



# REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, July 21, 2021 @ 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 Tammy Gerrard Michael Hamel Debra Jensen (joined at 5:05) Alec Krance		Lisa Mora Heather Riley Justine Vigil Patricia Matthews- (joined at 5:29)	

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

*These minutes were approved on August 3, 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](mailto: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 21, 2021, at 5:02 pm via Zoom.

### **ROLL CALL**

Mrs. Burns, present (conducted from 5:22

Mr. Hamel, present (Conducted until 5:22)

Ms. Gerrard, present

Mrs. Jensen, present (joined at 5:05)

Mr. Alec Krance, 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. Ms. Gerrard made the motion to adopt the agenda and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **REVIEW /APPROVAL OF MINUTES 6-16-21 Regular meeting**

Mrs. Burns asked for a motion to approve the minutes. Mr. Krance made a motion to approve the minutes with the correction in "Revision to FY22 Budget"- add a space between Instructional and Calendar on the 5<sup>th</sup> line. Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

## **ACTION ITEMS**

### **FINANCE REPORT**

Presented by Justine Vigil

As of 6-30-21 Zach estimated ~\$2,055,000 carryover but it is closer to \$2,269,000 (there will be additional incoming revenue). It was requested that at the next meeting the board be presented with totals that the school spent and total funds brought in during FY21.

## **FINANCE COMMITTEE UPDATE**

Tammie Gerrard presented  
Lori Reazin check canceled.

### **CHECK REGISTER (June 2021)**

Justine Vigil presented the check register. Tonya McCullough donated \$1,000 for the flagpole. Questions regarding vendors had been raised (clarification about what services were provided by vendors). Funds regarding Extended Learning (credit recovery classes) were discussed. After discussion Mrs. Burns asked for a motion to approve the Check Register. Mrs. Jensen made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **BANK RECONCILIATION (June 2021)**

After discussion Mrs. Burns asked for a motion to approve the Bank Reconciliation. Ms. Gerrard made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **INVENTORY DISPOSAL OF CAPITAL ASSETS, ASSETS WITH A MEMORY OR HIGH THEFT ITEMS**

Heather Riley presented: 12 ipads, 2 laptops, 2 cameras that are being donated to Adelante. Line 3, date of original acquisition needs to be changed from 2016 to 2010. After discussion Mrs. Burns asked for a motion to approve the Inventory disposal. Mr. Hamel made a motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **ANNUAL MEETING/ELECTION OF GOVERNANCE COUNCIL MEMBERS**

Deborah Burns, Michael Hamel, Debra Jensen's terms expired earlier and need to be re-elected. Tammie's term expires 8-7-2021.

Deborah Burns nominated: Deborah Burns, Michael Hamel, Debra Jensen & Tammie Gerrard for membership to governing council. Alec Krance seconded the motion.

Deborah Burns was presented as Governing Council Board President.  
Michael Hamel was presented as Governing Council Board Vice-President.  
Debra Jensen was presented as Governing Council Board Secretary.  
Tammie Gerrard was presented as Governing Council Board Member.

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

### **ANNUAL MEETING/ELECTION OF OFFICERS**

Tammie Gerrard made a motion to keep the current officers as is and Alec Krance seconded the motion.

Deborah Burns was presented as Governing Council Board President and remaining 4 members voted, Unanimous yes.

Michael Hamel was presented as Governing Council Board Vice-President and remaining 4 members voted, Unanimous yes.

Debra Jensen was presented as Governing Council Board Secretary and remaining 4 members voted, Unanimous yes.

Tammie Gerrard was presented as Governing Council Board Member and remaining 4 members voted, Unanimous yes.

