



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, September 15 @ 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 Michael Hamel Debra Jensen		Denise Dixson Patricia Matthews Lisa Mora Heather Riley Justine Vigil Rebecca Weldon	

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

These minutes were approved on October 20, 2021

DocuSigned by:
 President: Deborah Burns
 Recorded by: Debra Jensen
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****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 meeting to order on Wednesday, September 15, 2021, at 4:59 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Gerrard, present
Mrs. Jensen, 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. Mrs. Jensen 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 8-18-21 Regular meeting

After review of the minutes, Mrs. Burns asked for a motion to approve the minutes. Mrs. Burns made a motion to approve the minutes with the correction that Alec Krance and Tammie Gerrard were absent. Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ACTION ITEMS

FINANCE REPORT

Justine Vigil presented the Finance Report.

FINANCE COMMITTEE UPDATE

Tammie Gerrard reported that Finance Committee was informed that The Vigil Group was submitting RFR's are waiting for reimbursement. Two funds are negative- one is waiting on funds from the PED and one will require reallocation of funds.

CHECK REGISTER (August 2021)

Justine Vigil presented the check register. UPN (United Private Network) replaces CenturyLink as internet provider at the start of the fiscal year. After discussion Mrs. Burns asked for a motion to approve the Check Register. Ms. Gerrard made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION (August 2021)

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

BUDGET ADJUSTMENT REQUEST (BAR)

1. BAR 531-000-2122-0003-M- Maintenance to clean up negative funds.
2. BAR 531-000-2122-0004-T- Transfer BAR to clean up negative line items within funds.
3. BAR 531-000-2122-0005-M- Maintenance BAR to clean up ESSER II fund.
4. BAR 531-000-2122-0005-T- Transfer within ESSER II fund

After discussion Mrs. Burns asked for a motion to approve the 4 above mentioned BARS. Ms. Gerrard made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ARP (AMERICAN RESCUE PLAN)/ESSER III APPLICATION SUBMISSION ON BEHALF OF SSLC

The ARP/ESSER III application needs to be submitted by October 1st and posted in PDF format on the school's website by the same date. The committee was given the opportunity for input regarding how to spend funds. 20% of funds **must** be used to address loss of learning (in-school tutoring, after school tutoring, summer programs, HVAC, teacher retention and mental health). Funds must be spend by September 2024. The Board agreed to give Christine Lutz and staff authority to complete and submit ARP ESSER III application by October 1st on behalf of SSLC

After discussion Mrs. Burns asked for a motion to approve the ARP ESSER III application giving Christine Lutz and staff authority to complete and submit the application by October 1st. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

GOVERNANCE COUNCIL DOCUMENT SIGNING POLICY

There were questions about signatures for contracts. The Board only reviews and approves contracts over \$25,000. Reference materials will be available upon request when signatures are required. ABBA will be creating a Sharepoint document to make it possible to access contracts and other documents.

After discussion Mrs. Burns asked for a motion to approve the Governance Council Document Signing Policy as presented. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed**

INVENTORY DISPOSAL

14 chromebooks
1 tower
1 laptop- dead hard drive
1 inoperable calculator

Per our Fixed Asset Policy, items with memory require approval. Computing devices are donated to Adelante. After discussion Mrs. Burns asked for a motion to approve the Inventory Disposal as presented. Mrs. Jensen made the motion and Ms. Gerrard 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 CONTRACT. Patricia Matthews and Christine Lutz were invited to attend.

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

TIME INTO CLOSED SESSION: 6:26 PM

TIME BACK FROM CLOSED SESSION: 7:23 PM

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

ACTION ITEMS OR NONE?

Only matters regarding the Head Administrator contract were discussed.
No action was taken.

UPDATES

DEAN OF STUDENTS UPDATE (DENISE DIXSON)

- 147 students- 24% are remote, 16% Special Education, 12% Gifted.
- Loss of enrollment over past year due to: 41% got their GED, 21% non-attendance, 17% went to APS and 3% moved out of state. 6% decrease from last year.
- 60% in-person learners are on track, 66% of remote students are on track. This number has increased every year since 2018.
- Smart Lab upgrade is underway. We are hoping to have computers and operating systems in before winter break.

ASSISTANT PRINCIPAL UPDATE (LISA MORA)

- COVID tab is available on the website.
- There have been positive cases in the building.
- Staff surveillance testing continues for unvaccinated staff.
- Students continue to comply with the mask policy.
- If 5% of students test positive within 14 days enhanced COVID safe practices must be implemented.

HEAD ADMINISTRATOR UPDATE

- Enrollment has increased from 141 to 148 over the past month. Half of the new students heard about SSLC from the website, and the other half by word of mouth.
- High school has been going smoothly. The high school students have been compliant and happy to be back in person.
- Relationship with ABBA continues to evolve. They have been pleasant to work with.

ACADEMIC COMMITTEE

No updates

RECRUITING COMMITTEE

Potential Governance Council Members/ Staff Assistance: Teachers and staff have approached parents/potential people to consider becoming a Board member.

AUDIT COMMITTEE

The Audit Committee met with CliftonLarsonAllen LLC (CLA) on September 9, 2021 via the Zoom platform. CLA noted that all documents have been received, everything that has been requested has been submitted, and they have entered the testing phase. Target date for completion of testing phase is the next couple of weeks.

DISCUSSION

Results 4 Business- Strategic planning with the staff is planned for a full day with SSLC staff on October 1. This will be the 1st meeting with staff to begin strategic planning working sessions. A request was made for the Board to see the complete proposal. Also, deliverables and signed contract.

Governance Council Training- Choices: NMPED on their own or asynchronous with PCSNM... Council made a request to contact Terry @ ASBO or CliftonLarsonAllen LLC for financial training or ideas for qualified trainers.

PUBLIC COMMENT

Request for public comment on ARP fund usage.

ANNOUNCEMENTS

ADJOURNMENT

The meeting adjourned at 7:56 pm. The next Governing Council Board Meeting is October 20, 2021 at 5:00 via Zoom platform.