



REGULAR SCHEDULED GOVERNANCE COUNCIL BOARD MEETING MINUTES

Wednesday, January 16th, 2019 @ 5:00p

Meeting Room: Smart Lab

10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Lansdell Michael Hamel Deborah Burns Sean Hendrickson	Laura Sanders	Chris Lutz Justine Vigil Denise Dixson Heather Riley Patricia Matthews (via telephone)	

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on Feb 13, 2019

by a vote of: ☒ Yes ☐ No ☒ Absent ☒ Abstained

President: [Signature]

Recorded by: [Signature]

****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 the Secretary to the Board (slopez@sslc-nm.com) to request a copy of the policy/policies as referenced within this document.***

OPENING BUSINESS

CALL TO ORDER

Ms. Lansdell called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, January 16th, 2018, at 5:00 pm in the Smart Lab of Southwest Learning Center (10301 Candelaria Rd. NE).

ROLL CALL

Ms. Lansdell asked Savannah to call roll. Savannah called Mr. Hendrickson, here; Ms. Lansdell, here; Mr. Hamel, here; Ms. Deborah Burns, here; Ms. Sanders, absent.

PLEDGE OF ALLEGIANCE

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

ADOPTION OF THE AGENDA

Ms. Lansdell asked for a motion to adopt the agenda with the following amendment/addition to the agenda: Add (f. By Laws discussion) to discussion items. Mr. Hendrickson made the motion to adopt the agenda and Ms. Burns seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES

Ms. Lansdell asked for a motion to approve the December 12th minutes.

Mr. Hendrickson made the motion to approve the minutes and Ms. Burns seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

DISCUSSION ITEMS

ASSETS DISPOSITION TO INCLUDE: CESSNA 172 & RED BIRD MCX SIMULATOR

Ms. Lutz phoned Patricia Matthews, School Counsel. Ms. Matthews advised the Council on the law of asset disposition. Due to the fact that the Cessna's age and value were minimal; and the Red Bird Simulator would require thousands to move, Ms. Matthews recommended that SSLC GC transfer both assets to another public body which is in need of the assets, which would include Southwest Aeronautics, Mathematics, and Science (SAMS) Academy. The recommendation could be made, however the PED would have final say in any case of transferring a public body asset to another public body. SAMS Academy approached SSLC with this request and stated they could make use of both assets. Ms. Matthews was asked to write up a resolution for asset disposition to give to the SSLC Council for review. The Council agreed to vote on the asset disposition at the next regular Governing Council meeting.

BYLAWS DISCUSSION

Ms. Lansdell proceeded with the "Action Items"/Financials at this point in time.

ACTION ITEMS:

FINANCE REPORT

SSLC's Business Manager (Justine, TVG) presented the finance packet and highlights to the Governing Council.

FINANCE COMMITTEE UPDATE

Ms. Vigil stated that the Finance Committee met earlier in the day to discuss the financials in depth. The finance committee had no concerns to report at this time.

VOUCHER APPROVALS

Ms. Lansdell asked for a motion to approve the Check Register/Voucher Approvals. Mr. Hendrickson made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION

Ms. Lansdell asked for a motion to approve the Bank Reconciliation. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

BUDGET ADJUSTMENT REQUESTS (BAR)

Ms. Lansdell asked for a motion to approve the following BAR:

- i. BAR 531-000-1819-0017-I

Ms. Lansdell made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

INVENTORY DISPOSAL

Ms. Riley presented the inventory disposal for TV boxes and cameras. Ms. Lansdell asked for a motion to approve the Inventory Disposal. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

GOVERNANCE COUNCIL BYLAWS

The Council asked Ms. Lopez to combine all changes made from Ms. Matthews's version and send to Ms. Matthews for additional revision before a vote is to be taken. The Council agreed to table this item until the next regular Governing Council meeting.

ACADEMIC INTEGRITY POLICY – STUDENT HANDBOOK

Ms. Lutz presented the new Academic Integrity Policy. Ms. Lansdell asked for a motion to approve the Academic Integrity Policy. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

CES JOINT POWERS AGREEMENT

Ms. Lutz presented the new CES Joint Powers Agreement. Ms. Lutz stated that CES ask that the board sign and approve their new policy. Ms. Lansdell asked for a motion to approve the CES Joint Powers Agreement. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

NOMINATING/VOTING FOR A VICE PRESIDENT

Ms. Lansdell asked for nominations. Ms. Sanders sent a message to Ms. Lansdell nominating Mr. Hendrickson. Ms. Burns seconded the nomination. All members agreed to the nomination, there by Ms. Lansdell asked for a motion to approve Mr. Sean Hendrickson as the Vice President of Southwest Secondary Learning Center's Governing Council. Mr. Hamel made the motion and Ms. Burns seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

None.

SCHOOL INFORMATION REPORTS/UPDATES

HEAD ADMINISTRATOR

Ms. Lutz updated the Council on the following items:

- Enrollment as of 1/15/19: 225
 - Letter of Intent for new students = January 9.
 - **Advertising:** School Choice Fair, January 22 at the convention center 5-7 pm. NM Kids Ad is in the current issue and will run for 6 months.

- **Minutes/Board Reporting** – was asked to see how other schools do the minutes/reporting for Council meetings. ASE's board secretary does the minutes. The school can also hire someone to do the minutes (once Savannah is on maternity leave)
- **Advanced**: Monday, February 25th. Council interviews are Tuesday, February 26th
- **APIC Quote**: \$210,755.02
- **FMP** has been forwarded to all members via e-mail
- **PEC Renewal Meeting Minutes**, a specific page of the December 11th, 2018 PEC Hearing was presented by Ms. Lutz at the request of Commissioner Toulouse. The minutes indicated that there was no SSLC Council Member present at the hearing and there was a complaint against the Governance Council Chair. Ms. Lutz requested that the Governance Council Members read the PEC minutes.

ACADEMIC DEAN

- Academic Progress Update
 - 70% of classes were completed. That is a positive number.
 - 43 classified seniors. 33 on track to graduate. Graduate rate for 2019 currently at 62%.
- Virtual Attendance Update
 - Adjusted weekly progress to accommodate the completion of cumulative exams last week. New cycle of Virtual Attendance will begin January 25th.

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 7:12p. The next regular schedule Governing Council Board Meeting is January 16th, 2019, at 5:00pm in the SSLC Smart Lab.