



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, May 18, 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 Debra Jensen	Michael Hamel Scott Struve	Christine Lutz Lisa Mora Heather Riley Justine Vigil	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on June 15, 2022

DocuSigned by:

President: _____ *Deborah Burns*

DocuSigned by:

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) 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, May 18, 2022, at 5:00 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, absent
Ms. Gerrard, present
Mrs. Jensen, present
Scott Struve, absent

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. 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.**

REVIEW /APPROVAL OF MINUTES 4-20-22 Regular meeting

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

PUBLIC COMMENT

Southwest Secondary Learning Center is seeking public input for budgeting Title I, II and IV funds.

Title I: Low income student supports

Title II: Teacher mentorship programs

Title IV: Safe schools and academic supports (\$10,000 to extra math teacher salary).

ACTION ITEMS

A. FINANCE COMMITTEE UPDATE

Tammie Gerard presented. Budget process is well underway. Closing out current fiscal year. Committee commended SSLC staff for preparing the budget and addressing equity and subgroups

B. FINANCE REPORT

Justine Vigil presented. RFR's are coming in in a timely manner, not usually under 30 days. Month end balance = \$4,768.606.49.

C. BAR ADJUSTMENT REQUEST (BAR)*

1. **BAR 531-000-2122-0037-D-** \$10,000 decrease due to PED awarding too much in ESSER funds.
2. **BAR 531-000-2122-0038-I-** Increase of \$1402 from PED to cover increased fuel costs for bus service.

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

D. END OF YEAR BAR APPROVAL BY HEAD ADMINISTRATOR AND BUSINESS MANAGER

Motion made to grant Head Administrator and Business Manager the authority to approve BARS during the summer period in order to maintain budgetary and regulatory compliance. BARS will be reviewed by Governing Board the next regular Governing Council meeting.

Mrs. Burns asked for a motion to approve the End of Year Bar approval by Head Administrator and Business Manager. Mrs. Burns made a motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

E. SSLC FY22 CALENDAR REVISION FOR ELTP

SSLC will not participate in ELTP for FY22. PED did not receive revised calendar before the deadline and would not allow school to revise the calendar after the fact. For FY22 SSLC will not have ELTP and base instruction days will be 164. Sarah Cordova reviewed the calendar and budget and gave her approval. Motion was made to approve the SSLC FY22 Calendar to opt out of ELTP.

Mrs. Burns asked for a motion to approve the SSLC FY22 Calendar Revision for ELTP. Ms. Gerrard made a motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

F. SSLC FY23 INSTRUCTIONAL AND NON-INSTRUCTIONAL CALENDARS

ELTP to be applied for FY23. Base instructional days = 164 days, ELTP = 10 days Total contracted instructional days = 185 days, total contracted non-instructional days = 224 days.

Mrs. Burns asked for a motion to approve the SSLC FY23 Instructional and Non-Instructional Calendars. Ms. Gerrard made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

G. SSLC FY23 BUDGET

Justine presented the FY23 budget:

- \$2.2 million carryover
- SEG will decrease 23% (\$485,960)
- ERB contributions increased
- All hourly employees will receive at least \$15/hr as required by law
- All returning staff receive a \$5,000 bonus
- Marketing budget is increased

Mrs. Burns asked for a motion to approve the SSLC FY23 Budget. Ms. Gerrard made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

H. SUBMISSION OF TITLE I, II, IV, IDEA B, PSFA LEASE ASSISTANCE APPLICATION ON BEHALF OF SSLC HEAD ADMINISTRATOR

Motion to give authority to the Head Administrator to submit applications for Titles I, II, IV, IDEA-B, and PSFA Lease Assistance applications on behalf of SSLC.

Mrs. Burns asked for a motion to approve the Submission of Title I, II, IV, IDEA B, PSFA Lease Assistance Application on behalf of SSLC Head Administrator. Mrs. Burns made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

I. INVENTORY DISPOSAL

Disposal of old Smart Lab computers that used Windows 7. Almost all are Dell Optiplex 5040.

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

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 SALARY REQUIRED NEW MINIMUM.

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

TIME INTO CLOSED SESSION: 5:39 PM

TIME BACK FROM CLOSED SESSION: 6:28 PM

Mrs. Burns asked for a motion to come out of closed session.

ACTION ITEMS OR NONE?

Motion: Motion to increase Head Administrator salary from previously agreed upon salary. Salary to be increased from \$114,500 to \$115,200 (required) plus \$5,000 to a total yearly salary of \$120,200.

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

DISCUSSION ITEMS

A. Strategic Planning update:

Strategic Planning Update/One Page Business Plan Reporting
Addressing Innovation Include figures in minutes. *Action Plan 1:* is on schedule and 75% complete. 2nd mailer is ready, 14 thousand addresses (before cleanup) will go out in June using expanded zip codes and including only high school students. Tour button on website is still under development. *Action Plan 2:* is on schedule and 100% complete. Next Step Plans have been completed for all but 8 students, all of whom are remote and have been contacted. *Action Plan 3:* is new and is on schedule at 25% completion. This action plan focuses on building the Dual Enrollment Program. CNM presented at SSLC in April. 18 students attended a CNM tour 4/29. The Accuplacer was conducted at SSLC on 5-6 with 11 students tested. Requested a MOU with UNM to increase course variety and enable students to take more than 2 classes.

B. McKee/Wallwork DEO update:

Silo champions have been assigned. McKee Wallwork interviewed these silo champions before end of school so they would have sufficient material to work with over the summer. Content based on interviews will be provided for approval by admin.

C. IT update: Smart Lab Upgrade

All equipment has arrived and bugs in new software are being worked out. Computers have Windows 11. Goal is to be finished by 5/20.

D. Business Services

Met with Rebekah Runyon of K12 on 5/2. Discussed the pros and cons of both K12 and The Vigil Group. Pros of TVG include established working relationship and cost. Cons of TVG include lack of sufficient oversight, lack of financial direction provided to SSLC, and unresponsiveness to request for information and training. Pros of K12 include proper oversight of finances, in house business management, and quick response to past requests for information and services (financial training). Cons for K12 include cost. Need to discuss with Michael Hamel and Scott Struve in Governing Board meeting. Will need a special meeting.

UPDATES

Assistant Principal

- Attendance for Success Data: see attached data
- Short Cycle Testing Date- Data will be presented in June. Need to track how students are performing not just progressing.
- Board requested feedback about pursuing summer programs at SSLC to help with recruitment.

Head Administrator

- Enrollment is currently 135.
- Enrollment for 22-23 is currently 140 accepted seats, 152 if all accept seats.
- 32 seniors graduated.
- 25 had taken college classes, all were done a day early, 25 graduated with more than the required credits, 1 had a perfect 800 on SAT Math.
- Staff contacts to go out first half of June.
- ABBA did evaluation of computer equipment and indicated part of the system needed to be replaced soon at a cost of ~\$170,000. This component of the system was purchased in 2015 for \$99,000 and needs replacement approximately every 7 years. Will investigate leasing it instead and it will be discussed at the next Governing Council Meeting.

GOVERNANCE COUCIL UPDATES

- A. Academic Committee Update:** None
- B. Recruitment Committee Update:** None
- C. Audit Committee Update:** None

ANNOUNCEMENTS- None

ADJOURNMENT

The meeting adjourned 7:59 pm. The next Governing Council Board Meeting is June 15, 2022 at 5:00 via Zoom platform.