



Regular Governance Council  
Board Meeting Minutes of  
Wednesday, September 13<sup>th</sup>, 2017

**Board Members Present**

Vic Fantozzi, Cheryle Brody,  
Sean Hendrickson, Deborah Lansdell

**Board Members Absent**

Krista Keay

**Also in Attendance**

Kirk Hartom, Joseph Lucero,  
Abby Lewis, Chris Lutz

**Public in Attendance**

Terry Sanchez, Connie Blue,  
Arielle Lansdell

These minutes were approved on 9/20/2017  
By a vote of 4 yes \_\_\_ no 1 absent 0 abstained

CBrody \_\_\_\_\_ President

SL \_\_\_\_\_ Board Secretary

Submitted by  
**Savannah Lopez**  
Secretary to the Board

*\*All policies are available to the public, please e-mail the Secretary to the Board (Savannah Lopez) if you would like a copy of the policies discussed in this document.*

## **CALL TO ORDER**

Ms. Brody called the Southwest Secondary Learning Center (SSLC) Regular Governing Council meeting to order on Wednesday, September 13<sup>th</sup> at 5:12 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

## **ROLL CALL**

Ms. Brody asked Savannah to call roll. Savannah called Mr. Fantozzi, here; Mr. Hendrickson, here; Ms. Brody, here; Ms. Lansdell, here; Ms. Keay, absent.

## **PLEDGE OF ALLEGIANCE**

Ms. Brody asked everyone to stand and join her in the Pledge of Allegiance.

## **ADOPTION OF THE AGENDA**

Ms. Brody asked for a motion to adopt the agenda. Mr. Fantozzi made the motion to adopt the agenda and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## **REVIEW / APPROVAL OF MINUTES from August 9<sup>th</sup>, 2017 Regular Meeting**

Ms. Brody asked for a motion to approve the minutes from July 26<sup>th</sup>, 2017. Mr. Hendrickson made the motion and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## **PUBLIC COMMENT**

*None.*

## **ACTION ITEMS:**

## **IDEA-B APPLICATION APPROVAL**

Mr. Hartom requested that the board approve the application and explained to the Council what the funds are used for (Special Education instruction salary, student resources, etc.) Ms. Brody

asked for a motion to approve the IDEA-B Application. Ms. Lansdell made a motion to approve the IDEA-B Application and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **COSTSHARING POLICY**

Ms. Lewis presented the policy. The Council discussed a timeline to have the Memorandum of Understanding with SPLC completed. The Council stated that they agree on monthly payments, rather than quarterly payments from SPLC, based on the PO's from the entire year. The percentage on all items is 42% SPLC and 58% SSLC for each PO (except Edgenuity; which is 80% SSLC, 20% SPLC). Joseph stated that it would be best to issue a statement, taking the 4 months (4/12 months) as the first invoice, then bill SPLC monthly after that first invoice, and the Council agreed.

Ms. Brody asked for a motion to approve the Cost Sharing Policy. Ms. Lansdell made a motion to approve the Cost Sharing Policy and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **LEAVE POLICY AMENDMENT**

Ms. Lewis presented the Leave Policy with her edits. The Council discussed the policy, made grammatical changes, and moved to approve the policy. Ms. Brody asked for a motion to approve the Leave Policy. Ms. Lansdell made the motion and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **AMEND BY LAWS**

Ms. Lewis presented the By Laws with her edits. The Council made a few changes, grammatical, etc. Ms. Brody asked for a motion to approve the By Laws with the changes discussed. Ms. Lansdell made the motion and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **DATA SPECIALIST**

Mr. Hartom explained the position, the job duties, and salary schedule (base salary \$36,000), and presented a packet to the Council. The Council discussed and came to an agreement to approve the positions' salary schedule. Mr. Hartom introduced Ms. Terry Sanchez at this time. Ms. Brody asked for a motion to approve the Data Specialist position, job description, and salary schedule. Mr. Hendrickson made the motion and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **VOUCHER APPROVALS**

**Joseph provided a detailed update on the Check Register Report of August.**

Ms. Brody asked for a motion to approve the Check Register/Voucher Approvals as dated 7/31/2017 and 8/31/2017. Ms. Lansdell made the motion and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **BUDGET ADJUSTMENT REQUESTS**

Joseph explained BAR 1718-0003; to BAR the Activities fund to cover the encumbered summer school salaries that rolled over from the prior year. Ms. Brody asked for a motion to approve the BAR 531-000-1718-0003-IB. Ms. Lansdell made the motion and Mr. Hendrickson seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **INVENTORY DISPOSAL**

Joseph explained the inventory disposal. As presented in the Council members' packet the items up for disposal are as follows:

*Roland PD-8R Electric Drum Set, Alesis 8 Channel USB Mixing Board, Yamaha Portable Grand Piano DGX-500, Bose Companion 3 Series II Speakers, 3 Pod Desks Grey, Chairs.*

After looking through the disposal packet put together by the Site Business Manager, Heather Riley, Ms. Brody asked for a motion to approve the Inventory Disposal. Ms. Lansdell made the motion and Mr. Fantozzi seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

### **DISCUSSION ITEMS**

#### **COST AND RESOURCE SHARING MOU**

*Already discussed.*

#### **NMPED FOCUS AREA INTRODUCTION**

Mr. Hartom informed the Council of the Focus Areas SSLC will be working on. Mr. Hartom presented a packet of information at this time. Mr. Hartom stated that the three main focus areas are School Culture, Leadership, and Tier I interventions.

#### **STRATEGIC PLANNING – BOARD PRIORITY AREAS**

Ms. Brody stated that the Councils' vision and working toward their vision is their focus at this point.

