



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, June 15, 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 Debra Jensen Scott Struve		Christine Lutz Lisa Mora Heather Riley Justine Vigil	Shannon Carpenter Eileen Johnson Larry Stotts

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on June 29, 2022

DocuSigned by:
 President: Deborah Burns
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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@sslcnm.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, June 15, 2022, at 5:02 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, 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

After review 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 5-18-22 Regular meeting

Mrs. Burns asked for a motion to approve the minutes. Need to add that Michael Hamel and Scott Struve were absent on the cover page. Mrs. Jensen 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- none in attendance

ACTION ITEMS

A. FINANCE REPORT

Finance Report-Presented by Justine Vigil on report for July 1, 2021 - May 31, 2022. Still waiting on \$777,962.43 in funds, mainly RFR's. Month end balance = \$4,856,652.98.

B. FINANCE COMMITTEE UPDATE

Focus was on closing out fiscal year, fiscal inventory, transition from the Vigil Group to K-12 Accounting and determining which funds would be used to pay \$180,000 for computer replacement purchase.

C. BAR ADJUSTMENT REQUEST (BAR)*

1. BAR 531-000-2122-0039-D- Decrease OF \$97,530.00 for not participating in ELTP.
2. BAR 531-000-2122-0040-T- Transfer BAR, not an increase or decrease, for ESSER and moving funds to clear up negative line items.

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

D. REVIEW AND CONSIDERATION OF NEW GOVERNING COUNCIL MEMBER CANDIDATES

Shannon Carpenter, Eileen Johnson, Larry Stotts introduced themselves to the Governing Council. They were invited to enter the “waiting room” while the Governing Council discussed their qualifications. Board determined each had qualifications that would strengthen the Board as presently constituted. They were invited to rejoin the meeting and a motion was made to appoint Shannon Carpenter, Eileen Johnson, and Larry Stotts to the Governing Board effective July 1, 2022.

After discussion, Mrs. Burns asked for a motion to approve the New Governing Council Member Candidates. Mrs. Jensen made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Governing Council requested financial training for new and current members for FY23 from K-12 Accounting. This will be scheduled after Mrs. Runyan’s maternity leave.

E. BUSINESS MANAGEMENT SERVICES CONTRACT: K12 ACCOUNTING CONTRACT

Brian and Rebekah Runyan, Chris Lutz, Deborah Burns, and Patty Matthews met together to work out details of the contract. Concerns had been raised about the scope of work (not their responsibility to advise Governing Council, indemnity clause (not held responsible) and their ability to delete school data 30 days after termination of contract). Contract for Vigil Group was ~\$60,000/yr. K-12 contract is \$106,050/year with a \$10,000 discount for Heather Riley remaining onsite for a total of \$96,050/single year contract. Chris Gilmore, CPA will report to the board each month.

Mrs. Burns asked for a motion to approve the Business Management Services Contract for K12. Mr. Hamel made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

F. SSLC STUDENT/PARENT HANDBOOK REVISIONS

1. Cell Phone Policy*-includes smart watches and wireless earbuds. Policy is simplified so that staff do not need to keep track of number of offenses. Struck confusing language.

Mrs. Burns asked for a motion to approve the SSLC Student/Parent Handbook revisions. Mrs. Jensen made a motion and Mr. Struve seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

2. Remote Learning Policy*-Remote learning will be offered with a contract to be signed by parents and students. To remain remote, students cannot be more than 2 weeks behind the average expected progress and must commit to in-person testing events and in-person cumulative exams. Supports are provided to all remote students and subgroups equitably.

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

G. SSLC EMPLOYEE HANDBOOK REVISIONS

1. Reinstatement of Standard Duty Day*-had been suspended during COVID.

Mrs. Burns asked for a motion to approve the SSLC Employee Handbook revisions. Mr. Hamel made a motion and Mr. Struve seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

H. VENDOR CONTRACTS \$20,000+

1. **ABBA- IT Services***-\$72,480/year, \$6,040/month, shared cost with SPLC 50%-50%, but they have their own contract with ABBA, renewed annually.

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

2. **Day and Night Cleaning Services**

Janitorial services, \$60,000/year, shared cost with SPLC (48%-52% beginning 7/1/22).

