



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES – DRAFT

Wednesday, June 16, 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 5:05) Debra Jensen Alec Krance | | Chris Lutz Heather Riley Zach Kirchgessner | |

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

These minutes were approved on: July 21, 2021

President: Deborah Burns

Recorded by: 1 Debra Jensen

**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, June 16, 2021, at 5:01 pm via Zoom.

ROLL CALL

Mrs. Burns, present

Mr. Hamel, present (joined at 5:05)

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. Mrs. Jensen 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 5-19-21

Mrs. Burns asked for a motion to approve the minutes. Mrs. Jensen made a motion to approve the minutes with the correction that Michael Hamel and Tammie Gerrard were not present. Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

ACTION ITEMS

FINANCE REPORT

Presented by Zach Kirchgessner.

FINANCE COMMITTEE UPDATE

Finance Committee discussed drawing down reimbursable funds and those that don't carryover.

CHECK REGISTER (MAY 2021)

Zach Kirchgessner presented the check register. Discussions about the new IT vendor and the process for paying for postage were had as the check register was reviewed. After discussion Mrs. Burns asked for a motion to approve the Check Register. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION (MAY 2021)

Outstanding check to Lori Reazin will be voided 6-22-2021, after 1 year on the books. Waiting to void is less expensive than stopping the check. After discussion Mrs. Burns asked for a motion to approve the Bank Reconciliation. Mrs. Burns made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote, unanimous yes, **Motion passed.**

BUDGET ADJUSTMENT REQUEST (BARS)

Majority are clean-up BARS

- BAR 531-000-1921-0032-D Decrease BAR for final award of CARES Act funding. The first allocation of CARES Act funding will need to be spent before moving on to the next round of allocations.
- BAR 531-000-1921-0033-M- Maintenance (Maintenance BARS do not change budget, but move funds around in the same function to clean up any negative line items.)
- BAR 531-000-1921-0034-M- Maintenance
- BAR 531-000-1921-0035-M- Maintenance
- BAR 531-000-1921-0036-M- Maintenance

After discussion 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.**

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

Chris Lutz provided an explanation for bringing the budget calendar for revision. ELTP (Extended Learning Time Program) was presented as being mandatory for all schools to add 10 days to the school year. 1080 hours of instructional hours are required to be compliant with statute. This requirement is completed by the end of April. The budget office and ELTP office reviewed the instructional calendar. Melissa Sanchez affirmed that 1080 is completed by April 29th. Changed the last reported day to May 5, and then days from May 6-19th became the extended learning days in full compliance of ELTP. Changes are in full compliance with PED requirements for instructional hours.

After discussion Mrs. Burns asked for a motion to approve the revision to FY22 budget. Mr. Krance made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

Zach Kirchgessner and Heather Riley left the meeting.

STAFF COVID-19 STIPENDS

At the May 19, 2021 meeting, the SSLC Governance Council approved a one-time payment to the SSLC staff for COVID-19 relief. Stipends of this nature were also awarded by the APS school board, and it was later publicly announced that funds cannot be given to staff for work done in the past, because it violates the anti-donation clause of NM State Constitution. Going forward for FY22 staff will receive ELTP funds. Compensation must be tied to tangible extra work hours. APS is working to find legal ways to increase compensation. We need to wait and see what APS does.

After discussion Mrs. Burns asked for a motion to rescind Covid-19 stipends awarded May 19, 2021 due to violation of anti-donation clause of NM State Constitution. Mrs. Burns made the motion and Mr. Krance seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

IDEA B APPLICATION

It was proposed that funds be used to hire an Educational Assistant for the special education program. After discussion Mrs. Burns asked for a motion to approve the IDEA-B application. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

ARP-ESSER III FUNDS CONSULTATION AND APPLICATION*

SSLC received \$301,169.12 as a preliminary award in American Rescue Plan/ESSER III funds. The application is due on August 24 and funds must be spent by September 30, 2024. Any purchases over \$5,000 and construction must receive prior approval. Training for the application is June 23rd. The SSLC governance council provided meaningful suggestions for funds tied to the monies to include health and safety – improvements to bring the HVAC system and bathrooms up to date.

After discussion Mrs. Burns asked for a motion to approve authority to continue working on ARP-ESSER III funds and application. Mrs. Jensen made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

MATTHEWS/FOX PROFESSIONAL SERVICES*

After discussion Mrs. Burns asked for a motion to approve continued legal services with Matthews/Fox. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a roll call vote. Unanimous yes, **Motion passed.**

UPDATES

HEAD ADMINISTRATOR (CHRIS LUTZ)

- June 1st out-sourced IT to ABBA for IT services. So far the transition has gone smoothly. We were assigned a client relations manager and have been working closely with the team to prepare for the upcoming school year. We do expect

some bumps in the transition. Administration and the business office will be holding weekly meetings to complete projects in time for the upcoming school year.

- 82% of courses were completed. 18% behind. All subpopulations trended up throughout the year except 504 and Native populations dropped in April. 86% finish rate for 2019 and 82% for 2020
- Registration opens Tuesday, June 22nd.
- Chris will not be in attendance for the next board meeting, 7-21-2021. Lisa Mora and Denise Dixon will represent administration.

ACADEMIC COMMITTEE

No updates

RECRUITING COMMITTEE

No updates

AUDIT COMMITTEE

CLA has been awarded project again from PED. No notification of starting field work has been received.

DISCUSSION

SPLC is planning a basketball court and playground addition on the north side of the grass field. SPLC will be using capital funds for the project. Review and approval by SSLC governance council is required. Waiting to receive a plan from SPLC. Need to clarify if it's available for use by SSLC.

PUBLIC COMMENT

Request for public input on federal ARP/Essex III funds. No public present.

ANNOUNCEMENTS

- All governance council members completed the required training for FY21.
- Vigil group will provide some financial training. Discussed possibility of reviewing the course material in advance to determine it meets the needs of the current council. Board requested for more specifics. Board was requested to submit questions they would like addressed in training.
- A new Zoom link was created for FY22 meetings.

ADJOURNMENT

The meeting adjourned at 6:55 pm. The next Governing Council Board Meeting is July 21, 2021 at 5:00 via Zoom platform. New link for FY22 will be published on the next meeting agenda.