#### **MONTHLY NMPED BOARD TRAINING**

Ms. Brody reminded the Council members that they are to get 10 hours of training for the 2017-2018 school year and turn in their certifications to the Secretary of the Board.

## **BRANDING**

Ms. Lansdell stated that she would like to get a committee together to work on the brand of SSLC. Ms. Brody agreed and permitted Deborah to send an e-mail out to potential committee members at this point (as long as the committee does not contain a rolling quorum, unless held at a public meeting.) This committee will focus on the brand, the look, and uniform of the school.

## **QUALITY NEW MEXICO**

Ms. Lansdell spoke on Quality New Mexico. Ms. Lansdell explained the company focuses on quality improvement programs and presented and provided a packet to the Council.

## ***INFORMATION ITEMS***

### **SCHOOL GRADE APPEAL**

Mr. Hartom explained to the Council that SSLC received a C grade but has submitted an appeal that could potentially bring the grade up to an A or a B.

## **RECOGNITIONS**

Mr. Hartom, along with the SSLC Governing Council and SSLC staff recognized Ms. Connie Blue for her dedication and the 16 years she worked with the Southwest Learning Centers before she retired this summer.

The SSLC Governing Council and Mr. Hartom also recognized Mr. Joseph Lucero for his hard work within the schools, as he is leaving the Vigil Group will no longer be SSLC's Business Manager.

## **ACADEMIC COACH REPORT**

Ms. Lutz gave the Council an update on the staff, the logo, testing, and data.

## **OPEN HOUSE SEPTEMBER 14<sup>TH</sup>**

Ms. Brody reminded the Council about the Open House, Thursday, September 14<sup>th</sup> from 5:00-7:00 PM.

## **PARENT UNIVERSITY**

Mr. Hartom informed the Council on Parent University and stated that the goal is to increase parent involvement in the school with workshops with a variety of topics. Mr. Hartom will update the Council with more information.

## **LEASE-TO-PURCHASE**

Ms. Lewis explained to the Council the Lease-to-Purchase process. Ms. Brody stated that during the finance committee meeting they discussed the Lease-to-Purchase and determined that it is priority, although the number one priority at this moment is the transfer of funds from SILC to

SSLC's account and number two being the Lease-to-Purchase. The Council and administration agree that this is a priority and they would like a timeline and steps to follow.

### **BOARD MEMBER RESIGNATION**

The SSLC Governing Council recognized that Mr. Steve Garrett resigned his position as a member of their Council.

### **DATA REPORT**

Mr. Hartom informed the Council that he will have PARCC /Data packets ready for presentation at the October meeting.

### **IT REPORT**

*None.*

### **FINANCE COMMITTEE UPDATE**

**Joseph provided a detailed update on the July financials.**

*(If any public would like a copy of the financials for June please contact the Board Secretary at [slopez@samsacademy.com](mailto:slopez@samsacademy.com), below is a brief summary)*

Business Managers have finances for August 2017 for review. There is 1 BAR

#### Finance reports:

- Revenues are 14.89% of budgeted
- Expenditures are 57.56% to budget
  
- Bank Activity August 2017
  - Revenue exceeded Expenses by 46,313.13
  - Reconciled cash balance 2,667,586.44
    - Outstanding Items Total \$20,018.59
    - Oldest item 5-5-17
  
- BARS
  - 1718-0003-IB Activities Fund

### **SSLC Audit October 9-13, 2017 (Audit and Finance Committees)**

### **FINANCIAL CORRECTIVE ACTION UPDATE**

Mr. Hartom stated that it is still ongoing and the administration is corresponding with legal to Mr. David Craig.

### **CLOSED SESSION**

Ms. Lansdell moved for the SSLC Governing Council to precede Closed Session Pursuant to Section 10-15-1 (H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters regarding administrative reorganization and hiring based on administrative restructuring, and invites Ms. Lewis, and Mr. Hartom to join at a later time, and

Mr. Hendrickson seconded the motion. Ms. Brody asked Savannah to take a roll call vote. Savannah called Mr. Fantozzi, yes; Ms. Brody, yes; Mr. Hendrickson, yes; and Ms. Lansdell, yes. Ms. Brody closed the SSLC Governing Council Meeting.

## **OPEN SESSION**

Ms. Brody moved for the SSLC Governing Council to go back into an open session and Mr. Fantozzi seconded. Ms. Brody stated that no action was taken, only matters discussed where matters on the agenda. Ms. Brody asked Savannah to take a roll call vote. Savannah called Mr. Fantozzi, yes; Ms. Brody, yes; Mr. Hendrickson, yes; and Ms. Lansdell, yes. Ms. Brody opened the SSLC Governing Council meeting at approximately 9:10 PM.

## **CLOSING BUSINESS**

Ms. Brody asked for a motion to approve and execute the contract of the Head Administrator, Mr. Kirk Hartom, as drafted by the schools attorney. Mr. Fantozzi stated the offer of \$110,000 for 2 years with the leave staying as is. Mr. Hartom accepted the offer. Mr. Fantozzi made the motion and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed.

## **ANNOUNCEMENTS**

Ms. Brody stated that the date of the next Regular Board Meeting is October 12<sup>th</sup>, 2017 at 5:00 PM. Ms. Brody announced that there is a Special Board Meeting on Wednesday, September 20<sup>th</sup>, at 5:00 p.m. in the Conference Room at SSLC.

## **ADJOURNMENT**

Ms. Brody asked for a motion to adjourn today's regular SSLC Governing Council meeting. Mr. Hendrickson made the motion and Ms. Brody seconded the motion. Ms. Brody called for a voice vote, unanimous yes, Motion passed. Ms. Brody adjourned the meeting at 9:23 PM.

