



**GOVERNING COUNCIL**

Regular Meeting of the SSLC Governing Council on  
Wednesday, May 10<sup>th</sup>, 2017

**BOARD MEMBERS PRESENT**

Vic Fantozzi, Judith Wechsler, Cherita Lamb, and Sean Hendrickson

**BOARD MEMBERS ABSENT**

Steve Garrett

**ALSO IN ATTENDANCE**

Kirk Hartom, Sharon Huber, Joseph Lucero, Robert Pazstor and Heather Riley

**PUBLIC**

Becky Kappus

These minutes were approved on June 28, 17

By a vote of  yes  no 2 absent  abstained

Vic Fantozzi President  
Sean Hendrickson Secretary

## I. Call to Order

Vic called to order the Regular Meeting of the Governing Council for the Southwest Secondary Learning Center on **May 10<sup>th</sup>, 2017 at 4:05 PM in the Conference Room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.**

### A. Pledge of Allegiance

Vic led the Pledge of Allegiance. Thank you, Vic.

### B. Approval of Agenda

Vic asked for the agenda to be switched so that item III, Closed Session, be moved next to accommodate the lawyer, Mr. Ivey-Soto.

Vic called for a motion to move Southwest Secondary into Closed Session to discuss matters subject to pending litigation pursuant to Section 10-15-1 (H)(2) NMSA 1978. Sean seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

## II. Closed Executive Session

### A. Limited Personnel Matters Pursuant to NMSA 1978, Section 10-5-1 (H)(2)

Vic asked for Tasha to call roll. Tasha called Vic Fantozzi: *yes*, Judith Wechsler: *yes*, Cherita Lamb: *yes*, and Sean Hendrickson: *yes*. Steve Garrett: *absent*.

**Closed Session Began at 4:07pm in the Conference Room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.**

## III. Open Session

Vic made a motion to move back into open session and that state the only matters discussed were those on the agenda and no action was taken. Sean seconded the motion. Vic called for a voice vote and all present approved. The motion carried.

**Open Session resumed at 4:35pm in the Conference Room at Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.**

Vic asked Tasha to call roll. Tasha called Vic Fantozzi: *present*, Judith Wechsler: *present*, Cherita Lamb: *present*, and Sean Hendrickson: *present*. Steve Garrett: *absent*

## IV. Call to Order, resumed...

### A. Approval of Agenda

Vic called for a motion to approve the agenda. Cherita made a motion to approve the agenda. Judith seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

### B. Approval of Minutes from the April 12<sup>th</sup>, 2017 Regular Meeting

Vic called for a motion the approve the minutes for the April 12<sup>th</sup>, 2017 Regular Meeting. Sean made a motion to approve the minutes for the April 12<sup>th</sup>, 2017 Governing Council Minutes. Cherita seconded the motion. Vic called for a voice vote to approve, all present approved. Vic called for any opposition and after hearing none, the motion carried.

## V. Finance Report

### A. Finance Committee Update

Joseph reported that the through April the revenues came in at 83.37% of what we've budgeted so far.

For the expenditures and encumbrances came in at 52.16% what we have budgeted, and since we are about to end, I don't see that number changing. We had one negative function that ended up being negative by \$67,491.45. That will be rectified with a BAR that is included in the packet.

The bank activity revenues exceeded expenses by \$34,035.43. Leaving with a very healthy reconciled cash balance. The outstanding items totaled \$57,009.03, with the oldest item dated for March 10<sup>th</sup>, 2017. We have asked the Public Education Department to reissue that check, as the vendor has confirmed that check has been lost in the mail.

Vic asked if at some time at the end of the year, if the board could have a pizza party for the faculty. Are there monies available for that? Joseph answered that would come out of the board expenses fund.

Judith mentioned that the end of the year is coming up rather quickly. Vic thought maybe a beginning of school dinner kickoff appreciation instead.

#### **B. Voucher Approvals**

Joseph asked if there were any questions regarding the check register before it is approved.

Vic asked about the SEG Prom. Joseph answered that includes the state deposit and allocation for prom. Judith asked if the prom happened. The answer was yes, it was very nice and medieval themed, held at the uptown Marriot.

Sean made the motion to approve the Check Register, Judith seconded the motion. Vic asked for a voice vote, all present voted affirmatively. Vic asked for any objection and upon hearing none, the motion carried.

#### **C. Budget Adjustment Requests**

Joseph started with BAR 1617-0021-I. It is your cash carryover per your final award letter from Title II. The school usually budgets for professional development for their instructional staff as well as their administrative staff. So, he divided that number between those two-line items and then added that money into the budget. The likelihood that we will spend that money before the budget is minimal, but that will just include in the carryover for next year. They expect you to do the BAR and submit for reimbursement in a month and a half.

Vic asked if there was any discussion for BAR 0016-D.

Vic made a motion to approve BAR 0021-I and Sean seconded the motion. Vic asked for a voice vote in favor of the motion, all present answered affirmatively. Vic asked for any opposition and hearing none, the motion carried.

