



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, December 7, 2016

Board Members Present

Vic Fantozzi, Judith Wechsler
Sean Hendrickson, Steve Garrett,
Cherita Lamb

Board Members Absent

Also in Attendance

Kirk Hartom, Sharon Huber
Joseph Lucero, Sean Fry,
Heather Riley

Public in Attendance

Tim Walsh

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, December 7, 2016 at 4:01pm 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; Sean Hendrickson, here; Judith Wechsler, here; Cherita Lamb, here; Steve Garrett, here.

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

REVIEW / APPROVAL OF MINUTES from November 9, 2016

Vic asked for any comments or questions regarding the Minutes from the regular SSLC Governing Council meeting held on Wednesday, November 9, 2016. Vic asked for a motion to approve the minutes. Sean made the motion and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Cherita arrived at the meeting at 4:06pm

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, December 7, 2016 with the rest of the finance committee at 3:15pm.

- Joseph went into detail about the Revenue Report.
 - Joseph stated that revenue came in at 35.05% of what was budgeted.
 - Joseph stated that on the expenditure side actuals and encumbrances were a little over 50% of what was budgeted.
 - Joseph explained that these reports do not reflect the lease PO because we had to do a change order after the lease to reimbursement was approved. So the 50% should be roughly 55%...
 - Joseph stated that the dual credit instructional materials is negative, but once we spend the full amount of the dual credit, we will journal the access off to operational.

- Joseph went into detail about the Bank Activity for November.
 - Joseph stated that the school's bank reconciliation has an ending balance of \$2,434,618.24.
 - Joseph stated a reconciled healthy cash balance of \$2,413,792.97
 - Joseph stated the outstanding items total \$20,825.27.
 - The oldest outstanding item is Eastern New Mexico University for a basketball camp from the summer. We have reached out to them numerous times and have gotten no response. We will write that check off and issue a new check if needed.
 - Joseph informed the Board that now that we have received the draft financial from the audit we would be able to clear up the variance of \$60.

Joseph moved on to the next item of his report, ***Voucher Approvals/Check Register Report.***

Joseph asked the Council to review the Check Register Report.

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

Joseph and Heather leave the meeting at 4:13pm

CLOSED SESSION

Vic moved for the SSLC Governing Council to proceed into Closed Session, only matter subjected to Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 will be discussed. Judith seconded the motion. Vic asked Taylor to take a roll call. Taylor called Vic Fantozzi, here; Judith Wechsler, here; Sean Hendrickson, here; Steve Garrett, here; Cherita Lamb, here. Vic closed the session at 4:13pm.

OPEN SESSION

Vic moved for the SSLC Governing Council to go back into Open Session, only matter subjected to NMSA 1979, Section 10-15-1 (H)(2) or limited personnel matters pursuant to NMSA 1978 were discussed and Steve seconded the motion. Vic asked Taylor to take a roll call. Taylor called Vic Fantozzi, here; Judith Wechsler, here; Sean Hendrickson, here; Steve Garrett, here; Cherita Lamb, here. Vic opened the SSLC Governing Council meeting at 4:58pm.

ONGOING BUSINESS

Vic moved to the first item, ***Recognitions.***

- Vic thanked the Board for all their hard work.
- Cherita recognized the school and gave thanks for all they have done for her and her daughter.

Vic moved to the next item, ***Faculty Representative.***

No faculty Representative.

Robert moved to the next item, ***SSLC PEC Charter Renewal Meeting in Sante Fe December 8-9, 2016.***

- Kirk informed the Board that we have received our report from PEC and responded back.
- Kirk stated that the final recommendation is SSLC will be approved for 2 more years.
- Kirk stated that over the passed 2 years we have tried to communicate with PEC the improvements that have been happening.
- Kirk explained that they will ask for 5 years, but their recommendation is 2.

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

- Kirk stated that we got the staff together in their involvement for personal records.
- Kirk explained that we were struggling with the procedure depending on who gets what, and where is it?
- Kirk stated that we went through the processes of what we can all agree upon.
- Kirk further explained that Personal files needs to correspond with the correct school. SAMS will be at SAMS and the rest of the schools will be stored in our building.
- Kirk stated that there is a process and permission as to who gets access to our records. It has to go through administration.

