



# GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, July 19, 2023 @ 5:00pm**

Meeting Room: SSLC/Smart Lab  
10301 Candelaria Rd. NE, Albuquerque, NM 87112

Zoom link for those unable to attend in person:

Meeting ID: 826 5201 9130

Password: 383212

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Deborah Burns* Michael Hamel Debra Jensen* Eileen Johnson  *Participated via Zoom	Shannon Carpenter	Lisa Mora Kristalyn Loftis*	

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

These minutes were approved on 8/16/23

President: *[Signature]*

Recorded by: *[Signature]*

**\*\*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**

### **1. CALL TO ORDER**

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Board Meeting to order on Wednesday, July 19, 2023, at 5:01 pm.

#### **a. ROLL CALL**

Mrs. Burns, present \*zoom  
Ms. Carpenter, absent  
Mr. Hamel, present  
Mrs. Jensen, present \*zoom  
Ms. Johnson, present

#### **b. PLEDGE OF ALLEGIANCE**

Mr. Hamel asked everyone to join in the Pledge of Allegiance.

### **2. ADOPTION OF THE AGENDA**

Mr. Hamel asked for a motion to adopt the agenda with the correction: Move Governance items 1 and 2 to directly after public comment. Ms. Johnson made the motion to adopt the agenda and Mrs. Jensen seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

### **3. REVIEW /APPROVAL OF MINUTES 6-21-23**

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

### **4. PUBLIC COMMENT**

None

## **GOVERNANCE**

### **1. Annual Meeting/Election of Officers**

2-year member terms are up for Mrs. Burns, Mr. Hamel, and Mrs. Jensen. Mrs. Johnson made a motion to renew all 3 terms on the Governing Council and Mr. Hamel seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

Michael Hamel was nominated for President, Eileen Johnson was nominated for Vice President, and Deborah Burns was nominated for Board Secretary.

Mr. Hamel asked for a motion to approve the election of officers. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

### **2. Reorganization of Standing Committees**

Chris Lutz needs to be replaced on committees by Lisa Mora.

- A. Finance Committee-Kristalyn Loftis, Lisa Mora, Deborah Burns, and Eileen Johnson
- B. Audit Committee-Kristalyn Loftis, Lisa Mora, Michael Hamel, Debra Jensen, Anthony Padilla
- C. Nominating Committee-Michael Hamel, Eileen Johnson
- D. Academic Committee-disbanded for FY24, will reinstate if the staff requests more support through an official committee.
- E. Recruitment-disbanded
- F. Renewal-Lisa Mora, Eileen Johnson, Debra Jensen

Mr. Hamel asked for a motion to approve the Reorganization of Standing Committees. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

\*\*Mrs. Burns left the meeting @ 5:31pm. \*\*

## **FINANCE**

### **1. FINANCE COMMITTEE UPDATE**

None – finance committee unable to meet prior to the meeting.

### **2. FINANCE REPORT FROM K-12 Kristalyn Loftis**

- A. Check Register- Kristalyn reviewed the finance packet in detail. Noted the payment to McKee Wallwork was incorrectly reported in May as the final Phase 1 payment. It was the second of three installments, and the June payment is the final Phase 1 payment.
- B. Bank Reconciliation\*- have received all SEG and SPLC rent payments. Used \$866,916.10 in cash FY23. Still have outstanding RFR's. Bank balance end of June 2023 is \$3,801,091 and \$16,137.14. Have 8.44 months of cash reserves.

Mr. Hamel asked for a motion to approve the Check Register and Bank Reconciliation. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

### **3. AUDIT COMMITTEE UPDATE**

- A. Need Audit Committee members to attend entrance conference on Friday, July 28 from 9:00-9:30. Mrs. Mora will forward the link to the conference.
- B. Business Manager and Executive Director attended 6/28.

\*Kristalyn Loftis left the meeting.

## **ACADEMICS**

### **1. Executive Director Update- Lisa Mora Presented**

- A. Staff-new Special Education Director and PE Teacher-Jillian O'Brien hired as new Special Education Director. PE teacher has an alternative teaching license. Position is part-time and will allow for addition of weightlifting for higher grades.
- B. Summer School-Held June 2023. 52 students attended. 78% pass Rate overall. 10 PE students, nine of whom were non-SSLC students.

- C. Inventory
  - i. Completed June 29, 2023.
  - ii. All capitalized assets accounted for, awaiting final report.
- D. Current expected enrollment FY24 is 150. This number will continue to fluctuate.
- E. NM Vistas
  - i. CSI Grad Rating due to <68% graduation rate. SSLC graduation rate was 58%. Based on four-year graduation rates. Low graduation rate partially due to COVID, we lost many students from upper grades to a GED.
  - ii. Initial Implementation Award to support improvement is \$51,000. Training begins next week for how to use funds, very specific guidelines for how to spend.
- F. Sound Abatement
  - i. Moving forward with Norcon contract. Two-year warranty and appropriate for gym installation. Order placed and anticipated for fall installation.

## **NEW BUSINESS**

### **1. FY24 Vendor contracts over \$20,000**

- A. CES- Ancillary Provider Services – slight increase in hourly rate and service hours for social work.

Mr. Hamel asked for a motion to approve the FY24 CES contract. Ms. Johnson made a motion and Mrs. Jensen seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

## **GOVERNANCE**

### **3. Open Meetings Act Resolution**

Reviewed Open Meetings Act Resolution. Need to change the date for June 2024 meeting from June 19, 2024 (Juneteenth) to June 12, 2024.

Mr. Hamel asked for a motion to approve the Open Meetings Act Resolution and change the June meeting date from June 19, 2024 to June 12, 2024. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

### **4. Update Authorized Check Signers**

Need to remove Christine Lutz. Discussion to appoint Dana Smith and Eileen Johnson. List of authorized signers includes Lisa Mora, Dana Smith, Michael Hamel, Eileen Johnson, and Deborah Burns.

Mr. Hamel asked for a motion to update the signers on the bank account. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a roll call vote, unanimous yes, Motion passed.

### **5. Renewal Committee Update**

- A. Most sections completed and reviewed by the consultant.

- B. Student Outcomes- need 2023 ASR scores and some updated NWEA graphs. Section is nearly done.
- C. Other performance indicators- receiving conflicting information regarding Indicator 1d from the PED. Have reached out to clarify.
- D. Sent Facilities Section to Renewal Committee on June 30<sup>th</sup>. Request to send additional sections to Ms. Johnson to review now.

## **6. Recruitment Committee Update**

- A. Digital marquee installed, temporary power installed this morning, permanent wiring expected soon.

## **ANNOUNCEMENTS**

1. GC training hours – begin now; will schedule finance training with K12 no later than October 2023.
2. PED 23-24 Training Calendar now available at <https://webnew.ped.state.nm.us/options-parents-families/charter-schools/training-offered/>

## **ADJOURNMENT**

Next Scheduled Meeting in person: August 16, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 6:32 pm.