Joseph presented BAR 1617-0022-M is a maintenance BAR to take care of the negative function operation. He took money out of your restricted expenditures line where we budgeted your cash carryover to move \$77,297 to alleviate that \$67,000 that is negative. Judith wondered if it mattered how we got negative or should we not worry about that. Joseph answered we were anticipating an influx of software and IT renewals and there was some delay in the Public Education Department in issuing those purchase orders, so we finally got those PO's approved and we got the check sent out. It was items we were expecting, but we couldn't do the BARS until we knew exactly what the number was in that software line. Judith reconfirmed it was nothing to worry about.

Sean made a motion to approve BAR 1617-0022-M. Cherita seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

BAR 0023-I is an important letter for your dual credit instructional materials. We received that award letter yesterday afternoon and rather than wait an entire month to do this BAR and do a journal entry and get the money back. He did the BAR this morning and related it to the finance committee and that is budget the remaining 15% of the board. We asked for the reimbursement of the initial 85% and this is the final 15%. It will increase the budget by \$1,260. Judith asked exactly what we were approving. Joseph stated to accept the money.

Vic asked for a motion to BAR 0023-I. Judith made a motion to approve BAR 0023-I, Sean seconded the motion. Vic asked for a voice vote to approve the motion. The entire board answered affirmatively passing the motion.

#### **D. Cash Transfers**

There was no Cash Transfers.

#### **E. Inventory Disposal**

Heather reported that it is for the Excursion. Basically, it had gotten broken into a couple of times. We called the adjuster. Once it went into the body shop the value was less than what it was going to cost to fix it. They called it a total loss and sent us a check. Now, we have to dispose of it through the inventory.

Vic called for discussion. *The group discussed the state of the vehicle through the multiple robberies within a month.*

Vic made a motion to approve the inventory disposal. Sean seconded the motion. Vic called for a voice vote and all present approved. The motion carried.



#### **F. Approval of SSLC 2017-2018 School Budget**

Joseph announced the State Equalization Guarantee from the budget analyst at PED is \$2,428,030.81. If you divide that number by 12, that is what the monthly deposit is going to be. On the expenditure part of this month's report, you can see that you have only spent 52% of your budget. He has projected that you will carryover \$1,300,000 on top of the 2.4 million. All in all, Southwest Secondary is going to have a very healthy budget. For the instruction, it totaled \$1,046,055. This was the second draft of numbers after the shared employees were placed in their own school, and the salaries were no longer shared between schools, saving SSLC \$50,000. *There was some discussion on the amount of staff coming back next year, and the result was inconclusive.*

Joseph pointed out that there will be a counselor position being added in and that it will be a \$60,000 difference. Sean had asked if the Executive Assistant was being added in. Kirk replied it will be and that the expense will be shared with SAMS. Vic wanted to make sure that Daniel Ivey-Soto is rehired. Joseph instructed that he is a contracted employee and his pay is determined on the legal allotment given to the school in the budget. The Head Administrator and board expenses, including legal which he budgeted \$109,000.15.

*Joseph continued to explain the line items in the budget.*

Kirk noted that once the lease-to-purchase agreement goes through, the payment will be cut in half. Cherita asked what the holdup is. Joseph mentioned the log jam in PED.

The budget total will be \$2,757,425.40. This will leave an excess in the budget of well over \$900,000. He is going to do with the excess is budget that into restricted expenditures, that way just in case there is another budget shortfall, and they request the reversion of the 2% as they did this last year, to provide a safety cushion. David Craig issued an email stating that no school can budget cash carryover.

The transportation allocation for next year is \$43,455. The current contract is around \$40,000.

The activities fund estimates at \$15,000. This does not have to be included in the budget, it just has to be submitted to PED.

Title I, Title II and IDEA-B has not sent their allocations yet. Dual Credit has not issued their credit either.

*Joseph proceeds to explain the formulas he used to estimate line items, such as utilities and lease reimbursement.* Robert asked if we would still get the lease reimbursement money with the Lease-to-Purchase. Joseph answered yes, around 75%.

While talking about HB-33, Kirk asked to keep in consideration the major IT upgrades that need to take place. He asked if we can earmark some of these funds, since it seems that there is never enough operational to cover the IT. Joseph was positive that it could be split to accommodate with SB-9, under supply assets.

Vic asked for a motion to approve the budget. Judith made a motion to approve the 2017-2018 budget.

Vic seconded the motion. Vic called for a voice vote and all present approved. The motion carried.

Joseph needed signatures from all board members present, two original copies.

#### **G. Approval of the SSLC Lease and Lease Application**

Kirk noted that in the one year lease with the option to renew, SSLC is responsible for 55% of the building and SPLC is responsible for 45%. Every year PSFA will allocate the reimbursement based on square footage. The applications need to be done yearly. A conflict of interest page needs to be signed describing that no member of the board is related to the board. The landlord agreement that he takes care of major repairs. The school has E occupancy and has been approved for a school.

