



# REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, October 20, 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 Scott Struve*		Christine Lutz Lisa Mora Heather Riley Justine Vigil	

\*Designated in Action Items

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

*These minutes were approved on* 11-17-21

DocuSigned by:  
 President: Deborah Burns

Recorded 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](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, October 20, 2021, at 5:01 pm via Zoom.

### **ROLL CALL**

Mrs. Burns, present  
Mr. Hamel, present  
Ms. Gerrard, present  
Mrs. Jensen, 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. Burns made the motion to adopt the agenda with the correction that the Dean of students will not be giving a report due to illness. Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **REVIEW /APPROVAL OF MINUTES 9-15-21 Regular meeting**

Mrs. Burns asked for a motion to approve the minutes. Ms. Gerrard made a motion to approve the minutes. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

## **ACTION ITEMS**

### **FINANCE REPORT**

Justine Vigil presented the Finance Report.  
Quarterly cash reports are due soon. Justine will start showing SPLC rent as revenue.  
\$4,640,677- month end balance for all funds. Decreased price from UPN (internet provider) - lower price better service.

### **FINANCE COMMITTEE UPDATE**

Five year financial trend data was compiled by The Vigil Group, reviewed by the finance committee, then brought to the full governance council:

- a. FY21- revenue less expenditures was negative for the 1<sup>st</sup> time in the last 5 years. The PED recommends 5% positive carryover.
- b. Discussion: Deborah Burns stated that Michael Vigil strongly advises against carrying over \$2,000,000. Mr. Vigil suggested that the school reduce its cash

carryover and that the school had funds for anticipated projects. Mr. Vigil said many schools are hiring tutors and staff to help students find opportunities for work/study, internships, scholarships, etc. He suggested using a large amount of the operating budget for recruitment, marketing, and programs. Consider marketing regardless of the dollar amount. He also suggested looking at a three marketing year contract subject to yearly renewal based on performance.

### **CHECK REGISTER (September 2021)**

Justine Vigil presented the check register. After discussion Mrs. Burns asked for a motion to approve the Check Register. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **BANK RECONCILIATION (September 2021)**

\$4,640,677.73 Nusenda bank balance including outstanding checks. After discussion Mrs. Burns asked for a motion to approve the Bank Reconciliation. Mrs. Burns made the motion and Mrs. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **BUDGET ADJUSTMENT REQUEST (BAR)**

BAR 531-000-2122-0007-I- (Increase Bar) Special Capital Outlay, carryover of \$46  
BAR 531-000-2122-0008-I- (Increase Bar) \$1,569  
BAR 531-000-2122-0009-IB- Initial Budget Lease Assistance of \$120,434  
BAR 531-000-2122-00010-IB- Air Quality Award of \$2,912  
BAR 531-000-2122-00011-IB- ESSER III Expires 6-2025 \$301,169

A question was asked: When the ESSER II expires and Justine reported that September 2023.

After discussion Mrs. Burns asked for a motion to approve the 5 above mentioned BARS. Mrs. Jensen made the motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Justine Vigil and Heather Riley left the meeting

### **DESIGNATION/VOTE- NEW COUNCIL MEMBER**

Scott Struve introduced himself to the governing council. After discussion of background and skills, Mrs. Burns asked for a motion to approve Scott Struve as a new member of the SSLC Governing Council. Mrs. Burns made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **REVIEW AND REORGANIZE COMMITTEE MEMBERSHIP**

After discussion Mrs. Burns asked for a motion to add Scott Struve to the Academic and Recruitment committees. Mrs. Burns made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **UPDATES**

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

- We have had a couple of positive COVID-19 cases.
- Unvaccinated staff are still required to do weekly surveillance testing

## **HEAD ADMINISTRATOR UPDATE**

- Current enrollment is 147- down from 148.
- Last month, 10-7-21, we received a report from PED that the school meets requirements for Special Education and received our Annual determination letter for FY21.
- Our Data Specialist, Terry Sanchez, has submitted all data for 40 day reporting.
- A SharePoint document library is in the process of being created for online access to documents including onboarding materials, and other reference materials.
- May need approval for purchase order for equipment for Smart Lab. Will call a special meeting if the Smart Lab purchase order is over \$60,000.
- Working to get ABBA approved as a CES vendor.
- Ms. Gerrard would like NM statutes on governing schools included in SharePoint.
- Finance training must be conducted by a PED approved trainer and the details of training are still in the works.
- ESSER III funds were “substantially” approved. These funds were divided into: 20% to be spent on emotional/mental health loss of learning, 10% counselor, 10% free summer school programs, PE etc., 21% HVAC upgrade, 10% increase in Social work, 6% Chromebook devices, 33% math teacher salary & benefits.

## **STRATEGIC PLANNING UPDATE**

- Timeline for strategic planning:
  - 10-1-21 All staff w/Results 4 Business
  - 10-6-21 Governing Council input session
  - 10-11-21 Follow-up Staff Development
  - 11-5-21 Polishing/condensing staff only
  - 11-17-21 Draft OPBP to governance council.