Vic asked for a motion to approve the Personal Records and Files Policy. Cherita made the motion and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic turned the meeting to Kirk to talk about the last item of business, ***Lease Assistance and Lease To Purchase Statute.***

- Kirk stated that the school's Least Assistance request have been approved and we effectively met the renewal guidelines as the landlord has certified that the maintenance of the building will be maintained by his company.
- Kirk stated that the schools have met their obligations as far as obtaining PSFA certification and Lease Assistance.

- Kirk stated that we are good for the moment, but we are still pushing to get all the Lease To Purchases done by the end of the school year especially with consolidation.

ADMINISTRATIVE REPORT

Kirk moved to the first item, *Charter School Monitoring Timeline*

- Kirk informed the Board that Robert was unable to attend the meeting because he had to do preparation for tomorrow's report on the school for debriefing.
- Kirk stated that we are being analyzed all the time and the monitoring tool has given us a month by month, play by play on what we need to do.
- Kirk stated that they have a lot of history on our school, but it should not be difficult since we are used to doing this.

Kirk moved to the next item, *Leadership and Teacher Evaluation Process*

- Kirk explained to the Board that the evaluation process focuses on sustainable result, engaging the team, holding people accountable, commitment to students and determining the conceptual and analytical thinking. We feel these should all be included in leadership.
- Kirk stated that the data analysis, staff and student culture are the 3 most important.
- Kirk stated that this is a great model because there are specific things that principles/administration/leaders have to do to present growth.
- Kirk stated that the process is getting better and better and we are having more interaction with teachers and how they can improve.
- Kirk stated that there are two observations, a formal observation in the fall and in the spring.

Sharon moved to the next item, *Data Report*

- Sharon informed the Board that the 40-day reporting period was a mess. Systems were going down while we were working on renewal. We were the last ones to finish and one of the first ones to be approved.
- Sharon thanked Terry and Paula for working so hard and staying up late to make sure our data was up to date.
- Sharon stated that we are now on the 80-day reporting period.
- Sharon stated that we currently have 276 kids in SSLC, 2 offers still out there and 7 students on the waiting list.
- Sharon stated that our seniors made up all their work that needs to be done.
- Sharon thanked the teachers for making sure these students got their work done.
- Sharon stated that we have formalized the plan for info snap for the year 2017-2018.
- Sharon stated that the Letters of intent for new students in SSLC grades 8th-12th for next year will be posted on the website for all 4 school's on January 4, 2017.

Letters of intent to return for current families will go out by email on February 1, 2017.

- Sharon stated that we are in good shape, but will need training for the younger schools for consolidating.
- Judith asked how many were candidates for graduation?
 - Sharon stated between 50-60 candidates. SAMS will have 40-50 candidates and there will be 1 graduation for all.

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

- Tim informed that Board that we are working on our E-rate application, which is the program that reimburses the school for the money that we spend through our network, service and equipment.
- Tim stated that we are still working on scholarship getting configured.
- Tim explained that we have to figure out what to do if a parents comes in and their name is on the list of sex offenders. It doesn't necessarily mean that they are a sex offender it means that their name matched a name on the sex offender list.
- Tim further explained that we need an administrator to go into the system and determine whether they are or not a sex offender and how to go about that situation.
- Tim mentioned that the Board should consider getting a new phone system and new phone service. The current contract we have that gives us both the phone service and phone system will expire at the end of the fiscal year.
- Tim stated that we need a more current system.
- Tim explained to the Board that we need to determine the proper email retention policy. We need to be protected because we need to make sure when public records requests come in, we are providing them with what they are asking for.
- Tim pointed out that when we have an employee that leaves, what is our responsibility with that?
- Tim recognizes Cherita for all her hard work in main lab with assisting students.

NEW BUSINESS

No new business.

Vic moved to the last item, ***Next Regular Governing Council Meeting January 11th, 2017***. Vic stated that the next regular SSLC Governing Council meeting would be held on January 11, 2017 at 5:00 pm in the Conference Room of Southwest Learning Center.

PUBLIC COMMENT

- James Torres, a marketing consultant for search engine optimizations pitched to the Board about his business.
- James stated that when Albuquerque Charter Schools is Googled, SSLC does not come up anywhere on the first couple pages.
- James offered to sale his services for \$10,000-12,000 per year.

ANNOUNCEMENTS

The Holiday party will be on December 20, 2016 at the Indian Pueblo Cultural Center.

ADJOURNMENT

Vic made a motion to adjourn today's regular SSLC Governing Council meeting and Sean seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 5:46 pm.