Mrs. Burns asked for a motion to approve the Day and Night Cleaning Services Contract. Mr. Hamel made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

3. Imagine Learning (Formerly Edgenuity)

Learning Management System*- \$85,000/year, shared cost with SPLC (48%-52% beginning 7/1/22).

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

4. Lucero Bus Company

\$69,301/year, paid by SSLC for SSLC and SPLC, Flow-through funds from the state.

Mrs. Burns asked for a motion to approve the Lucero Bus Company Contract. Mrs. Jensen made a motion and Mr. Struve seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

5. Matthew/Fox Legal Services

Not to exceed \$60,000/year, not shared cost with SPLC, renewed annually.

Mrs. Burns asked for a motion to approve the Matthew/Fox Legal Services Contract. Mr. Hamel made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

6. McKee Wallwork+ Digital Experience Orienteering (DEO)

\$57,600/year, \$4800/month, not shared cost with SPLC, month-month contract.

Mrs. Burns asked for a motion to approve the McKee and Wallwork + Digital Experience Contract. Mr. Struve made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

7. Nube Group- Data Storage Services

Document imaging required for student document storage.

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

I. STAFF RETENTION STIPEND

Stipend*-\$5,000 Retention Bonuses for full-time staff, prorated for part-time staff. 2 payouts- 1st 12/31/22 \$2500, 2nd payout \$2,500 5/31/23 for instructional staff and 6/30/23 for year-round staff.

Mrs. Burns asked for a motion to approve the Staff Retention Stipend. Mrs. Jensen made a motion and Mr. Struve seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

DISCUSSION ITEMS

A. July Meeting:

First of FY23 designated as “Annual Meeting”-Need to appoint officers and reorganize committees, need two members on the finance committee.

B. Nutanix Equipment Options:

Lease vs. Purchase-Nutanix G8 Host Computer, ABBA found that the school has a G4 (reached end of life 2/22) and G6 (reaches end of life 1/25). Need to determine if school retains onsite hosting, goes cloud-based or partially cloud-based. To buy outright is \$180,000, of which \$120,000 is a software subscription. Since bulk of cost is software instead of hardware it does not usually pay to rent. Can buy without going out to bid because ABBA is CES approved. Lease-to-purchase might require going out to bid. ABBA is not ready to switch school to cloud because of the complexity (14 servers). Need to determine if we can either rent year-to-year or get a one-year software subscription so we have option to switch to cloud. Need to wait to see what SPLC wants to do. Governing Council determined Chris Lutz can share that SSLC’s current preference is to use school funds to purchase outright.

Special Meeting Wednesday, 5:00 pm either 6/22/22 or 6/29/22.

UPDATES

Assistant Principal

- Covid surveillance testing for staff continues, Covid grant can be carried over to next year (~\$30,000), 54 students started summer school and 49 are still enrolled.
- NWEA Short-Cycle Testing Data-Had to have a valid score in fall and spring to be included. Only 63 students included in data. Will discuss more in-depth in July Governing Council meeting.

Head Administrator

- All federal applications approved by NMPED (Title I, II, IV, and IDEA-B).
- Lease assistance application received 6/13. Will need approval for GC President to sign application.
- All Governing Council training completed and will be updated.
- McKee Wallwork+ supplied blog content and will add to website.
- Smart Lab upgrade is almost finished with final tweaks.
- School is closed week of 7/4/22.
- Ongoing dialogue is taking place between SSLC and SPLC to address safety concerns.
- SPLC is considering moving or building.

- Lisa Mora accepted into the RISE program.
- End of Year Progress Data-85% completion rate.

GOVERNANCE COUCIL UPDATES

- A. Academic Committee Update:** None
- B. Recruitment Committee Update:** Mailing went out to expanded zip codes targeting 9,902 families with high school students.
- C. Audit Committee Update:** None

ANNOUNCEMENTS- Next meeting 7/20/22, school closed week of 7/4/22.

ADJOURNMENT

The meeting adjourned 7:35 pm. The next Governing Council Board Meeting is July 20, 2022, at 5:00 via Zoom platform.