Vic asked for a motion to approve the SSLC Lease and Lease Application. Sean made a motion to approve the lease and lease agreement. Cherita seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

## **VI. New Business**

### **A. Graduation May 19<sup>th</sup> at Kiva Auditorium**

Vic announced the graduation will be at Kiva at 4pm.

## **B. Title I and Title II Application**

Robert announced that we have always been a targeted program, being restricted in a lot of ways. But now, with Title I has more flexibility with a schoolwide waiver. It opens the doors to spending money on all students. This covers summer program, staff development, etc. The activities increase for all students to have qualified teachers and instruction, this is for SPED, economically disadvantaged, ESL and now all students. Title I is developed by the teachers. Title II is teacher development. It is somewhat driven by teacher evaluations. In our school, our staff is the same teacher for all students regardless of background. All students have access to highly qualified instructors. Kirk noted that the special needs kids do need a little more attention. Vic acknowledged Kirk and Robert in their great jobs of listening to and working on the needs presented by the parents.

Cherita made a motion to approve Robert Pasztor as the Title I Coordinator and to approve the Title I application as presented, providing summer and spring break programs, UNM tutors, educational assistants, and services and materials to maintain equity and support for all students. The focus of the Title I supports is to help all students meet state standards on the PARCC and to promote success by meeting individual needs, academic and otherwise. Title I activities will also increase equitable access to highly qualified teachers and instruction for economically disadvantaged, minority, English language learners and students with disabilities. Vic seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

Cherita made a motion to approve the Title II application as presented, providing professional development and supports for staff based on specific school data provided by the Teacher Effectiveness Report. The focus of the Title II funded activities will be to increase the quality of all teachers and to provide equitable access to highly qualified teachers for economically disadvantaged, minority, English language learners and students with disabilities. Vic seconded the motion. Vic called for a voice vote and all present approved. Vic called for any opposition and after hearing none, the motion carried.

## **C. IDEA-B Application**

Robert explained that we have not seen it yet. Kirk said that the application from PED will come in the next few days.

## **D. Portable Buildings**

Kirk said that Rio Rancho has five buildings. One with a bathroom. The landlord does not think it will be a problem to install. We are shooting for two. We would pay to move, which would be around \$10,000 each. They are going to give it to us for free, but the great expense will be moving it.

# **VII. Ongoing Business**

## **A. Recognitions: Judith Wechsler**

Vic recognized that Judith's last meeting will be next month. Vic wanted to thank her so very much for her time. She has contributed her heart, concern for the students and teachers. You are their cheerleader. Your views, heart, remarks, love for the teachers have been very obvious. Your intellect and perception are very much appreciated. You are going to be missed big time. If you ever decide to give it another go, we would be honored and privileged to have you. Cherita commented how we are definitely going to feel the void.

## **B. Faculty Representative**

Vic observed there were no Faculty Representatives.

## **C. Questions for Kirk**

There were no questions for Kirk.

# **VIII. Administrative Report**

## **A. Data Report**

Sharon reported that the Lottery is moving right along. We originally had 63 spots open, we filled 59 of those spots and we have 4 offers out. There are nine on the waiting list.

We finished PARCC testing with SSLC with 100% participation.

The teachers are in the process of the USTAR testing to see where the students are.

The seniors are taking EOC tests.

We were happy because of a change with school growth. They are now looking at proficiency rather than school growth. They will include the high 25%. They included science in the school grade.

We are working on the Civil Rights data collection report. The schools are done about 90%.

The grades came in from students taking dual enrollment classes and there are 400 grades that came in. Of those, they had to add 20 new courses that our kids took at CNM, that they have never had a code for at our registrar. Robert noted that we are seeing more and more Associate's Degrees.

We have 53 students graduating for SSLC.

**B. IT Report**

Tim delivered the report. We are not going to be able to replace faculty and staff PC's, because the lease is running out. The phone and camera systems need to be replaced as well. The eRate application has been turned in, this is the service that reimburses for internet and equipment. The contract for internet will have to be renewed and the state is pushing to increase the bandwidth.

**IX. New Business**

**A. Next SSLC Board Meeting June 14<sup>th</sup>, 2017.**

**X. Public Comment**

There was no public comment.

**XI. Announcements**

Kirk introduced Becky to the board as she was observing for the night. Vic asked what she thought of the board. Becky stated that she is always amazed at the dedication of the board members.

**XII. Adjournment**

Vic asked for a motion to adjourn. Sean made the motion to adjourn. Judith seconded the motion. Vic called for a voice vote and upon hearing no objection the motion carried.

The Regular Meeting of the Governing Council for the Southwest Intermediate Learning Center adjourned on May 10<sup>th</sup>, 2017 in the Conference Room at 6:12pm Southwest Learning Center 10301 Candelaria Rd. NE, Albuquerque NM 87112.