



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, January 19, 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 5:03pm Debra Jensen Scott Struve		Denise Dixson Christine Lutz Lisa Mora Heather Riley Justine Vigil Michael Vigil Sr. Neill Woods Nick Mavridis Antoinette Reazin	

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

These minutes were approved on January 26, 2022

President: _____ DocuSigned by: *Deborah Burns*

Recorded by: _____ DocuSigned 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, January 19, 2022, at 5:00 pm via Zoom.

ROLL CALL

Mrs. Burns, present

Mr. Hamel, present @ 5:03

Ms. Gerrard, present

Mrs. Jensen, present

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

Mr. Hamel joined at 5:03 pm.

REVIEW /APPROVAL OF MINUTES 12-15-21 Regular meeting

Mrs. Burns asked for a motion to approve the minutes. Ms. Gerrard 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.**

Special Guests

- A. Southwest Secondary Learning Center's Student Governors STEM Challenge Team won the Employee partnership award from LANL. Students shared a slide show with the Governing Council. Presented by Antoinette Reazin and Nick Mavridis. The team developed Cardian using a Raspberry Pi and fully 3-D printed components. An app was developed that could be accessed using a cell phone.
- B. The Vigil Group- Mr. Michael Vigil Sr. and Justine Vigil gave an overview of financial status of the school. The PEC returned financial control to SSLC in 2019. The State had control and final say on SSLC financials including purchase orders 2015-2019. SILC funds ~\$900,000.00 merged into SSLC and cash insurance recovery of ~\$450,000.00

added to SSLC's cash balance. The SILC funds and insurance recovery funds are operational and an unusual occurrence, most of the increase in balance is capital funds. Three upcoming funds available SEG. ESSR 1 and ESSR 3 funds will be available until 2025. Need to increase enrollment in order to increase funding to offset loss of future funds.

ACTION ITEMS

FINANCE REPORT

Justine Vigil presented the Finance Report. Revenues are coming in a timely fashion, received Lease - Purchase Reimbursement.

FINANCE COMMITTEE UPDATE

Tammie Gerrard presented. The audit has not been released and are still not at liberty to speak about it. Working to clean up funds and close out some funds. SSLC needs to decide what level of reserve (emergency) for operational and capital funds the school is comfortable with. Then, need to determine how to increase enrollment and increase revenue stream. Request made to have Chris Lutz work with the Vigil Group to determine how to prudently draw down funds and develop a high level 5 year plan.

BUDGET ADJUSTMENT REQUEST (BAR)

1. BAR 531-000-2122-0020-I Operational cash carryover from audit, underestimated cash carryover. Can't use cash carryover for Salary and Benefits.
2. BAR 531-000-2122-0026-I Carryover from CARES Act.
3. BAR 531-000-2122-0028-I Air quality, 3rd award received and will be spent on filters.

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

NUSENDA SIGNATORY AUTHORITY

Chris Lutz and Deborah Burns are approved signatories. Walter Feldman is also listed as a designated signatory. Legal counsel suggested that Mr. Feldman be removed. Lisa Mora and Heather Riley need to be added.

After discussion Mrs. Burns asked for a motion to remove Wally Feldman from the Nusenda account and add Lisa Mora and Heather Riley as signers. Deborah Burns and Michael Hamel will continue as designated signers. Mrs. Burns made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

DISCUSSION ITEMS

- A. Strategic Planning with Results 4 Business and SSLC Staff- A new strategy was added addressing Innovation. Added "Create Innovative programs providing students with community partners, newest technologies, and career readiness skills". A request was made for staff to develop priorities and to create a wish list and work with the Vigil Group to designate funds for these items.
- B. **SSLC- Sarah Boisvert visit update.** Discussed the practical value of the digital badge system for students applying for jobs. Digital Badging curriculum demands more investigation.

UPDATES

ACADEMIC DEAN UPDATE

- End of Semester Completion Data to include: Designated sub populations, CNM grades and senior credit counts.
- 75% of classes earned credit, 66% completion for remote and 81% completion for in-person. SPED 67%, Gifted 87%, 504 72%.
- 23 SPED kids were granted additional time over Winter break.

ASSISTANT PRINCIPAL UPDATE

- Lisa became a full time employee of SSLC beginning January 15.
- Covid update- 7 students and 3 staff members tested positive in the last 14 days. Only 5 of these were on campus. If SSLC reaches 9 positive cases on campus additional measures will be implemented. Remote for all option will only be implemented if absolutely necessary.
- Surveillance testing continues through Premier Medical Group as PCR tests are only available for symptomatic people.
- Close contacts have been quarantining because testing has been difficult to come by.

HEAD ADMINISTRATOR UPDATE

- Enrollment- 147
- Governor was supposed to announce that National Guard and other state employee volunteers can be used to fill in for short-staffed schools.
- Marketing Firm vetting- Request for Proposals (RFP) must be done for amounts greater than \$60,000.00.
 - Garrity Group was the least impressive.
 - Sunny505 - Tiered pricing- \$67,100/\$57,800/\$48,500. Most detailed and on-point. Also, available to get started quickly. Would require a special meeting for approval and there are a few price structure questions.
 - McKee Wallworks - visited the school and Chris and Lisa also went to their facility. They would not commit to an amount but probably \$100,000+ on charrette and then the cost of media would be on top.

Scott Struve left the meeting

GOVERNANCE COUNCIL COMMITTEE UPDATES

AUDIT COMMITTEE

Audit report not yet released.

RECRUITING COMMITTEE

No updates

ACADEMIC COMMITTEE

No updates

CLOSED SESSION

PURSUANT TO SECTION 10-15-1 (H) (2), THE BOARD WILL MEET IN CLOSED SESSION TO DISCUSS LIMITED PERSONNEL MATTERS FOR THE PURPOSE OF THE HEAD ADMINISTRATOR EVALUATION AND CONTRACT.

Mrs. Burns asked for a motion to go into closed session PURSUANT TO SECTION 10-15-1 (H) (2), THE BOARD WILL MEET IN CLOSED SESSION TO DISCUSS LIMITED PERSONNEL MATTERS FOR THE PURPOSE OF THE HEAD ADMINISTRATOR EVALUATION AND CONTRACT. Mrs. Jensen made the motion and Mrs. Burns seconded the motion. Mrs. Burns called for a voice vote, unanimous yes minus Scott Struve, **Motion passed.**

TIME INTO CLOSED SESSION: 7:44 PM

TIME BACK FROM CLOSED SESSION: 9:22 PM

ACTION ITEMS OR NONE?

Only matters regarding the Head Administrator Contract were discussed.
No action was taken.

PUBLIC COMMENT

ANNOUNCEMENTS

- January 26: three hour financial training with Rebekah Runyon, K-12 CPA @5:00 via zoom.

ADJOURNMENT

The meeting adjourned at 9:25 pm.

The next Governing Council Board Meeting is February 16, 2022 at 5:00 via Zoom platform.