



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, May 19, 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 Debra Jensen Alec Krance	Tammie Gerrard Michael Hamel	Chris Lutz Lisa Mora Heather Riley Zach Kirchgessner	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on	<u>6-16-21</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, May 19, 2021, at 5:02 pm via Zoom.

ROLL CALL

Mrs. Burns, present

Mr. Hamel, absent

Ms. Gerrard, absent

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. Mrs. Burns made the motion to adopt the agenda and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES 5-12-21 (SPECIAL MEETING)

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

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

ACTION ITEMS:

FINANCE REPORT

Interest, Activities, and Educational fees need to be adjusted with BARS to keep functions positive and will be presented later.

FINANCE COMMITTEE UPDATE

All operational functions are positive except transportation, 2nd inspection of bus was done. Committee wants to make certain functions are all positive and not being overspent.

CHECK REGISTER (APRIL 2021)

Zach Kirchgessner presented the check register.

Down payment was made to the Saylor family Trust and monthly payment. Received lease reimbursement funds for Q3 and Q4 plus SPLC payment.

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

BANK RECONCILIATION (APRIL 2021)

No variance for April.

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

BUDGET ADJUSTMENT REQUEST (BARS)

- BAR 531-000-1921-0024-M –Maintenance \$6,400 was redistributed to different functions including bus inspection
- BAR 531-000-1921-0025-I –Increase \$6,103 due to funds from E-Rate
- BAR 531-000-1921-0026-I –Increase budget due to software refund on prior year expenditure
- BAR 531-000-1921-0027-I –Increase Insurance recovery expenditures from fence
- BAR 531-000-1921-0028-I –Increase budget for contribution from private sources
- BAR 531-000-1921-0029-D –Decrease budget for student activities by \$3,500 (still compliant with PED)
- BAR 531-000-1921-0030-D –Decrease budget \$6,000 - interest from Nusenda.(Still compliant with PED)
- BAR 531-000-1921-0031-D –Decrease \$5,000 educational fees for extended learning (Still compliant with PED)

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

REVISION TO FY22 BUDGET-NEW 910B-5'S FROM STATE

- Two revisions to 910B-5 from the state. The first is a \$13,000 decrease due to adjustments to SEG, and the 2nd revision is a \$6,000 increase due to a miscalculation of the 2% administrative fee charged to charter schools. Overall the budget is down \$7,000. Decrease function 4000 (Lease Purchase) to accommodate change from the state.

Mrs. Jensen made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

APPROVAL FOR HEAD ADMINISTRATOR/BUSINESS MANAGER TO ENTER AND SUBMIT BARS

- Approval for Head Administrator and/or Business Manager to enter and submit any final Budget Adjustment Requests (BARS) on behalf of the school to maintain budgetary compliance for audit and other regulatory purposes through June 30, 2021. This is done knowing that the BARS will not impact actual cash but only address budgets. In addition, any BARS submitted as allowed under this approval will be brought before the GC at the next meeting with review and detailed explanation.

Mrs. Burns made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

TITLE I APPLICATION

Award- \$41,659.49

Application has been submitted. Funds are to ensure that all students, especially those who are economically disadvantaged, have equal and fair access to high quality education. Funds will be used for: parent involvement, summer school, staff development, Dean of Students and math teacher salary, homeless and foster care student needs.

TITLE II APPLICATION

Award- \$4,117.06

Funds to increase teacher and leadership quality which will increase student success. Mainly used for Level I teacher mentors.

TITLE IV APPLICATION

Award- \$10,000

Funds are for student support and academic enrichment. Will be used to partially fund a Math teacher's salary.

After discussion Mrs. Burns asked for a motion to approve the Title I, II and IV applications. Mrs. Burns made a motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

*It was suggested that applications come to the board earlier, at the April meeting rather than May.

STAFF COVID-19 STIPENDS

22 staff members will receive a stipend (HA will not).

After discussion Mrs. Burns asked for a motion to give 22 staff members \$1,000 for COVID relief stipend. Mr. Krance made a motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

Heather Riley and Zach Kirchgessner left the meeting.

UPDATES

ACADEMIC DEAN (DENISE DIXSON)

- *Students must be done with all coursework 5-20-21 at 3:30pm.*
- *73% of students are on- track and 27% are behind.*
- *Helpline has been very busy.*
- *Final percentages will be sent out next week.*

DEAN OF STUDENTS (LISA MORA)

- *Ad has been placed in Coronado mall in conjunction with SPLC.*
- *SCOLA puts parents and schools in contact with each other. School has been claimed and updates made to their site. Meeting with a specialist regarding recruitment scheduled next week.*
- *WSI is still doing pay/click advertising.*

- *Demographic information has been requested from APS and may be used for a direct mailing ad to families.*
- *Board has requested that potential benefits from each of these services be spelled out more explicitly by the providers to help evaluate where we should invest our advertising dollars.*

HEAD ADMINISTRATOR (CHRIS LUTZ)

- *37 seniors, 33 finished on time or with extensions. 3 did not make it by extension. 3 picked up diplomas today 5/19 and one more will finish later this summer.*
- *Offer letters were sent out to instructional staff on 4/26. All were returned and accepted.*
- *SPLC is interested in putting in a play area. As part of LPA, SPLC can use their capital funds but needs approval from SSLC if over \$5,000. Request from SPLC will be coming.*
- *GC training needs to be completed by 6-1-2021.*

UPDATES

ACADEMIC COMMITTEE: No updates

RECRUITING COMMITTEE

Facebook advertising update: Michael Hamel was not present. Lisa Mora discussed advertising in the Dean of Students update.

AUDIT COMMITTEE

FY20 audit is public and SSLC received an "Unmodified" audit. There were no findings That would be considered negative by PED- Clean audit.

Lisa Mora Left meeting.

CLOSED SESSION

PURSUANT TO SECTION 10-15-1 (H) (2), THE BOARD WILL MEET IN CLOSED SESSION TO DISCUSS LIMITED PERSONNEL MATTERS FOR THE PURPOSE OF THE HEAD ADMINISTRATOR EVALUATION

Mrs. Burns asked for a motion to go into closed session PURSUANT TO SECTION 10-15-1 (H) (2), THE BOARD WILL MEET IN CLOSED SESSION TO DISCUSS LIMITED PERSONNEL MATTERS FOR THE PURPOSE OF THE HEAD ADMINISTRATOR EVALUATION. Mrs. Burns made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

TIME INTO CLOSED SESSION: 6:04 PM

TIME BACK FROM CLOSED SESSION: 7:41 PM

Mrs. Burns asked for a motion to come out of closed session.

ACTION ITEMS OR NONE?

Only matters regarding the Head Administrator Evaluation were discussed.
No action was taken.

DISCUSSION:

- A.** Mr. Vigil is willing to do Finance training with the governance council in July or August, and it is free for clients.
- B.** Discussed with the Vigil Group obtaining a credit card or P-card. Not advisable. The Vigil group (TVG) would be willing to put monthly subscription purchases like Survey Monkey, DocuSign and Facebook on their credit card and invoice the school.

PUBLIC COMMENT:

Request for Public input on Federal Title I, II, IV and IDEA-B funds allocation. No public attendance at meeting, but public comment was offered.

ANNOUNCEMENTS:

Governance council training due June 1, 2021 for all training with PCSNM.

ADJOURNED AT: 7:46 PM

The meeting adjourned. The next Governing Council Board Meeting is June 16, 2021 at 5:00 via Zoom.