



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, August 18, 2021 @ 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 Michael Hamel Debra Jensen	Tammie Gerrard Alec Krance	Denise Dixson Christine Lutz Lisa Mora Heather Riley Justine Vigil	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on September 15, 2021

DocuSigned by:

President: _____ *Deborah Burns* _____
DocuSigned by: D3248091507C4B5...

Recorded by: _____ *Debra Jensen* _____
DocuSigned by: C6E7A45819FF4E1...

****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, August 18, 2021, at 4:57 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Gerrard, absent
Mrs. Jensen, present
Mr. Krance, absent

PLEDGE OF ALLEGIANCE

Mrs. Burns asked everyone to join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mrs. Burns made the motion to adopt the agenda and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

REVIEW /APPROVAL OF MINUTES 6-16-21 Regular meeting

Mrs. Burns asked for a motion to approve the minutes. Mr. Hamel made a motion to approve the minutes with the correction to remove Public Comments from Action Items. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ACTION ITEMS

FINANCE REPORT

The finance report was presented by Justine Vigil. Reports for FY22 began 7-1-21 and reports did not reflect teacher payroll which was paid 8-1-21. The school will get additional CARES funding and ARP. Tammy Gerrard was not able to attend the finance meeting, Debra Jensen attended.

FINANCE COMMITTEE UPDATE

Debra Jenson - Nothing to report

CHECK REGISTER (July 2021)

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

BANK RECONCILIATION (July 2021)

After discussion Mrs. Burns asked for a motion to approve the Bank Reconciliation. Mr. Hamel made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BUDGET ADJUSTMENT REQUEST (BAR)

1. BAR 531-000-2122-00001-IB- Initial budget for the CTE (Career and Technical Education) Grant/Award. \$15,960 to be used for Smart Lab equipment and supplies.
2. BAR 531-000-2122-00002-IB – Initial budget of for the CTE (Career and Technical Education) Grant/Award. \$5,990 to be spent for teacher's stipend, professional development & supplies.

After discussion Mrs. Burns asked for a motion to approve the 2 above mentioned BARS. Mr. Hamel made the motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

GOVERNANCE COUNCIL TREASURER POSITION

After discussion Mrs. Burns asked for a motion that the Governing Council is opting to not fill the Governing Council treasurer position, but it may be filled at a future date as needed. Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

CLIFTONLARSONALLEN ENGAGEMENT LETTER

CliftonLarsonAllen were selected to audit charter schools by the NMPED. A letter must be signed to begin the audit. After discussion, Mrs. Burns made a motion to approve a CliftonLarsonAllen engagement letter and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

VENDOR CONTRACTS \$25,000 and Over

1. ABBA Technologies INC- IT Management Services
Abba's responsibility to backup data was discussed. Updating Smart Lab & creating a repository for the onboarding materials does not appear to be considered additional project costs.
2. Cooperative Education Services (CES)- Ancillary Services- Yearly renewal.
3. Day and Night Cleaning Services- Renewal of Janitorial Services
4. Edgenuity- Learning Management System- Renewal of Educational programs.

5. Lucero Bus Company-Transportation- Renewal- Contract reviewed by the State Transportation Department.
6. Saylor Family Trust-Lease Purchase Agreement.
7. The Vigil Group- Financial Services- Business Management and Payroll.

After discussion, Mrs. Burns made a motion to approve the above mentioned vendor contracts and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

STAFF RETENTION INCENTIVE PAY RESOLUTION

Written by Patty Matthews, school legal counsel. Supplemental compensation applies to all employees. Christine Lutz will sign the document for all employees, but cannot sign her own agreement. After discussion, Mrs. Burns asked for a motion to approve the Staff Retention Incentive Pay Resolution. Mr. Hamel made the following motion:

I move that the Governing Council of Southwest Secondary Learning Center authorize Ms. Lutz to pay from available and appropriate funding sources supplemental retention compensation to returning employees, and a supplemental compensation payment to incoming employees as consideration for their continuing commitment to SSLC and to the education of SSLC students in the following amounts:

For each FTE Employee (.5 and above) who worked at SSLC for all of the 2020-2021 school year, SSLC will make a one-time direct deposit of \$1000.

For each Part Time Employee (.49 or less) who worked at SSLC for all of the 2020-2021 school year, SSLC will make a one-time direct deposit of \$500.

For each employee who began employment at SSLC after January 1, 2021, will receive one-half the amount as stated above.

For each new employee who has committed to a one-year employment for 2021-2022, that employee will receive the amounts stated above for FTE or part-time employment as applicable.

The motion was seconded by Mrs. Jensen. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

UPDATES

DEAN OF STUDENTS (Denise Dixon)

- 108 in person learners
- 33 remote learners- supports are in place; email helpline, zoom classes available 1 on 1. Sponsor teachers are monitoring. Students must meet 6% each week or they receive a virtual absence.
- We have 46 new freshmen, 33% of student population.
- Of new students: 11 are Gifted, 9 are Native, 8 are African American, and 7 are ELL.

- A number of Juniors and Seniors are here because of Credit Recovery. Gerald Garner will meet with each student.
- A request was made to determine which students are being lost and numbers are being lost in each grade.

ASSISTANT PRINCIPAL UPDATE (LISA MORA)

- Lisa Mora received a mailing list from APS. We discussed requesting email addresses through Facebook campaign in order to generate an email list.
- We are adjusting to the new IT Company.
- We are working to deliver devices to remote students, also providing devices to in-person students who have requested them
- Surveillance testing for unvaccinated staff: must test every week. Student surveillance testing for students remains voluntary.
- A request was made to WSI to include a COVID tab on website for updates.
- A request to access diversity in school and which direction trend is going. We need to focus now on the renewal that is 3 years from now.
- Equity council has not yet met. Would also like to extend invitations to parents of these students for Governing Council to increase diversity.

HEAD ADMINISTRATOR UPDATE

- Title 1 application approved for ~\$41,000.
- Air Quality Grant for ~\$2,600, only asked for HA signature.
- Lockdown/Active shooter drill conducted.
- The quote was corrected and PO issued for Results 4 Business strategic planning supports.
- Survey to the community for ARP/ESSER III funds was conducted with the following results:
 - 47% of respondents would like to use ARP funds to update HVAC system.
 - 27% of respondents would like funds for teacher salaries.
- Special Education Director, Elizabeth Layton is hired and will be joining the Friday staff meeting.

ACADEMIC COMMITTEE

No updates

RECRUITING COMMITTEE

No updates

AUDIT COMMITTEE

CliftonLarsonAllen LLC has started field work and risk assessment interviews. Audit committee was involved with the initial meetings.

DISCUSSION

- PED training with Governance Councils to provide guidance regarding COVID-19 best practices for the governing councils is August 18, 2021 from 6:00-7:30. Superintendents and charter leaders asked for training to be recorded. This will provide suggestions for contentious GC meetings especially regarding masks.

PUBLIC COMMENT

- Request for public input on federal ARP funds usage.
- Mrs. Mora would like to thank the GC for Staff incentive pay.
- An inquiry was made about training with the Vigil Group. Mr. Vigil needs to make sure he is still accredited.

ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 6:55 pm. The next Governing Council Board Meeting is September 15, 2021 at 5:00 via Zoom platform.