



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, October 12, 2016

Board Members Present

Vic Fantozzi, Cherita Lamb,
Steve Garrett, Sean Hendrickson

Board Members Absent

Judith Wechsler

Also in Attendance

Kirk Hartom, Robert Pasztor,
Sharon Huber, Joseph Lucero

Public in Attendance

Tim Walsh, Dan Castillo,
Chris Lutz

These Minutes were approved on _____

By a vote of ___ Yes ___ No ___ abstained ___ Absent

President

Notary Seal and Signature

**Submitted by
Taylor Bischoff**

CALL TO ORDER

Vic called the regular Southwest Secondary Learning Center (SSLC) Governing Council meeting to order on Wednesday, October 12, 2016 at 4:00 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Vic asked Taylor to call roll. Taylor called Vic Fantozzi, here; Cherita Lamb, here; Steve Garrett, here; Sean Hendrickson, here; Judith Wechsler, absent.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

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

REVIEW / APPROVAL OF MINUTES from September 14, 2016

Vic asked for any comments or questions regarding the Minutes from the regular SSLC Governing Council meeting held on Wednesday, September 14, 2016.

Vic asked for a motion to approve the minutes. Cherita made the motion and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

FINANCE REPORT

Vic moved the meeting over to Joseph to talk about the first item, *Finance Committee Update*.

- Joseph reported that he attended the Finance Committee meeting on Wednesday, September 14, 2016 with the rest of the finance committee at 3:00 pm in the Conference Room of Southwest Learning Center.
- Joseph reviewed the finance packet and informed the Council that through the month of September, after being reconciled, the school brought in 23.33% per budgeted.

- Joseph stated that the number is a little low, but right within it's relative range for this point of the year.
- Joseph stated that on the expenditure side for SW Secondary, encumbrances uncovered 47.89% of what we budgeted throughout the year.
- Joseph goes into detail about (4) negative function.
 - The activities fund is negative by -\$8, 863.85, however that will be alleviated with bar 1617-004-IB Activities.
 - For Title II in function 1000 for instructional staff, we are over by \$575.27, which is no big deal.
 - DCIM is negative -\$608.12. (The award was well over \$6,000, so the number is not an issue.)
 - PSCOC fund is negative -\$269, 485.68.
- Josephs states that all four of these payments have been issued.
- Joseph informed the Council that the expenditures exceeded the revenue by \$8, 129.15 in September, continuing to have a healthy cash balance of \$2, 349, 865.98
- Joseph points out an error of a difference between \$60, on his behalf, on the bank reconciliation report on page 14.
- Joseph stated that for the month of September, there are two outstanding items totally, \$35,645.80 to Eastern New Mexico University and \$34, 503.82 for the reimbursement to Sharon Huber.
- Joseph stated that he mailed out the checks.
- Joseph stated that the last check was not signed, but the problem has been addressed.

Vic moved to the next item of the finances, ***Voucher Approvals***. Vic asked his fellow council members to review the Check Registry.

Vic asked his fellow council members if they had any questions. Since there were none, Vic asked for a motion to approve the Check Registry. Cherita made the motion and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic asked Joseph for the ***Budget Adjustment Requests (BARs)***.

- Joseph presented BAR # 001-IB, a _____ BAR for initial budget for dual credit instruction material for FY 17 year.

Steve made a motion to approve BAR # 001-IB and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

- Joseph presented BAR # 002-M 11000-1000, a _____ BAR to clean up the Operational function of the school's budget.

Steve made a motion to approve BAR # 002-M and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed

- Joseph presented BAR # 003-M 11000, a _____ BAR to move money into accounts indiscriminately.

Cherita made a motion to approve BAR # 003-M and Cherita seconded the motion. Steve called for a voice vote, unanimous yes, Motion passed

- Joseph presented BAR # 004-IB, a _____BAR to put budget authorities for the activities fund.

Steve made a motion to approve BAR # 004-IB and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed

Joseph explained the last financial item, *SSLC Property Disposal*. Joseph explained that all of the school's assets have been inventoried and any time the school wants to dispose of an inventoried item, the school needs to receive approval from their Governing Council and the Public Education Department (PED).

- Joseph informs the Council that there are outdated computer lab equipment that is no longer useful and needs to be written off the books.
- Joseph asked for the board approval for documents that need to be signed off.

Vic asked his fellow council members if they had any questions. Since there were none, Vic asked for a motion to approve the property disposal. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Joseph left at 4.40 pm

CLOSED SESSION

Vic moved for the SILC Governing Council to proceed into Closed Session, only matter subjected to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed. Steve seconded the motion. Vic closed the session at 4:47.

OPEN SESSION

Vic moved for the SILC Governing Council to go back into Open Session, only matter subjected to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant pursuant to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Sean seconded the motion. Vic asked Taylor to take a roll call. Taylor called Vic Fantozzi, here; Cherita Lamb, here; Steve Garrett, here; Sean Hendrickson, here. Vic opened the SILC Governing Council meeting at 6:04

ONGOING BUSINESS

Vic moved to the first item, **Recognitions**. Cherita recognized Sharon and Ethel from The health education department to discuss Sex Ed.

- Cherita thanked Sharon and Ethel for joining the council.
- Cherita informs the council that she brought them in to give the Council a better understanding of what they are about.

