



SPECIAL SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, January 26 @ 5:00pm

Meeting Room: Via Zoom

<https://us02web.zoom.us/j/85667995594?pwd=VENPZktYMHNSa0xCT1pPUTFFM0NQdz09>

Meeting ID: 856 6799 5594 Password: 876717

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Tammy Gerrard Michael Hamel Debra Jensen Scott Struve		Christine Lutz Lisa Mora Rebekah Runyon	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on February 9, 2022

President: _____ *Deborah Burns*

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, January 26, 2022, at 5:02 pm via Zoom.

ROLL CALL

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

REVIEW /APPROVAL OF MINUTES 1-19-22 Regular meeting

Mrs. Burns asked for a motion to approve the minutes. Ms. Gerrard made a motion to approve the minutes with the correction that Mr. Hamel joined the meeting at 5:03 and remove the internal list for strategic planning. Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

GOVERNANCE COUNCIL FINANCE TRAINING 101:

The Southwest Secondary Learning Center will be participating in required Finance 101 training presented by K-12 Accounting/Mrs. Rebekah Runyon. The training will take place via the Zoom platform through the link posted above. A quorum will exist. No governance council business will be discussed and no actions will be taken during this training time. Topics include:

Hour 1:

- **Governing Council Roles in Financial Oversight:** A look at what the financial roles and responsibilities are of the Governing Council. We will look at the financial responsibilities of the GC and required audit and finance committees.

- NMPED Universal Chart of Accounts: We will breakdown the New Mexico Public Education Department's Universal Chart of Accounts. We will look at how to decipher what type of fund we are looking at based on the number and look at some examples of how the account strings are put together.
- Budget Adjustment Requests: We will go over the differences in budgeted expenditures when a fund can carry a cash balance and when a fund is strictly on a reimbursement basis. We will look at the different BAR types and what they mean to the school's budget.

Hour 2:

- Governmental Financial Statements: A more in-depth overview of governmental financial statements and the different basis of accounting that is presented for monthly GC reporting vs. audited financials. We will look at the Finance Statement Equation for governmental entities as well as an in-depth look at the Balance Sheet and Statement of Revenues, Expenditures and Change in Fund Balance. We will go through an example of a school's audited financial statements.

Hour 3:

- Reviewing the Finance Packet: We will dive into what a complete Finance Packet will look like, including graphs that can help to digest the information more easily. Different analytical information will be looked at as well as a reconciliation to cash and looking at the bank reconciliation. We will go through an example of a school's finance packet and point out items of notice.

ADJOURNMENT

The next Governing Council Board Meeting is February 16, 2022 at 5:00 via Zoom platform. The council discussed the possibility of combining the Head Administrator evaluation on 2/9 with discussion/presentation of marketing proposals. The meeting adjourned at 8:02 pm.