



Regular Governance Council  
Board Meeting Minutes of  
Wednesday, July 26<sup>th</sup>, 2017

**Board Members Present**

Vic Fantozzi,  
Sean Hendrickson,  
Steve Garrett, Cheryle Brody,  
Deborah Lansdell, Krista Key

**Board Members Absent**

Cherita Lamb

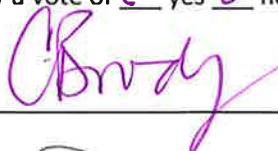
**Also in Attendance**


Kirk Hartom, Daniel Ivey-Soto,  
Heather Riley, Joseph Lucero,  
Coreen Carrillo, Abby Lewis, Chris Lutz

**Public in Attendance**

None

These minutes were approved on 8/9/17  
By a vote of 5 yes 0 no 1 absent 0 abstained

  
\_\_\_\_\_  
President

  
\_\_\_\_\_  
Board Secretary

Submitted by  
Savannah Lopez  
Board Secretary

*(\*Items up for approval during this meeting are in RED)*

## **CALL TO ORDER**

Vic called the special Southwest Secondary Learning Center (SSLC) Regular Governing Council meeting to order on Wednesday, July 26<sup>th</sup> at 4:06 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

## **ROLL CALL**

Vic asked Savannah to call roll. Savannah called Vic Fantozzi, here; Cherita Lamb, absent; Steve Garrett, here; Sean Hendrickson, here. (Additional board members present, council to vote them in during this meeting...)

## **PLEDGE OF ALLEGIANCE**

Vic asked everyone to stand and join Daniel in the Pledge of Allegiance.

## **ADOPTION OF THE AGENDA**

Vic asked for a motion to adopt the agenda. Steve made the motion to adopt the agenda and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES from June 28<sup>th</sup>, 2017 regular meeting**

Vic asked for a motion to approve the minutes from June 28<sup>th</sup>, 2017. Sean made the motion and Vic seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

## **NEW BOARD MEMBERS**

Vic informed the Council and administration that the SSLC Governing Council has 3 designations to approve. Vic had the three new members introduce themselves. The SSLC Governing Council agreed to designate Deborah Lansdell, Cheryle Brody, and Krista Keay to the SSLC Governing Council. Vic asked for a motion to swear in 3 new members, Cheryle Brody, Krista Keay, and Deborah Lansdell to the SSLC Governing Council. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

## **CLOSED SESSION**

Vic moved for the SSLC Governing Council to proceed into Closed Session to discuss matters subject to personnel matters pursuant to section 10-15- (H) (2) NMSA 1978 and invites Daniel Ivey-Soto, Savannah Lopez, Coreen Carrillo, Abby, Chris Lutz, Heather Riley, and Kirk Hartom to join, and Sean seconded the motion. Vic asked Savannah to take a roll call vote. Savannah called Steve Garret, yes; Vic Fantozzi, yes; Sean Hendrickson, yes; Cheryle Brody, yes; Krista Keay, yes; and Deborah Lansdell, yes. Vic closed the SSLC Governing Council Meeting at approximately 4:25 PM.

## **OPEN SESSION**

Vic moved for the SSLC Governing Council to go back into an open session and Sean seconded. Vic stated that no action was taken, only matters discussed where matters on the agenda. Vic asked Savannah to take a roll call vote. Savannah called Sean Hendrickson, yes; Vic Fantozzi, yes; Steve Garrett, yes; Cheryle Brody; yes, Krista Keay, yes; and Deborah Lansdell, yes. Vic opened the SSLC Governing Council meeting at approximately 5:18 p.m.

## **FINANCE REPORT**

**Joseph and Heather provided a detailed update on the July financials.**

*(If any public would like a copy of the financials for June please contact the Board Secretary at [slopez@samsacademy.com](mailto:slopez@samsacademy.com), below is a brief summary)*

Business Managers have finances for June 2017 for review.

