



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, April 21, 2021 @ 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 Tammy Gerrard Michael Hamel (joined at 5:06) Debra Jensen Alec Krance		Denise Dixson Chris Lutz Lisa Mora Heather Riley Zach Kirchgessner	Samuel Kamphuis Dylan Wilson

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on <u>5-12-21</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, April 21, 2021, at 5:02 pm via Zoom.

ROLL CALL

Mrs. Burns, present

Mr. Hamel, present (joined at 5:06)

Ms. Gerrard, present

Mrs. Jensen, present

Mr. Alec Krance, 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. Ms. Gerrard made the motion to adopt the agenda and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES 3-17-21

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

ACTION ITEMS:

FINANCE REPORT

Tammy Gerrard updated the council regarding training. Monthly training for the board will not occur until July due to the amount of work to be done on the budget. Zach Kirchgessner, from the Vigil group presented the finance summary to the Governing Council.

FINANCE COMMITTEE UPDATE

None

CHECK REGISTER (MARCH 2021)

It was suggested that we add an itemized list with details so that we can see a breakdown of purchases for increased oversight. In particular, purchases for Amazon LLC. Going forward it is requested that a breakdown of PO's be available at the board's request for review in order to ensure proper oversight and to prevent fraudulent activity.

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

BANK RECONCILIATION (MARCH 2021)

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

SSLC SALARY SCALES*

State mandated 1.5 percent salary increase for all school employees. Mr. Kirchgessner applied the 1.5% increase to the base and then rounded to the nearest \$50.00 in order to clean up the schedule. Cells B13 \$42,650, B14 \$42,850, B15 \$43,050 on the teacher salary need to be corrected as they were all the same on the scale presented. Correction was made in live time by Mr. Kirchgessner.

After discussion Mrs. Burns asked for a motion to approve the SSLC Salary Scales with the corrections to B13, B14, and B15. Mrs. Jensen made a motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

SSLC 2021-2022 INSTRUCTIONAL CALENDAR*

Ten days were added to the instructional calendar for the Extended Learning Time Program. The ten days were added May 16-20 & May 23-27, 2022. Salaries do not include these 10 extra days, teachers will receive a stipend to cover the additional contract days. ELTP is optional for 2021, but required for 2022. There is no additional cost to run Edgenuity, but there is a cost for salaries. After discussion Mrs. Burns asked for a motion to approve the SSLC 2021-2022 Instructional Calendar. Mrs. Jensen made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

SSLC 2021-2022 BUDGET APPROVAL

Zach Kirchgessner presented the operational budget for FY22. May 7th is the deadline for submission. Estimated carryover is \$2,055,611 to FY2022. This is a decrease in the amount of carryover due to a decrease in enrollment. The Dean of Students salary is shown in the operational budget with the remainder coming from Title I. Concerns for budget for mental health services will be addressed in ESSER II funding which will be received after July 1 and when ESSER I funds are expended. No significant budget cuts were made, but carryover is decreased, which means this is not a sustainable deficit. Enrollment needs to increase or budget is not sustainable over the next few years. We need to enroll 230 students to NOT deplete the budget.

After discussion Mrs. Burns asked for a motion to approve the SSLC 2021-2022 operational budget. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

UPDATES

STUDENT COUNCIL REPRESENTATIVE:

Sam Kamphuis presented:

- *Ice Cream Social and Yearbook distribution Friday, April 23rd. Yearbooks are free this year.*
- *Movie night Thursday, April 22nd.*
- *Lots of complaints regarding drive-thru graduation.*
- *Looking for suggestions to honor seniors in a socially distanced acceptable way.*

- Suggested to poll the seniors to determine when they would be available for an event during the summer.
- The Art Museum may still have a deposit for an activity booked for last year.
- Sam is writing a graduation speech for the website.
- Sam sees that the biggest problem is a lack of excitement for activities.

ACADEMIC DEAN (DENISE DIXSON)

- 66% of students are on track for credit. This is 3% below where we were last year.
- 64% Native Americans on track.
- Subpopulations are seeing increases of being on track except for native and 504 students.
- Graduation is May 14th at 5:00- red carpet, backdrop purchased. Seniors will get out of the car to receive their diploma.
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DEAN OF STUDENTS (LISA MORA)

- Surveillance testing of staff is ongoing.
- 12.5% of onsite personnel are required to surveillance test.
- The state is requiring that the school offer surveillance testing to students, but participation is voluntary. SSLC is using Vault testing and information and a link has been posted on the school's website.
- Equity Council has not yet been contacted by a coach.

HEAD ADMINISTRATOR (CHRIS LUTZ)

- Enrollment is 153
- LPA and sub-lease are final as of 4-1-2021. Down payment and first month's payment were delivered.
- Modified site visit is 4-29-21 (Mrs. Burns will attend)
- Dylan Wilson explained the structure of the site-visit. The first hour will be a presentation by the school. Chris Lutz will post the site-visit date indicating no business will be conducted.
- Jordan Franco from PCSNM visited the school and took pictures for their website and newsletter.
- In-person students may attend all four mornings due to the success of our return and CSPs.
- Cares Act/ESSER II fund application completed. Award was \$157,760.
- Lease Assistance Application is due Friday. \$118,000. Thank you for signing so quickly.
- Received notice that the school was awarded \$52,000 in special capital outlay. Designated for Smart Lab updates and upgrades.

UPDATES

FINANCE COMMITTEE:

Hoping to do training for the board (hoping that the Vigil group will provide and that this will suffice for 1 hour of training. Alec Krance volunteered to replace Mr. Garner on this committee, and Deborah Burns will remain an alternate.

RECRUITING COMMITTEE

The ad is up on Facebook, still under \$1,000 budget. Invoices will be sent to Chris Lutz.

ONBOARDING COMMITTEE

Alec Krance is in the process of training and will report back at the next meeting.

AUDIT COMMITTEE

No update regarding the release of FY20 audit. Unclear if the audit results have been released publicly. Mr. Wilson was going to check on audit status.

DISCUSSION:

- A. Staff Stipends for COVID related duties and expenses. The state is offering \$100. SPLC is offering \$250 and Chris would also like to offer \$250. Need to investigate if staff can receive a stipend without being taxable and in compliance with all tax laws. Suggested that the stipend be increased to \$1,000 to more accurately reflect recognition of struggles staff endured during COVID.
- B. Head Administrator Evaluation- Ms. Lutz will get the forms to the Governing Board at least 2 weeks prior to the meeting. The board will meet together in a special meeting 5-12-21 at 5:00 pm for a closed meeting. Ms. Lutz will post and notify the public that the special meeting will be taking place in order to discuss personnel matters- no action will be taken.

PUBLIC COMMENT:

None.

ANNOUNCEMENTS:

Governance council training due June 30, 2021. If there is a clean audit, 2 hours of finance training is not required. Mrs. Burns raised concerns to Dylan Wilson (PED) about lack of understanding of school finances. Need concrete examples of what to look for in best practices or how to evaluate reports.

ADJOURNED AT: 7:38 PM

The meeting adjourned. The next Governing Council Board Meeting (special closed session for head administrator evaluation) is May 12, 2021 at 5:00 via Zoom. The next regular governance council meeting is scheduled for May 19, 2021 at 5:00 pm via the Zoom platform. None.