



## REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, December 16, 2020 @ 5:00pm**

*Meeting Room: Via Zoom*

10301 Candelaria Rd. NE, Albuquerque, NM 87112

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Deborah Burns Gerald Garner Tammy Gerrard Michael Hamel Debra Jensen		Denise Dixson Chris Lutz Lisa Mora Heather Riley Zach Kirchgessner	Samuel Kamphuis Alex Krance

**MINUTES RECORDED BY:** Debra Jensen

**Transcribed by:** Dana Smith

These minutes were approved on <u>1-20-21</u>	
by a vote of: <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Absent <input type="checkbox"/> Abstained	
President:	
Recorded by:	

*\*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](mailto: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, December 16, 2020, at 5:03pm 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. Mrs. Jensen made the motion to adopt the agenda and Mr. Garner 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. Mr. Hamel made a 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. Will have an adjustment to state equalization guarantee (SEG) in February. Anticipating a decrease per student. Audit results are still outstanding largely due to the CARES Act accounting.

### **FINANCE COMMITTEE UPDATE**

All functions need to be positive. Discussed which funds must be used before the end of the fiscal year and those that may be carried over.

### **CHECK REGISTER (OCTOBER 2020)**

Zach Kirchgessner presented the check register. After discussion, Mrs. Burns asked for a motion to approve the Check Register/Voucher. Mrs. Jensen made the motion and Mrs. Burns seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **BANK RECONCILIATION (OCTOBER 2020)**

After discussion, Mrs. Burns asked for a motion to approve the Bank Reconciliation. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

### **BARS**

Zach Kirchgessner presented the BAR to the Governance Council.

BAR 531-000-2021-0012-I (carry over for Title One)

BAR 531-000-2021-0013-M (clean up BARS before end of 2<sup>nd</sup> quarter)

BAR 531-000-2021-0014-M (clean up BARS before end of 2<sup>nd</sup> quarter)

BAR 531-000-2021-0015-I (carry over to put in building purchase fund)

BAR 531-000-2021-0016-D (over-estimated carry-over)

BAR 531-000-2021-0017-I (carry over for HB33)

BAR 531-000-2021-0018-I (carry over for SB9- proposed to be used for receipt /maintenance and construction services)

After discussion and explanation, Mrs. Burns asked for a motion to approve the above mentioned BARS. Ms. Gerrard made a motion and Mr. Garner seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Zach Kirchgessner and Heather Riley left meeting.

### **AMENDMENT TO THE LOCAL DEMONSTRATION OF COMPETENCIES GRADUATION REQUIREMENTS CLASS OF 2021 ONLY-SUCCESSFUL COMPLETION OF COURSEWORK IN SY 2020-2021 \***

Last month the Board adopted local demonstration of competencies (LDCs) for students graduating 2021 – 2024. In early December, the NMPED allowed for students graduating in the spring or summer of 2021 demonstration of competency could include completion of course work due to COVID-19 pandemic testing constraints.

After discussion, Mrs. Burns asked for a motion to approve an amendment to the Local Demonstrations of Competency menu. Mrs. Burns made the motion that per the NMPED guidance, Southwest Secondary Learning Center accept course completion as demonstration of competency in Reading, Math, Writing, Science and Social Studies. The council directs that course completion be added to the school's LDC menu for those **graduating** in the spring or summer of 2021 only. Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote. Vote, unanimous yes, **Motion passed.**

### **AMENDMENT TO BACKGROUND CHECK POLICY- SECTION 16: "SCHOOL WILL PAY FOR BACKGROUND CHECK"**

Statute requires that the school pays for background check for employees.

Mrs. Burns asked for a motion to amend the Background Check policy- Section 16: So that the school will pay for background checks for employees and volunteers. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

## **REMOTE LEARNING SPRING SEMESTER 2021 \***

Remote learning was only approved through December 18, 2020. After discussing possible return dates, the council agreed to extend remote learning through the Spring semester of 2021. The Governance Council will revisit any possible return date based on current health orders and guidance from NMPED.

