



REGULAR SCHEDULED GOVERNANCE COUNCIL BOARD MEETING MINUTES

Wednesday, February 13th, 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	Dana Smith Joshua Merrill Joe Hines Gerald Garner Lori Tufaro

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on 2-20-19

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

President: Sean L. Hendrickson

Recorded by: S. Lopez

Acting

****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, February 13th, 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, here. All members present.

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: No BARS, disregard 2-e. 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 January 16th, 2019 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.**

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)

None.

RED BIRD RESOLUTION

Ms. Patricia Matthews presented a letter she drafted to the Council. After Council review, Ms. Lansdell asked for a motion to approve the Red Bird Resolution. Mr. Hamel made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote unanimous yes, **Motion passed.**

CESSNA 172 RESOLUTION

Ms. Patricia Matthews presented a letter she drafted to the Council. After Council review, Ms. Lansdell asked for a motion to approve the Cessna 172 Resolution. Mr. Hamel made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote unanimous yes, **Motion passed.**

GOVERNANCE COUNCIL BY LAWS

Tabled.

FACILITIES MASTER PLAN

Ms. Lutz sent the FMP to the Council members (147 pages) via e-mail to review prior to the meeting. It was made clear that the FMP does not bind the school to the building in any way but does take an in-depth look at the building and gives suggestions on improvements. Ms. Lansdell asked for a motion to approve the Facilities Master Plan for SSLC. Mr. Hamel made the motion and Ms. Burns seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

PUBLIC COMMENT

Mr. Joe Hines read a letter from faculty and staff to Council, providing support to Head Administrator Chris Lutz. Ms. Dana Smith provided a hard copy of the letter to the Council.

SCHOOL INFORMATION REPORTS/UPDATES

HEAD ADMINISTRATOR

Ms. Lutz updated the Council on the following items:

1. **Enrollment** as of 02/10/19: **237.**

120-day count is on 2/13/18. Budget is built on an average of the 80- and 120-day count. We will budget on actuals.

- **Letter of Intent to Return:** for new students went live February 4. Due back February 28. Lottery for next year = March 6 Lottery for next year, usually ask a board member to observe.
- **Advertising:** Albuquerque School Choice Fair, January 22, attended. Spread in Albuquerque the Magazine – they send a photographer and write the ad based on a questionnaire.

2. **Item Report:**

- **Food for AdvancEd visit-** We are required to supply snacks and meals to the visiting team. 2 are on PO's but two are not (Costco, Garcia's). I will be picking up those expenses for reimbursement.
- **Executive (closed) Session** needed in March to discuss threatened or pending litigation per Mark Baker.
- **Assessment for Spring 2019 - New Mexico Spring 2019 Standards-Based Assessment of Mathematics and English Language Arts.** This test will be given to all students at SSLC during the week of April 22 -26. Students in grade 11 will be taking the **Science Standards Based Assessment on Wednesday March 6, 2019.** Morning Main Lab will be cancelled.
- **Edgenuity Summit** – Trent Keime, Edgenuity customer service rep for NM has invited me to a summit in Phoenix March 6-8.
- **Special Education Compliance** – state requires 10 Individualized Education Plans (IEPs) to be uploaded to be evaluated. Our report came back and our IEPs was 100% compliant.
- **CNM Field Experience** – (2) teachers are in the alternative licensure program with CNM to transition to full licensure.

- **AdvancED Surveys-** Denise summarized AdvancEd surveys and we gave them to the staff. Their homework was to pick two short term, immediate goals and one long term. All agreed that new student and parent orientation would be a good short-term goal. Long term goal was to acquire more space... more space would fix some of the other issues in the surveys.
- **Building Purchase or Not** – staff is hoping some commitment will be made on acquiring more space.

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%.

CLOSED SESSION

VOTE TO GO INTO CLOSED SESSION

Ms. Burns moved for the SSLC Governing Council to go into Closed Session

Pursuant to Section 10-15-1 (H)(2) NMSA 1978, the Board met in closed session to discuss limited personnel matters regarding the Head Administrator and pursuant to Section 10-15-1 (H) (4) to discuss personally identifiable student information, Mr. Hamel seconded the motion. Motion passed.

Ms. Lansdell asked Savannah to take a roll call vote. Savannah called Ms. Sanders, yes; Mr. Hamel, yes; Mr. Hendrickson, yes; Ms. Burns, yes; and Ms. Lansdell, yes. Ms. Lansdell closed the SSLC Governing Council's closed session.

OPEN SESSION

Mr. Hendrickson moved for the SSLC Governing Council to go back into an open session and Mr. Hamel seconded. **Motion passed.**

Mr. Hendrickson made a motion to retract the letter discussed in closed session. Ms. Sanders seconded the motion. Unanimous vote, **Motion passed.**

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 8:12p. The next regular schedule Governing Council Board Meeting is March 13th, 2019, at 5:00pm in the SSLC Smart Lab.