



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, April 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 Tammy Gerrard Michael Hamel Debra Jensen Scott Struve		Denise Dixon Christine Lutz Lisa Mora Heather Riley Nate Rios Justine Vigil	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on May 18, 2021

DocuSigned by:

President: Deborah Burns

DocuSigned by:

Recorded by: Debra Jensen

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***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, April 20, 2022, at 5:04 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Gerrard, present
Mrs. Jensen, present
Scott Struve, 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 3-16-22 Regular meeting

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. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

Southwest Secondary Learning Center is seeking public input for FY23 budget preparation.

No public comment

ACTION ITEMS

A. FINANCE COMMITTEE UPDATE

Deborah Burns reported: Proposed budget/calendar was submitted to PED 5/21/2021 with 171 days, amended budget/calendar submitted 6/21/2021 with 164 days + 10 days ELTP. PED did not receive. Cannot work off of amended budget/calendar. Options include staff working additional days, hiring subs, drop ELTP (\$77,000 will not be reimbursed and will come out of operational budget.) After discussion, the GC concurs the best option is to drop out of ELTP this year. Board approval is not necessary for the removal letter to PED.

B. FINANCE REPORT

Justine Vigil presented: No new revenues. RFR's are coming in in a timely manner. Waiting on Title I carryover. Ending balance \$4,794.332.78

C. BAR ADJUSTMENT REQUEST (BAR)*

1. BAR 531-000-2122-0035-I IDEAB fund carryover. \$12,608, must be spent by 9/22
2. BAR 531-000-2122-0036-I Increase bar help fund required 3% stipend for employees fourth quarter, \$12,851

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

D. SSLC SALARY SCALES

Instructional pay scales require minimum \$50K Level I, \$60K Level II, \$70K Level III. SSLC would like to implement higher pay scales to be competitive. Proposed \$2,000 base increase over minimum. Non-instructional pay scales include a ~7% increase over 21-22 base pay. Assistant Principal salary calculations include the required 1.25 multiplier for a Level III teacher.

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

E. Dental Exam Policy

Required and drafted by Matthews Fox. Opt out available on form, referrals can be provided. To be placed in student handbook and the Governing Council Policy Book at J.19.

Mrs. Burns asked for a motion to approve the SSLC Dental Exam Policy. Mr. Struve made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

F. INVENTORY DISPOSAL

On the disposal list: Obsolete IT equipment (laptops, printers, damaged computers)

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

DISCUSSION ITEMS

A. Strategic Planning update:

One Page Business Plan Reporting-Recruitment includes 54 new students, 43 have accepted seats, 23 are from SPLC. Goal was to replace 33 seniors and add 25 additional students for a total of 58 new students. 104 returning students + 54 new students would be 158 possible students next year. Progress has been made on all action plans. Plan 1-Book Your Tour mailer went out in conjunction with SPLC. 2nd mailer will go out to HS students. Need to add book a tour button to school's page. Plan 2-Next Step Conferences complete by 5/20. Plan 3- PBIS awards, weekly drawings, awards for seniors. Unable to schedule school-wide awards ceremony. This action item is 100% complete. Plan 4- promoting PBIS on social media. Plan 5-implement a retention pay and engagement stipend. Plan 6-update Student Handbook by 5/22 and make available for GC approval by 7/22. Working on a cell phone policy. This plan is behind schedule.

B. McKee/Wallwork DEO update:

Met Monday 4/18/22. Created 4 silos (STEAM, Technology-Based Learning, Dual Enrollment, and Credit Recovery). Staff rejected Credit Recovery Silo. Provided 3 possible artistic layouts. McKee will send any changes to SSLC for approval first. Technical Audit created a list of items to be fixed. Need to streamline the webpage. Next steps include assigning champions for each silo, collecting faculty input, refining silos and directing content. *Ms. Burns will step back from decisions regarding McKee Wallworks going forward from Friday, April 22, 2022 in order to avoid potential conflicts of interest. Michael Hamel will be the Governing Council point person regarding McKee Wallworks.

C. IT update:

Smart Lab Upgrade-2 teacher stations have been delivered and are currently being tested. The remainder of the equipment will be delivered 5/9/22. New computers will have Windows 11. Hope to deliver, set up, and test for hiccups before teachers leave for the summer in May.

D. Building Maintenance/Upgrades:

Gym Paint, Gym Sound Abatement/LED Lights Special Capital Outlay Project, and Main Lab Renovation-Wishlist for the \$2.1 million carryover was discussed. Student reserve for financial safety was discussed. Paint in the gym to brighten the interior will be done. The ceiling will not be done. Estimates of \$230,000 for main lobby renovation are about right. ESSER II funds might be used for repair of the main sewer line. Special capital outlay funds for upgrading lighting in gym to LED's and sound abatement will not be available until 7/1/22. Bids are being gathered for bathroom remodel. Goodman's looked at the lobby and main lab. Estimates did not include paint or flooring. ~\$138K for lab, ~\$45K for lobby.

E. Head Administrator Minimum Salary:

New multiplier is 1.6 X Level III base salary \$72,000 and 1.6 = \$115,200. Was offered \$114,500. Need to be included in agenda for next meeting.

F. Spring Budget Workshop

Unit Value and 910B-5 Funding Document-\$1.6 awarded in SEG (\$5450/student). This is a decrease of ~500K.

UPDATES

Academic Dean

- 72% of students are on track. This is the earliest this percentage has been reached. This increase coincides with the implementation of PBIS.
- Increases in the % on track were seen in all subgroups except 504 students. Discussed possible supports for this group.
- Dual enrollment data presented
- Discussed implementation of pilot program to offer professional certifications in Microsoft (free exams for students, can take to ACE colleges, 85% are ACE schools), Adobe, Autodesk, Unity, Harmony/Storyboard Pro. Testing and certification by Certiport-fulfills requirements of CTE. Would like to eventually offer to all Smart Lab students.

Assistant Principal

- No new COVID cases.
- Surveillance testing continue
- Equity Council Budget Report
 - Council met 3/15. CLR framework inventory submitted. State meeting next week. Recruitment remains an issue statewide. Addition of a full-time counselor will help all students. Recommendations from EC were incorporated into budget planning. Includes ongoing professional development in understanding IEP students and support for ELL students. Strong PBIS programs and increase student engagement by adding additional clubs and after school programs. Looking into supports for students experiencing food instability. Discussed an Activities Director. Increase school spirit by providing t-shirts to all students. Discussed eliminating activities fees to decrease barriers to participation.
- Summer learning scheduled June 1-30 from 9-11. Will provide free tutoring from 11-12 and gym and strength training 11-12 M-F. Remote option available for currently remote students.

Head Administrator

- Enrollment decrease from 137. Lost 4 remote students.

- NMPED Charter School Division visited SSLC.
- Suggested that priority for military families and children of staff get priority in registration process.
- Anything that could lead to cherry-picking students has been eliminated from application process.
- More professional certifications were suggested.
- A suggestion was made to contact Sandia Labs for help with mentors for subpopulations who might also be able to serve on the Equity Council.
- Scorpio might also provide internships for students.

GOVERNANCE COUCIL UPDATES

- A. **Academic Committee Update:** None
- B. **Recruitment Committee Update:** Shared earlier
- C. **Audit Committee Update:** CAP provided to NMPED. Corrective action plan was submitted to NMPED.

ANNOUNCEMENTS- None

ADJOURNMENT

The meeting adjourned 7:05 pm. The next Governing Council Board Meeting is May 18, 2022 at 5:00 via Zoom platform.