Mrs. Burns asked for a motion to authorize remote learning through spring semester 2021 unless public health orders change and then will meet to approve return to in-person learning. 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:**

*Sam Kamphuis presented:*

- *It was suggested that student council might conduct a survey to determine how students are coping. Students might be more forthright with students rather than adults.*
- *Council is developing 2 proposals with Ms. Lutz.*
- *Gremlins movie night was a success!*
- *Student Council is conducting SEL (social and emotional learning) in January.*
- *Developing SEL to connect new students with other students. They are trying to conduct SEL during ML to connect more students.*

#### **ACADEMIC DEAN (DENISE DIXSON)**

- *71% on track and only 49 students are behind in one or more classes. SPED is 56% on track.*
- *Significant gains in SPED and Native American students.*
- *SPED faculty has been working very hard to help these students complete coursework.*
- *Same completion percentage as last year at the same time.*

#### **DEAN OF STUDENTS (LISA MORA)**

- *1 student on chrome book waitlist, has been offered.*
- *Reporting is ongoing to the department of health, no rapid response required because no building exposure.*
- *7 students participating in Graduation Alliance.*
- *Lisa and Chris attended a conference to increase engagement.*
- *Next semester there will be more family outreach by teachers and staff.*
- *Equity Council has not met since September. Equity Council is fully staffed.*
- *Transition to multi layered system of supports (MLSS) from RTI. It is quicker and easier to get students the support they need without so much paperwork. Transition team meeting with a coach from PED.*

#### **HEAD ADMINISTRATOR (CHRIS LUTZ)**

- *Enrollment is 158. Number of calls regarding enrollment space are increasing. Students are immediately being put into 2<sup>nd</sup> semester classes.*
- *80 day reporting is in progress.*
- *Lobbyists wants school to put in request for capital outlay.*
- *Facebook PO is in place using Ms. Lutz's credit card.*
- *Need to increase money to WSI for ads.*
- *60 chrome books delivered. Dell is sending out a technician to set them up.*

- *Covid-19 Update: no in person learning at all January 4th-January 18<sup>th</sup>. Skeleton crew on site.*
- *State will supply saliva tests (Vault) to test 10% of school in order to establish a baseline. Kits will need to be ordered very soon.*
- *Next year- Board needs to do an evaluation of Ms. Lutz. Need to finalize LPA.*

## **UPDATES**

### **ACADEMIC COMMITTEE UPDATE**

Deborah Burns presented. Deborah and Denise met via zoom. Capital outlay is a hurdle to increase program offerings, becoming a constraint to faculty offering CTE (Career Technical education):

- Discussed using some operational funds to fund IT and upgraded academics (also need money for the bathrooms). Question was asked if BAR16 could be used for this.
- INNOVATION IN SECONDARY LEARNING VIA THE SCHOOLS MISSION - Suggestion was made to recruit someone who works in the field. Chris suggested hiring a consultant.

### **AUDIT COMMITTEE UPDATE**

Delayed submission of audit to State Auditor due to CARES act funding compliance requirements not issued from OMB. Therefore compliance testing in this area cannot be completed. No late findings will be issued per CLA.

### **ON-BOARDING COMMITTEE UPDATE**

Alec Krance will be able to join the board soon.

### **RECRUITMENT COMMITTEE**

Michael and Lisa designed a Facebook ad and it will be running soon. Need to ask prospective students why they are contacting the school.

### **DISCUSSION:**

Names received from APS. Targeted mailing will be going out in January.

### **CREATION OF AD HOC COMMITTEE- CULTURALLY RESPONSIVE COMMITTEE**

Melissa Brown said there is no requirement per statute for this committee. She said some schools have the Equity Council act as the Culturally Responsive committee. Mrs. Burns would like an Action Item to designate the Equity Council as the Culturally Responsive committee in order to make a point of public record.

### **PUBLIC COMMENT**

None

### **CLOSING BUSINESS**

### **ANNOUNCEMENTS**

School closes over Winter Break, no staff on site.

January 4<sup>th</sup> is in-service.

Lisa suggested approving the minutes over zoom by doing electronic signatures.

**ADJOURNED AT: 6:58 PM**

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is January 20, 2021 at 5:00 via Zoom.