## **ANNUAL MEETING/REORGANIZATION OF STANDING COMMITTEE MEMBERSHIP**

Alec Krance made a motion to keep Tammie Gerrard and Deborah Burns as permanent members of the Finance Committee and Debra Jensen as an alternate. Tammie Gerrard seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

Deborah Burns made a motion to keep Deborah Burns and Tammie Gerrard on the Audit Committee and Debra Jensen seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

Tammie Gerrard made a motion to keep Deborah Burns and Michael Hamel on the Nominating Committee. Alec Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

Deborah Burns made a motion to keep Debra Jensen on the Academic Committee and leave a vacancy for new members. Tammie Gerrard seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

Tammie Gerrard made a motion to keep Michael Hamel on the Recruitment Committee and leave a vacancy for new members. Deborah Burns seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

## **SSLC RESOLUTION FOR THE OPEN MEETINGS ACT**

The Open Meetings Act must be approved each year and will be held the 3<sup>rd</sup> Wednesday of each month.

Questions were presented about setting up DocuSign for Council Members to decrease the necessity of going to school for signatures.

Chris is looking into how to digitize the Training Manual with ABBA.

After discussion Mrs. Burns asked for a motion to approve the Resolution for the Open Meetings Act. Mrs. Burns made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

## **STUDENT HANDBOOK UPDATES**

Lisa Mora presented:

Student Handbook formatting errors were corrected, no policy changes were made.

A new policy for attendance that has been adopted by the Board was included.

Student's rights and responsibilities consolidated information found in various sections all under one heading.

Looking at the possibility of including additional information as strategic planning moves forward. For example: Internships for credit, work study certificates in order to highlight the school.

After discussion Mrs. Burns asked for a motion to approve the Student Handbook updates. Mrs. Jensen made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

## **UPDATES**

### **ASSISTANT PRINCIPAL UPDATE (LISA MORA)**

- Lisa Mora officially received her license.
- Advertising- Renewed a 12 month contract with WSI. Coronado Mall ad will run through October. We are still trying to get mailing lists from APS.
- Only about 1/3 of students/parents have responded to the fall program- return to in-person learning and the community survey.
- New students will receive credit for small group instruction. All new incoming freshman will be required to take some direct instruction.
- PED does not require a remote option, but it will be provided.
  - 1) Remote if parent request.
  - 2) Students will be required to be actively engaged during the day.
  - 3) Required weekly check-ins with sponsor.
- State asking for 100% voluntary vaccination reporting. State wants surveillance testing, 61% will not participate.
- American Rescue Plan-community survey results regarding meaningful consultation- 47% would like improved HVAC/filtration; 27% would like to add additional staff for instruction; 16% would like additional mental health access.
- Enrollment is ~ 150.
- Request made for # of students disenrolling and reason why.

## **CLOSED SESSION**

### **VOTE TO GO INTO CLOSED SESSION**

Mrs. Jensen moved for the SSLC Governing Council to go into Closed Session pursuant to section 10-15-1 (H)(2) and 10-15-1 (H)(8) NMSA 1978. The board will meet in closed session to discuss limited personnel matters for the purpose of the Head Administrator contract. Patty Matthews was invited to attend. Mr. Hamel seconded the motion. Mrs. Burns closed the SSLC Governing Council's session. Time: 6:38pm.

## **OPEN SESSION**

Time back from closed session 7:43pm.

### **ACTION ITEMS**

Motion: To extend a 3 month contract at \$106,550/annual pay rate beginning 7/1/21-9/30/21 to provide more time to do a more extensive market evaluation of COVID related compensation. Next Governing Councilmeeting would like a closed session w/Patty Matthews to discuss matters related to contracts and COVID compensation.

Tammie Gerrard made a motion and Deborah Burns seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

## **ACADEMIC COMMITTEE**

No updates

## **RECRUITING COMMITTEE**

No updates

## **AUDIT COMMITTEE**

For FY22, CliftonLarsonAllen LLP (CLA) has been awarded the PED contract and will begin field work for SSLC July 19. Entrance conferences are scheduled for July 22 and 27 at 11:00 am. Requesting July 27<sup>th</sup>.

## **DISCUSSION**

Vision and mission planning/strategies

Lisa Mora needs to check with Chris Lutz to clarify what fund this will come from and why she is able to sign a contract with a vendor not approved by CES.

## **ADJOURNMENT**

The meeting adjourned at **8:42** pm. The next Governing Council Board Meeting is August 18,2021 at 5:00 via Zoom platform.