



# GOVERNANCE COUNCIL MEETING MINUTES – DRAFT

**Wednesday, March 16, 2022 @ 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 Justine Vigil Heather Riley Neill Woods Dylan Wilson, NMPED	Rebecca Weldon Amelia Riehl

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

*These minutes were approved on April 20, 2022* \_\_\_\_\_

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, March 16, 2022, at 5:00 pm via Zoom.

### **ROLL CALL**

Mrs. Burns, present  
Mr. Hamel, present  
Ms. Gerrard, present  
Mrs. Jensen, present  
Mr. 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. Ms. Gerrard made the motion to adopt the agenda with the correction to remove Action Item "E" and move it to April's agenda. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **REVIEW /APPROVAL OF MINUTES 3-2-22 Special meeting**

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

### **PUBLIC COMMENT - none**

## **ACTION ITEMS**

### **A. FINANCE COMMITTEE UPDATE**

Admin and business is working on budget and pay increases. The student unit value will be made known in April. The Finance Committee will meet with the Vigil Group in advance. An investigation into the creation of a consent agenda to facilitate streamlining the agenda was proposed. Justine will look into this further.

## **B. FINANCE REPORT**

Justine Vigil presented. One fund was out of compliance. \$4,780,587.38 is the month end balance. Employer portion of the ERB was increased 1% in July. Reimbursement was received and is included in this month's report.

## **C. BAR ADJUSTMENT REQUEST (BAR)\***

1. BAR 531-000-2122-0032-I Rental income paid by SPLC to SSLC
2. BAR 531-000-2122-0033-I ERB reimbursement
3. BAR 531-000-2122-0034-M Fix negative function for Covid testing grant

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

## **D. SSLC-SPLC COST SHARING AGREEMENT FY23\***

Enrollments have changed from 58% SSLC and 42% SPLC to 48% SSLC and 52% SPLC. The Cost Sharing Agreement changes the effective term and Section III which adjusts the portions to be paid. Portions will be calculated in March to accurately reflect the student counts as reported to the state in the 80- and 120-day reports.

Mrs. Burns asked for a motion to approve the SSLC-SPLC Cost Sharing Agreement FY23. 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- Staff met with Results4Business on March 4. One of the objectives was changed. The new recruitment target is 57 new students by October 2022. This number replaces graduating seniors and includes an additional 25 new students. Concern was voiced about the current mission statement which includes the phrase "to inspire and empower high performing students". Needs to be inclusive of all students, not just high performing. Action Plans 1-9 were reviewed to include progress dials. Action plan #8 is complete and will be removed.

### **B. McKee Wallwork (MWC) DEO Update**

The first update was on 3/14. MWC is analyzing the school website. They are working on their internal procedures and doing an in-depth analysis of search terms. Will be generating 3 silos that will be most helpful for SSLC. A "champion" will be assigned for each silo. Estimating 2 weeks to complete the background preparation. Suggested that recruitment committee sit in on one of the meetings

with McKee Wallwork. Requested that they look at what is being generated by phone searches for SSLC. Currently searches are ringing up buttons on the website but need to be more descriptive and compelling.

### **C. Head Administrator Job Description and Contract**

There is currently no job description for the Head Administrator or the Assistant Principal positions. The Board would like to maintain consistency of language across job descriptions, contracts and evaluations. The Board is working to develop new evaluation forms that provide clearer metrics for evaluation.

### **D. Measure and Reporting of Student Outcomes**

As a result of lack of standardized testing, it is difficult to measure student outcomes. A request was made for academic committee to meet and discuss means to evaluate student outcomes overall, but particularly in the different sub-populations in order to provide more directed and effective supports.

### **E. School Board Monthly Calendar**

A calendar that lays out a schedule for responsibilities of the Governing Council needs to be generated and would ensure that trainings, reviews, long-term plans, etc. are being conducted on schedule.

## **UPDATES**

### **Academic Dean - progress data update given by Chris Lutz**

- 66% of students are on track.
- A same date comparison was done regarding % of students on track and this number has increased each year from 2019-2022.
- Comparing numbers from 2020 before Covid when students were meeting in person to numbers from 2022 when students are meeting in person and remotely, the % completion has increased. It is unclear what this increase is due to.
- Native students have seen a decrease in the % on track, but there have been challenging home circumstances for a couple of students and this is reflected in this number.

### **Assistant Principal**

- No Positive Covid cases or close Contacts since early February.
- Equity Council met this week.
- The council is working on a new packet for the administration.
- State meeting will be held 3/31.
- Summer school has been scheduled and staff committed.
- Main lab will be open for credit recovery and for students who would like to work ahead. There will also be an open gym.
- Have been communicating with Sara Boivert.

- The digital badge program will not be a good fit for SSLC.
- Recruitment mailer will go out 4/1. It is directed to current APS students in several different grades. 15,000 names were on the list provided by an IPRA request to APS.

### **Head Administrator**

- Enrollment decrease from 147 to 141.
- \$20,000 received from Bill Reem and \$50,000 from Bill Tallman in special capital outlay for upgrades to gym lighting and sound abatement.
- Prom is scheduled for 4/30 at Albuquerque Museum.
- Live graduation at Kiva Auditorium 5/12. Steve Stucker accepted to give a graduation address.
- Working steadily on budget. Staff payroll increases have been calculated. Need more information to calculate pay scales. Budget will be ready for preview soon.
- 4/11 NMPED Charter Schools Division will be conducting a site visit.
- Workspace Solutions visited to school to start the process of planning a redesign of the Main Lab and lobby.
- Ms. Lutz would like to return as Head Administrator, but there are still items to discuss.

### **GOVERNANCE COUCIL UPDATES**

- A. Academic Committee Update:** None
- B. Recruitment Committee Update:** None. Suggestions by parents of current students to increase recruitment were discussed.
- C. Audit Committee Update:** Release of FY21 Audit. There was one finding from 2017-2018 regarding equipment disposal that was not properly removed from the fixed asset listing. Corrective action plan was submitted to the state.

### **ANNOUNCEMENTS**

- A. Spring Budget Workshop:** April 6, 7 and 8. Unit value will be announced. Chris Lutz and Lisa Mora will be attending.

### **ADJOURNMENT**

The meeting adjourned at 6:55 pm. The next Governing Council Board Meeting is April 20, 2022 at 5:00 via Zoom platform.