



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, September 16, 2020 @ 5:00pm

Meeting via Zoom

10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Gerald Garner Tammy Gerrard Michael Hamel Debra Jensen		Denise Dixson Christine Lutz Lisa Mora Heather Riley Justine Vigil Zach Kirchgessner	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on <u>10-21-20</u>	
by a vote of: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent <input type="checkbox"/> Abstained	
President:	<u>Deborah Burns</u>
Recorded by:	<u>Debra Jensen</u>

****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 Board (GCB) Meeting to order on Wednesday, September 16, 2020, at 5:03 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Mr. Garner, 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. Mr. Garner made the motion to adopt the agenda and Ms. Gerrard seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES

Mrs. Burns asked for a motion to approve the minutes.

Ms. Gerrard made the motion to approve the minutes and Mrs. Burns seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

Justine Vigil gave the finance report to the Governing Council. Operational fund will be ~\$9,000.00 less due to decrease in the SEG unit value.

FINANCE COMMITTEE UPDATE

No sweep to clear money yet. Special capital outlay funds were frozen at the end of the fiscal year, but has been reopened.

A request for a yearly trend report was made by Mrs. Burns and also a comparison of balance reports from year to year. Business Manager will provide these reports to the Council.

With regards to questions arising from PED Fiscal 1 training module:

- No expenditures made from fund balance except for transportation fund.
- Current student/teacher ratio (155/11 = ~16/1, in years past it was ~37/1)
- EFTP's verification- Vigil group double checks that payments are timely. Business Manager will include EFTP confirmation report with financials.

- Nusenda does not currently don't have Positive Pay, but they are hoping to have the service available in 2021.
- Governance Council would like a checklist used to vet new vendors presented to the Council. We need to have a documented procedure to help lower potential liability

CHECK REGISTER (AUGUST 2020)

Ms. Vigil presented the check register.

Mrs. Burns asked for a motion to approve the Check Register/Voucher. Mrs. Jensen made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION (AUGUST 2020)

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

BARS

BAR 531-000-2021-0002-T (Clear up negative line item to adjust for current spending)

BAR 531-000-2021-0003-I (Library carryover)

BAR 531-000-2021-0004-I (Capital Outlay carryover)

BAR 531-000-2021-0005-IB (Lease Reimbursement Award)

BAR 531-000-2021-0006-T (Cares Act Transfer of Funds)

BAR 531-000-2021-0007-D (Decrease Operational Funds by \$9,098)

Mrs. Burns asked for a motion to approve the above mentioned bars. Mr. Hamel made a motion and Mr. Garner seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

ATTENDANCE POLICY UPDATED FOR ATTENDANCE FOR SUCCESS ACT

State is now looking at total absences, not just unexcused absences. Provides tiered support. Supports will be provided based on the percent of total days missed.

Mrs. Burns asked for a motion to approve the SSLC Attendance Policy based on the new Attendance for Success Act. Mr. Hamel made the motion and Ms. Jensen seconded the motion. Mr. Burns called for a voice vote, unanimous yes, **Motion passed.**

REVISED BUDGET CALENDAR FOR ELTP DAYS ADDED

Mrs. Burns asked for a motion to approve the Revised Budget Calendar for ELTP days added. Ms. Gerrard made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

INVENTORY DISPOSAL

Mrs. Burns asked for a motion to approve the Inventory Disposal. Mr. Hamel made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

INVENTORY RESOLUTION NUMBER: SY 2020-2021-001*

Fixed asset inventory includes any items \$1,000.00 or more, high theft items and any item with a memory must be logged into fixed asset inventory. Resolution re-characterizes non-qualifying assets into a separate asset keeping file.

Mrs. Burns asked for a motion to approve the Inventory Resolution Number: SY 2020-2021-001. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

UPDATES

ACADEMIC DEAN

- *STEM at home backpacks will be distributed this week.*
- *\$21,000/year CTE grant was approved for two years by the PED.*
- *55% of students are behind- need engagement and support. Zoom engagement has gone up in September.*

DEAN OF STUDENTS

- *41 Chromebooks have been distributed. No one is on the waiting list.*
- *RTI system will be maintained through the 20/21 school year.*

HEAD ADMINISTRATOR

- *Enrollment is 153. 21 were removed for no-shows.*
- *Memo from NMPSIA: will not cover schools who are in non-compliant with COVID-19 and re-entry procedures. Objections were made by schools to conditions of non-coverage regarding unintentional non-compliance.*
- *Received an ORI, then went and got a CHRI. Waiting for approval of CRHI, needs to determine what would disqualify a person from employment.*
- *Re-entry plan approved.*
- *Waiting on requirements for filtration on the HVAC units.*

UPDATES

ACADEMIC COMMITTEE UPDATE

None

AUDIT COMMITTEE UPDATE

Audit in progress

ON-BOARDING COMMITTEE UPDATE

Onboarding book approved, a quiz and or checklist needs to be created.

RECRUITMENT COMMITTEE

Mr. Hamel met with a digital advertiser. He would like to work with the schools Facebook page to increase traffic. Michael will present it at the next meeting. Lisa submitted records requests to APS for directed mailings.

DISCUSSION:**HYBRID REOPENING**

Basically schools/governance councils will need to make decisions about reopening as per secretary.

RISK MANAGEMENT COMMITTEE

Combination of being aware of building risks and other risks.

Does this require another committee or can it be covered by other committees? SSLC already has a process in place regarding monitoring financial and operational risk that is reported to Governance Council in a timely manner. Head Administrator and the staff are responsible for monitoring risks. Administration alerts Governance Council as to any potential risks in writing via email. Staff can contact Governance Council directly with any matter of potential risk mitigation.

CLOSED SESSION

Mrs. Burns made a motion to go into closed session to discuss limited personnel matters. Mr. Garner seconded the motion. Christine Lutz was invited into closed session.

Into closed session: 7:28 pm

Back from closed session: 7:49 pm

PUBLIC COMMENT

None

CLOSING BUSINESS**ANNOUNCEMENTS**

Michael would like to introduce a potential board member. Council would like to increase its membership.

ADJOURNED AT: 8:00 PM

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is October 21, 2020 at 5:00 via Zoom.