*The following information was presented in a PowerPoint presentation by Ms. Lutz and Mrs. Mora and is summarized below:*

## Staff Questions after 10-1-21 In-service:

### **#1- What are your pain points in regards to being stretched thin?**

- Handling student behavior/discipline and increased academic needs has become overwhelming (higher need students require much more time). More program diversity is needed, but requires more staff.
- Staff has more “emergency” situations that have to be dealt with immediately causing daily duties to wait. Then, staff feels behind and that work is not done well (good enough vs well).
- Servicing students well and wanting to add more programs for students (Community service club, Latin class, Debate team, Photography club, Drama club). More work seems daunting.
- Teachers have more tasks/duties on their plate.

### **#2- Define: High Performing**

- High expectations/success for all students.
- Push students towards their goals/graduation and to be the best they can be. Giving students innovative opportunities, dual enrollment, scholarships, and higher ACT/SAT scores.
- Students are showing growth.
- Inspire students to care and have a desire to positively contribute to society.
- Give students the skillset to be ready for college/career.
- Having a more reputable school.

### **#3- Mission Statement [Sustain vs Empower vs Inspire]**

- Staff voted for which word they preferred: Sustain- 0, Inspire- 9, Empower- 7
- Staff chose both Inspire and Empower to use in the mission statement.

Discussion regarding Mission statement:

- Inspire or Empower not sustain.
- Empower students to be high performing through
- Empower means to inspire and give open doors of opportunity
- We would like to sustain the students we have and empower the Charter school name by proving our self-worth. Proving that SSLC students are a cut above the others and with integrity/success.
- Inspire is a growth mindset.
- We need to inspire our students and give more encouragement.
- Empower means that you are in the process of the goal whereas sustain means we have achieved the goal and have things in place to maintain
- To empower means we are getting students ready for the future and helping them to goals/desires/dreams about future aspirations
- Empower= Self advocating, motivating, and seeing a successful path to the future
- Motivate/Empower- Steering/guiding and allowing them to take ownership of their future.
- Empower- Individualized look at motivating, supporting and offering guidance for their definition of success.

#### **#4- What is meant by Incentive \$ for students and staff?**

- Substantial Stipends for projects and extra work/ clubs
- Comp days
- Substantial and possible 1 time payout
- Competitive salaries, especially EA's
- Retention bonus and Gym membership
- Sign-on bonus for new staff

#### **Students**

- Student of the month
- "Weekly Wonderful" award
- PBIS (Positive behavior Incentive supports) awards
- Student awards for attendance, finishing early with an awards night with movie passes and gift cards
- Ice cream social
- GPA awards and announcement
- Attendance tickets in a bucket= weekly drawing

#### **Condensing 9 strategies into 4 buckets:**

##### **9 Strategies:**

1. Increasing student retention & attendance by reinforcing positive behavior (behavior awards assembly, peer student of the month)
2. Address lack of message by increasing word of mouth, incentive, community, parent nights, and social media.
3. Support flexible programs by advertising internally (semester schedule change and end of semester conference).
4. Target dual enrollment students from APS, by advertising, mailings, open house, and charter school expo booth.
5. Create sustainable remote learning by adding a digital support folder, staff zoom, and required zoom attendance.
6. Support faculty, staff, and leadership by hiring additional staff, training and incentives.
7. Address competition: charters/APS by establishing relationships with feeder schools and mentoring SPLC.
8. Attack declining funding/enrollment by hiring a marketing firm and implementing a marketing campaign referral program.
9. Focus on recruiting students by marketing, community relations and connecting with feeder schools.

### **Bucket 1- Recruitment**

Added from above # 4, 8, 9, 2, and part of 7

To include: Marketing/Advertising, community outreach, word of mouth, parent partnerships, school choice fair.

### **Bucket 2- Programs**

Added from above # 3, 5, and part of 7

To include: Flexible scheduling/programs, keep Smart Lab technology at the forefront, and better remote learning.

### **Bucket 3- PBIS (Positive Behavior Incentives and Supports)**

To include: Awards night, student of the month, social emotional groups (regular meetings with Gerry) and student retention.

### **Bucket 4- Support Faculty, Staff and Administration**

To include: Hiring additional support staff, training/Incentives (stipends, etc.) and time to discuss/create consistent policies.

### **ACADEMIC COMMITTEE**

No updates

### **RECRUITING COMMITTEE**

Under Development

### **AUDIT COMMITTEE**

Meeting tomorrow 10-21-21 at 11:00 regarding process.

### **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 CONTRACT.**

Christine Lutz was invited to attend.

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 CONTRACT ADDENDUM. Mrs. Burns made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

**TIME INTO CLOSED SESSION: 6:58 PM**

**TIME BACK FROM CLOSED SESSION: 7:15 PM**

**ACTION ITEMS OR NONE?**

Mrs. Burns asked for a motion to approve the Head Administrators contract addendum. Michael Hamel made the motion and Deborah Burns seconded the motioned.

**PUBLIC COMMENT** No public comment

**ANNOUNCEMENTS**

**ADJOURNMENT**

The meeting adjourned at 7:23 pm. The next Governing Council Board Meeting is November 17, 2021 at 5:00 via Zoom platform.