Finance reports:

- Revenues are 100% of budgeted
- Expenditures are 47.78% to budget
  
- Bank Activity June 2017
  - Revenue Exceeded Expenditures by \$109,058.09 in June 2017
  - Reconciled Cash is \$2,719,186.12
  - Outstanding items total \$ 5,557.63; Oldest 5/5/2017

Vic moved to the next item of the finances, ***Voucher Approvals***. Krista made the motion to approve the Check Registry and Cheryle seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved to the next item of the finances, ***Budget Adjustment Requests (BARs)***. ***NONE***

Vic moved to the next item of the finances, ***Cash Transfers***. ***NONE***

Vic moved to the next item of the finances, ***Inventory Disposal***. Heather explained the items up for disposal. The items are the following: HP Color Laserjet 5550 DN Printer, HP L1706 Monitor, Cisco 52 Port GB Stackable Managed Switch, Small Wooden Desk, Tall Wooden Chair, And 2009 Aquarium. Sean made a motion to approve the Inventory Disposal and Krista seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved on to the next item of the finances, ***Fixed Asset Policy and Procedure***. After an explanation and brief discussion of the policy... Vic asked for a motion to approve the Fixed Asset Policy and Procedure. Sean made the motion, Krista seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved on to the next item of the finances, ***Purchasing Policy and Procedure/Accounts Payable Processing***. After an explanation and brief discussion of the policy... Vic asked for a motion to approve the Purchasing Policy and Procedure/Accounts Payable Processing. Sean made the motion, Krista seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved on to the next item of the finances, ***Edgenuity Quote Approval***. Heather explained to the Council that Edgenuity is the school's curriculum online and the 1 year contract is due to be signed. The reason the Council needs to approve the quote is because it is over \$50,000. Daniel Ivy-Soto (lawyer) stated that the quote needs to be posted on the SSLC website and approved by the board before it can be submitted to the PED for approval. After further discussion Vic asked for a motion to approve the Edgenuity quote per the posting of the quote on the SSLC website. Vic made the motion, Krista seconded the motion. Steve Garrett opposed. Steve stated that he does not want to vote on any quote that could possibly change after approved. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved on to the next item of the finances, ***Salary Schedule Adjustment***. ***Tabled***. The Council would like more information regarding the Registrar/Data Coordinator job description and salary adjustment.

*After the financial report was given Heather and Joseph left the meeting.*

## **NEW BUSINESS**

Kirk gave an update to the board on the following items:

- **NMPED 90-day Plan:** Kirk informed the Council of the 90-day plan and explained how the 90-day plan should be completed and turned into PED. The Council asked for a monthly update on this topic.
- **Back to school / registration**
- **Approval of Staff Handbook** – After looking through the handbook the Council asked for a few changes to be made. \*change the document to reflect two schools, not three. Vic asked for a motion to approve the Staff Handbook. Sean made the motion to approve the Staff Handbook with the revision to reflect two schools, Cheryle seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.
- **Review of Accountability Manual/Internal Controls**
- **Suggested additions to GC Policy Manual - tabled**
- **Staffing Report:** Kirk informed the Council that SSLC is fully staffed minus an ELA teacher which he is interviewing tomorrow (July 27<sup>th</sup>)
- **September Board Retreat:** discussed, no action.
- **Portable Buildings:** Kirk informed the Council that there is a portable available to SSLC that he is working with the owner of the building to bring over to SSLC.
- **NMSBA / Coalition memberships:** Kirk presented the flyers on the NMSBA Governing Board training. Discussed.

## ONGOING BUSINESS

- A. Recognitions – none
- B. Faculty Representative – none
- C. Lease to Purchase – Kirk stated SSLC will be putting a down payment on the building/completing a lease to purchase for the building this coming year.
- D. Questions for Kirk – none
- E. Annual Governing Body Position Report to PED. The Governing Council stated that there are now 7 members of the SSLC Governing Council. Vic asked for a motion to approve the Annual Governing Body Position Report. Krista made the motion, Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

## ADMINISTRATIVE REPORT

Kirk gave an update to the board on the following items:

- **Data – Education for the Future Data** packets were given to the Council members. This data reflects survey questions/answers from the parents and students from SSLC.
- **IT Report - none**

## ANNOUNCEMENTS

Vic stated that the date of the next Regular Board Meeting is August 9<sup>th</sup>, 2017 at 5:00 PM. Vic announced that there will be an election done at the upcoming board meeting for a new president.

## **ADJOURNMENT**

Vic asked for a motion to adjourn today's special SSLC Governing Council meeting. Sean made the motion and Krista seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 6:31 pm.