



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, October 21, 2020 @ 5:00pm

Meeting Room: 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 Dixon Chris Lutz Lisa Mora Heather Riley Justine Vigil Zach Kirchgessner	Samuel Kamphuis Alex Krance

MINUTES RECORDED BY: Debra Jensen **Transcribed by:** Dana Smith

These minutes were approved on <u>11-18-20</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, October 21, 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 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 Mr. Hamel seconded the motion. Mrs. Burns called for a roll call 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 Mr. Garner seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

Zach Kirchgessner, from the Vigil group gave the finance report to the Governing Council.

FINANCE COMMITTEE UPDATE

No updates per Tammy Gerrard.

CHECK REGISTER (SEPTEMBER 2020)

Zach Kirchgessner 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 roll call vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION (SEPTEMBER 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 roll call vote, unanimous yes, **Motion passed.**

BARS

BAR 531-000-2021-0008-IB (Career Technical Education grant, initial budget)

BAR 531-000-2021-0009-M

BAR 531-000-2021-0010-T

Zach Kirchgessner presented all the BAR's to include an explanation of their purpose.

Mrs. Burns asked for a motion to approve the above mentioned bars. Ms. Gerrard made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Zach Kirchgessner and Justin Vigil left meeting.

VENDOR VERIFICATION PROCESS

Heather Riley presented. Documentation of the Vendor Verification Process was requested by the council. Delete line 3d and add a vendor vetting form and a place to record our research about them. Questions were raised about vendors not vetted by CES and if they would be allowed unrestricted access to students. Administration indicated that ScholarChip is used by all vendors when on campus. More research is needed regarding access to campus by vendors and was deemed a separate issue.

Mrs. Burns asked for a motion to approve the Vendor Verification Process. Mr. Hamel made the motion and Mr. Garner seconded the motion. Mr. Burns called for a roll call vote, unanimous yes, **Motion passed.**

INVENTORY DISPOSAL

Two items need to be approved for disposal by Capital Outlay at PED. One large 3-d printer and a hobby style Flight Simulator. The 3-D printer is obsolete and parts are not available. SSLC does not have a flight program anymore, so the hobby Flight Simulator is no longer in use.

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

REMOTE LEARNING THROUGH FALL SEMESTER 2020

The Governor's office and the PED have not yet provided a date to begin Middle and High School in-person.

Mrs. Burns moved that Southwest Secondary Learning Center will remain in remote learning for the remainder of the Fall 2020 semester ending December 18, 2020. The board will make decisions in regard to a return to in-person learning beginning Spring 2021 abiding the guidelines presented by the NMPED and NMDOH.

Mrs. Burns asked for a motion to approve the Remote Learning through the Fall Semester 2020. Mr. Hamel made the motion and Mr. Garner seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

UPDATES

STUDENT COUNCIL REPRESENTATIVE (SAMUEL KAMPHUIS)

- *Student council would like to increase communication between students and the Governing Council.*
- *Reported some problems with Chromebooks provided since Word and PowerPoint could not be installed, but were required for some projects.*
- *Student Council needs help to understand role of HA and Board so they will understand who to go to address any issues.*

ACADEMIC DEAN (DENISE DIXSON)

- *CTE grant paid for the majority of the backpacks.*
- *Governors Stem Challenge is ok to proceed.*
- *9/12 cohort 84% zoom participation, 93% smart lab participation, 62% of students on track, Native and Special Education groups are needing additional supports. Parent survey going out.*
- *Special Education staff has been doing home visits with several at risk students. Council suggests documentation of what is being done to address needs of students so that there is a public record.*
- *25 students referred to Graduation Alliance. 5 are receiving academic coaching.*

DEAN OF STUDENTS (LISA MORA)

- *All but four Chromebooks have been distributed.*
- *Lisa is COVID point of contact.*
- *We have above the minimum amount of PPE except for cloth masks. Waiting for NMPED distribution.*
- *Website is up and being tweaked.*
- *Equity Council- all of June recommendations have been implemented. New concerns arose regarding how at risk students are being supported and guidance needs to be provided to families and parents for accessing materials.*

HEAD ADMINISTRATOR (CHRIS LUTZ)

- *Enrollment is 160.*
- *There is concern about losing some seniors who might leave for GED.*
- *ITDRC- a non-profit will be installing wifi in the parking lot. Would like to send out flyers and make available to community.*
- *Need to get analytics for advertising. Need to get three bids for advertising and need to target January-August recruitment period.*
- *Would like to have an exit form filled out when students leave.*
- *Extended Learning Program approved.*
- *SSLC has been released as a litigant in the Qui Tam case. Judge's order signed September 28, 2020.*
- *NMPSIA backed off not providing coverage for COVID-19 related claims.*
- *LPA has been approved by NMPED. Lease with SPLC must be worked out.*

UPDATES

ACADEMIC COMMITTEE UPDATE

None

AUDIT COMMITTEE UPDATE

Exit interview coming up with the auditors.

ON-BOARDING COMMITTEE UPDATE

Onboarding book is completed and can be used for 3 hours of training.

RECRUITMENT COMMITTEE

Discussed exploring using social media for recruitment purposes using available monies.

DISCUSSION:

Introduced Alec Krance as a candidate for Governing Council.

PUBLIC COMMENT

None

CLOSING BUSINESS

ANNOUNCEMENTS

None

ADJOURNED AT: 8:05 PM

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is November 18, 2020 at 5:00 via Zoom.