Cherita turns the meeting over to Sharon and Ethel to talk about alternative health programs.

- Sharon introduced CPR (creating positive relationship) to the board.
- Sharon stated the program is based on forming and maintaining positive relationships.
- Shared explains how the program offers emotional, social and physical to individuals being sexually active in a positive way.
- Sharon stated that New Mexico is highest in nation for unplanned pregnancy and STD.
- Vic asked if that was per capita.
- Sharon stated that it is within the Unites States.
- The council thanks them for their presentation.

Vic moved to the first item, **Recognitions**. Vic recognized Taylor Bischoff as the new Board Secretary.

Vic moved on to **Faculty Representative**. Vic thanked Chris Lutz for his attendance at today's SSLC Governing Council meeting.

Vic moved to the next item, **Questions for Kirk**. No questions were asked.

Vic moved to **Open House**.

- Kirk thanked everyone that came.

Vic moved on to the next item, **Personal Records and Files Policy**.

Kirk took over the meeting.

- Kirk informed the board that there is already a policy in plan.
- Kirk stated the approved policy is for the use of pesticides.
- Kirk mentioned that this policy is within our safely policy and the governing policy as well.

Vic turned the meeting to Tim to talk about the next item, **Child Internet and Protection Act**.

- Tim stated that in order to comply to the policy, you have to show that you're following the Child Internet and Protection Act, which consist of three things.
 - 1) To make sure we follow the Internet safety policy. It's a general description of how we approach this.
 - 2) We don't have to approve, but establish the technology protection measure. This is to see if we are protecting the students from getting to inappropriate sites.

- Tim stated that we have a firewall, which allows us to block sites from students and only have access to sites we allow.
 - Tim explains that this protection measure kicks in when the students try to access firewall.
- 3) Present in a public forum and allow public to comment.

Tim asked the Council to review the Child Internet and Protection Act.

Sean made a motion to approve the Child Internet and Protection Act and Steve seconded. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved to the next item, ***Pesticide Policy***. Kirk stated that policy is already in play.

Vic moved to the next item, ***McKinney-Vento Homeless Policy***. Kirk stated that policy is already in play.

Vic moved to the next item, ***Fundraising Policy***. Kirk stated that since there are no business managers present, the policy would be tabled till next month.

ADMINISTRATIVE REPORT

Kirk moved to the first item, ***Charter Renewal Progress and Site Visit***.
Kirk turned the meeting over to Robert.

- Robert informs the council of the Site Visit on Thursday, October 20th.
- Roberts stated that this is the 2nd year annual site visit.
- Cherita asked Robert who is interviewing the school.
- Robert stated that the Charter school division and a few helped from the Public Education department.

Kirk moved on to the next item, ***Lease-to-Purchase***

- Kirk stated that he talked to Dan Castillo and they have been working on how to construct the deal.
- Kirk stated that the lawyers would have a lease purchase agreement to put before the board next month.
- Kirk talked about the change from three schools to two schools and how to structure that deal.
- Kirk talked about transferring the intermediate down payment money into the primary account, which should not be a problem.

Vic moved on to *School Health Advisory Council (SHAC)*.

Kirk took the meeting over.

- Kirk stated that the school has a safety committee.
- Kirk stated that all these policies being put into play such as McKinney-Vento and Pesticides policy all have to do with safety.
- Kirk informs the Council that we have to put together a SHAC.

Sharon moved to the next item, *Data Report*

- Sharon stated that she attended a test-training workshop.
- Sharon explains that we lost 3 Intermediate kids today to the public school.
- Sharon stated that we were at 98, which takes us down to 95.
- Sharon explains that it doesn't matter if they withdrew from Intermediate. If such school gets them then they claim those 3 students.
- Sharon mentioned that retests would be in November to those students who didn't pass the assessment to graduate.
- Sharon states there is a senior meeting on Monday and there, families will be told if there child need to retake the test or not.

NEW BUSINESS

Vic informs the Council that Educational assistance is needed.

- Kirk informed the council that they were approved for one Special Ed teacher and one Educational Assistant teacher.
- Sharon stated that they had to apply for waivers at the stave level for the two teachers because they are over their caseload, which is why the waiver was put in place.

Vic moved to the next item, *IT Report*. Vic turned the meeting over to Tim for his report.

- Tim informs the council that over the summer, firewalls, computers and wireless access were replaced in the buildings, making us up to date on the latest standard.
- Tim mentions that they need to do a video presentation in main lab, which is a component for the safety policy.
- Tim asks the Council if everyone has received email accounts to use them to make sure all board business is done though the schools email account.
- Time stated that we are able to get the students account all set up and teachers have been informed.
- Tim asks the Council if there are any questions.

Vic moved to the last item, *next Regular Governing Council Meeting*. Vic stated that the next regular SSLC Governing Council meeting will be held on November, May 9, 2016 at 6:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

- Chris Lutz asked if there have been funds appropriated for the tuition reimbursement,
- Kirk stated that a couple of deals that have been approved
- Chris thanks the Council for their time.

ANNOUNCEMENTS

Vic asked if there were any additional Announcements and there were none.

ADJOURNMENT

Sean made a motion to adjourn today's regular SSLC Governing Council meeting and Cherita seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 6:54 pm.