



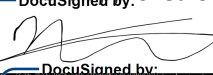
GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, August 16, 2023 @ 5:00pm
 Meeting Room: SSLC/Smart Lab
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Michael Hamel Debra Jensen Eileen Johnson		Lisa Mora Brian Runyan* *Standing in for Kristalyn Lofits	Anthony Padilla Danielle Parker

MINUTES RECORDED BY: Deborah Burns

These minutes were approved on 8-21-23

President: 

Recorded by: Deborah Burns

****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

1. CALL TO ORDER

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Board Meeting to order on Wednesday, August 16, 2023, at 5:01 pm.

a. ROLL CALL

Mrs. Burns, present

Mr. Hamel, present

Mrs. Jensen, not present * arrived at 5:21 PM

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: Add New Business Item for discussion of the renewal of the Nutanix Licenses. Ms. Johnson made the motion to adopt the agenda with the addition and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. REVIEW /APPROVAL OF MINUTES 7-19-23

After asking if there were any comments or corrections, Mr. Hamel asked for a motion to approve the minutes. Mrs. Burns made a motion to approve the minutes and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT – Seeking input on the NM DASH plan

Mrs. Mora explained the purpose of the DASH requirements which require the school to submit a plan for focusing on adult behaviors to improve the graduation rate. SSLC has found a priority concern in the English pass rate and will focus on this aspect for the plan. SSLC has added an intensive writing lab to support 9th grade essay writing in conjunction with their Edgenuity course, a dedicated time for students behind in English to work on courses with instructor support, and a plan to increase sponsor teacher/parent communication to support overall progress.

Members of the public present asked questions and no further changes were suggested. Mr. Padilla asked how many new students enrolled for 23-24 school year came from SPLC. Mrs. Mora indicated that approximately half of the new freshmen (around 20 students) came from SPLC. Ms. Johnson suggested that it would be helpful to see a chart of what schools new students came from.

FINANCE

1. FINANCE COMMITTEE UPDATE

Mrs. Burns reported that the Finance Committee met prior the Board meeting and found no issues to report. There were discussions about creating two new separate accounts, one for

depositing rent from SPLC and aggregating rent payments in that account and one for surplus cash to earn a higher interest income. The Finance Committee is recommending this for Board consideration. After some discussion, Mr. Hamel tabled the discussion until a recommendation could be made to the Board about new account terms and interest rate.

2. FINANCE REPORT FROM K-12 Brian Runyan

- A. Check Register- Brian reviewed the finance packet in detail. Noted that the surplus cash amount was understated by approximately \$350,000 due to a timing issue with postings which should be resolved by next month's report.
- B. Bank Reconciliation- Mr. Runyan indicated that financial report showed an expected low amount of activity for the first month of the fiscal year before students return to school. Bank balance end of July 2023 is \$3,820,962.05 and \$16,141.94. SSLC has 8.04 months of cash reserves.

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

3. AUDIT COMMITTEE UPDATE

- A. Mr. Hamel mentioned he was not able to attend the Audit entrance call but did receive the materials and reviewed them on behalf of SSLC later.
- B. Business Manager and Executive Director attended 6/28.
- C. Audit Exit conference scheduled 11/1/23 @ 4:00 via Zoom
- D. Audit update conference scheduled 9/1/23 @ 4:00 via Zoom

*Brian Runyan left the meeting.

ACADEMICS

1. Executive Director Update- Lisa Mora Presented

- A. Enrollment – currently enrollment is in flux with new students coming and students leaving for other schools. Enrollment as of today is 148 students.
- B. Staff-Mr. Merrill has moved to a position at APS to pursue a diagnostician role after completing his certification and this was expected. He recommended a replacement teacher, Mrs. Knight, a social studies teacher at SPLC. Mrs. Knight has accepted the position at SSLC which has long been a goal of hers. At this time, SSLC is fully staffed.
- C. NM DASH – Given the full discussion of this topic and SSLC plan during the Public Comment session, Mrs. Mora had nothing more to share.
- D. A switch went out in the IT room causing major disruption on Tuesday, 8/15. Abba has replaced with a temp fix, looking at warranty status of bad switch. Staff, students and parents were very patient and understanding.
- E. Lisa is in Year 2 of RISE Leadership Development program. Will be off campus for a 2-day conference Aug 28-29. Denise is in charge during that time.

NEW BUSINESS

1. Nutanix License Renewal

Mrs. Mora provided the Board with the recent quote from ABBA Technologies for renewing various licenses for the Nutanix Server and associated information technology for the school. After discussion, the Board agreed to a Special Meeting to be held to approve the new licenses prior to the next regularly scheduled Board meeting.

GOVERNANCE

1. Consideration of New Governing Council Member Candidates

Mr. Hamel and the Board welcomed the 2 Governing Council candidates, shared their appreciation for the candidates' interest in serving on the Governing Council and explained the duties and responsibilities of the Governing Council members, including the annual training requirements.

Mr. Hamel then asked each candidate to share their background, interest in the school, and reasons for wanting to serve on the Governing Council. Mr. Hamel asked the candidates if they had questions of the Board. After a question-and-answer discussion, Mr. Hamel asked for a motion to approve both Mr. Padilla and Mrs. Parker as new Governing Council members.

Ms. Johnson made a motion and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed. Mr. Hamel welcomed the new members to the Board.

2. Facility Use Policy/Application

Mrs. Mora explained that as part of the review and update of the Employee Handbook, SSLC's legal counsel recommended and provided a Facility Use Policy for the school facilities and a new form for applications.

After discussion, Mr. Hamel asked for a motion to approve the Facility Use Policy and new Application form. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. Reduction in Force and Furlough Policies

Mrs. Mora indicated that SSLC legal counsel recommended the Board adopt specific policies to be followed in the event of a need to reduce workforce and provided their recommended policy for consideration.

After discussion, Mr. Hamel asked for a motion to approve the proposed Reduction in Force and Furlough Policies as presented. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

4. Revised Employee Handbook

Mrs. Mora described, point by point, additional updates, revisions and additions to the Employee Handbook as discussed and recommended by SSLC legal counsel.

After questions and further consideration of all these points, Mr. Hamel asked for a motion to approve the revised SSLC Employee Handbook with the change to add within 100 mile radius for in-town bereavement leave. Mrs. Burns made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

5. Renewal Committee Update

Mrs. Mora updated the Board on the status of the Charter Renewal Application highlighting the following:

- A. The Charter Renewal Application is nearly complete and will likely be submitted prior to the submission deadline.
- B. The Governing Council will have an opportunity to review the Application in September.
- C. The Application is due to be submitted on October 2, 2023.
- D. With the Application, SSLC will be submitting a video that includes footage from '22-'23 for graduation, prom, activities, interviews, and the recent registration conferences for the '23-'24 school year.

6. Recruitment Committee Update

Mrs. Mora updated the Board on recruitment activities by highlighting the following:

- A. Digital marquee has already led to at least 2 new students enrolled per reports to Mrs. Mora. Mr. Hamel noted that the Marquee has already paid for itself.
- B. Mrs. Mora indicated that she has been communicating with various charter middle schools about presenting SSLC to their graduating students and has received positive feedback that early 2024 would be a good time to present SSLC at these schools.

ANNOUNCEMENTS

1. GC training hours – are available online and through the annual conference in December; the annual SSLC 3-hour finance training will be scheduled for November 1, 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 Special Meeting: August 21, 2023 at 5:00 via Zoom

Next Scheduled Meeting: September 20, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 7:40 pm.