to approve the First Amendment to Bylaws and Resolution Number 1. Mr. Hamel made the motion, and Ms. Johnson seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

ANNUAL MEETING ELECTION OF OFFICERS*

Mrs. Burns called for nominations for President, stating new members could be nominated for any office if they chose. She self-nominated Deborah Burns for President, and Mr. Struve also

nominated Deborah Burns. After a call for nominations for Vice-President, Michael Hamel self-nominated for Vice-President, and Ms. Johnson also nominated Michael Hamel. After a call for nominations for Secretary, discussion included Mrs. Jensen previously indicated she would continue as Secretary, and she was nominated by Scott Struve. Mrs. Burns asked for a motion to approve the officer slate as presented with all officers continuing in their roles. Ms. Johnson made the motion, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

ANNUAL MEETING ELECTION OF GOVERNANCE COUNCIL MEMBERS*

Ms. Lutz shared guidance from the PED stating it was not necessary to re-elect standing members to the GC. Mrs. Burns asked for a motion to table the election based on this guidance. Mr. Struve made the motion, and Mr. Hamel seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

ANNUAL MEETING – REORGANIZATION OF STANDING & AD-HOC COMMITTEE MEMBERSHIP*

Mrs. Burns suggested new members be allowed first choice of committee membership, then fill in as needed by existing members. It was proposed to add a Charter Renewal Committee to the ad-hoc committees.

- **Standing Committees**

- Audit Committee – meets 3-4 times from July through November, confirmed the required parent representative can be a board member. Ms. Carpenter volunteered for the audit committee and can recruit a parent representative if needed.
- Finance Committee – meets monthly the hour before the Governance Council meeting. Eileen Johnson volunteered for the finance committee.
- Nominating Committee – reviews new member applications. Deborah Burns will remain on this committee, Michael Hamel will if needed.

- **Ad-Hoc Committees**

- Academic Committee – not meeting regularly, only periodically to explore new programs and/or needs. Shannon Carpenter volunteered for the academic committee. It was discussed that Debra Jensen wanted to keep her commitments the same, so she will remain with Denise Dixon, the Academic Dean.
- Recruitment Committee – meets as needed to explore ways to increase enrollment. Michael Hamel wishes to remain with Lisa Mora, the Assistant Principal.
- Renewal Committee – proposed new committee to assist with charter renewal and explore potential consolidation with SPLC. Eileen Johnson volunteered for this committee, and Michael Hamel stated he would join this one or remain on the recruitment committee if needed.

After discussion, it was suggested to update the assignments made tonight and table until next month when the absent members can have input on their committee assignments. Mrs. Burns

asked for a motion to table until next month, and Mr. Hamel seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

** Deborah Burns left the meeting **

SSLC RESOLUTION FOR THE OPEN MEETINGS ACT*

Ms. Lutz presented the annual document that specifies when meetings will occur and rules for meetings. After a call for questions, Mr. Hamel asked for a motion to approve the 2022-2023 Resolution for the Open Meetings Act. Ms. Johnson made the motion, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

DECEMBER 2022 GOVERNANCE COUNCIL MEETING – CHANGE DATE TO DECEMBER 14, 2022*

Ms. Lutz presented the proposed date change as the 3rd Wednesday in December falls during the holiday break and close to when families may be travelling. Proposed to move the meeting to the 2nd Wednesday in December. Mr. Hamel asked for a motion to approve the Governance Council meeting December date change from December 21 to December 14, 2022. Ms. Johnson made the motion, and Mr. Struve seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

DISCUSSION ITEMS – WORK-BASED LEARNING PROGRAM

Ms. Lutz provided an update on the new program that will counsel seniors in career pathways and connect them to employers when possible. It will include “career coaching” to gain information on pathways and work to create mentor/intern partnerships with employers. Policies for awarding credit and expectations are in development and will be brought to the board when completed.

UPDATES

ASSISTANT PRINCIPAL (LISA MORA)

- Covid news – surveillance testing continues and will now include those “up-to-date” with vaccination for their age group according to CDC guidelines.
 - Covid program funds awarded in FY22 will carryover to FY23. SSLC has \$27,000 to spend this year on testing supplies and Covid needs.
- Summer Learning – summer program was successful. 47 students participated (12 new, 37 returning) and 90% of classes taken earned credit.

HEAD ADMINISTRATOR (CHRISTINE LUTZ)

- Enrollment at 161 – this number reflects a lot of movement with some withdrawing and new enrollments added. Expect fluctuation into September as families make decisions.
- Lease Assistance application was submitted and the PSFA confirmed receipt.

- Smart Lab Update – all new equipment is installed and running Windows 11. Cleaning up a few licensing issues, but upgrade is nearly complete.
- Smart Lab Certification Program – this year we are piloting a new program to provide industry certification in Microsoft, Autodesk, Adobe, and Toon Boom. SSLC is now a CertaPort testing center and will provide the coursework and exams to 11th and 12th grade students who register for the class.
- McKee Wallwork+ provided a quarterly report for DEO activity. They are seeing encouraging results with users spending longer on the site and viewing more pages per visit. Ms. Lutz shared their analysis of traffic, including heat mapping that demonstrates most users find what they need near the top/middle of the page. Work includes blogs, content updates, and a new navigation system.
- Staff return Aug 1 and student registrations will be Aug 3-8. In-service focus will be on safety.
- SPLC update – the SPLC Head Administrator confirmed SPLC is willing to set up a GC committee to explore consolidation and no information has been provided regarding moving.

ACADEMIC COMMITTEE

No updates

RECRUITING COMMITTEE

No updates

AUDIT COMMITTEE

Entrance communication meeting is July 26. Discussion about sending new members to this meeting and concern since final committee membership was not decided. Mr. Hamel suggested we add him and Shannon Carpenter to the audit committee. Ms. Johnson made a motion to approve Michael Hamel and Shannon Carpenter for the audit committee, and Mr. Hamel seconded the motion. Roll call vote, unanimous yes. **Motion passed.**

ANNOUNCEMENTS

None

ADJOURNMENT

The meeting adjourned at 6:47pm. The next Governing Council Board Meeting is August 17, 2022 at 5:00 via Zoom platform.