



**REGULAR SCHEDULE  
GOVERNANCE COUNCIL BOARD  
MEETING MINUTES**

**WEDNESDAY, JUNE 13<sup>TH</sup>, 2018**

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Cheryle Brody Krista Keay Deborah Lansdell Laura Sanders	Sean Hendrickson	Chris Lutz Michael Vigil	Michael Hamel

**MINUTES RECORDED BY:** Savannah Lopez

These minutes were approved on <u>June 28<sup>th</sup> 2018</u>	
by a vote of: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent <input type="checkbox"/> Abstained	
President:	<u>[Signature]</u>
Recorded by:	<u>[Signature]</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 the Secretary to the Board ([SLopez@sslc-nm.com](mailto:SLopez@sslc-nm.com)) to request a copy of the policy/policies as referenced within this document.***

## **CALL TO ORDER**

Ms. Brody called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, June 13<sup>th</sup>, at 5:00 pm in the Conference Room of Southwest Learning Center (10301 Candelaria Rd. NE).

## **ROLL CALL**

Ms. Brody asked Savannah to call roll. Savannah called Mr. Hendrickson, absent; Ms. Brody, here; Ms. Lansdell, here; Ms. Keay, here; Ms. Saunders, here. (One GCB Member 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. Ms. Keay made the motion to adopt the agenda and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, **Motion passed.**

## **REVIEW / APPROVAL OF MINUTES**

Ms. Brody asked for a motion to approve the minutes from June 4<sup>th</sup>, 2018. Ms. Keay made the motion to approve the minutes and Ms. Lansdell seconded the motion. Ms. Brody called for a voice vote, unanimous yes, **Motion passed.**

## **ACTION ITEMS:**

Mr. Vigil presented the finance packet to the Governing Council, commenting that SSLC's financial portfolio is very healthy.

Ms. Brody stated that the Finance Committee met earlier in the day to discuss the financials in depth as well.

## **VOUCHER APPROVALS**

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

## **BUDGET ADJUSTMENT REQUESTS (BAR)**

There were no BARs to present. There were no Permanent Cash Transfers, which are a "special needs only" item.

## **PROFESSIONAL SERVICES AGREEMENT (PSA)**

The Council had received and reviewed the Legal Services PSA between SSLC and Matthews Fox PC prior to the meeting. The only concern was the minimum amount of time/fees for phone calls or e-mails. The Council approved the contract under the conditions that fees be defined/clarified for brief instances –

i.e., phone calls, emails, questions, etc. Ms. Lutz volunteered to contact Ms. Matthews to clarify rates/fees, and will then relay information to the Governing Council, prior to her or Mr. Feldman signing the PSA. Ms. Brody asked for a motion to approve the PSA. Ms. Keay made the motion and Ms. Lansdell seconded. Ms. Brody called for a voice vote, unanimous yes, **Motion passed.**

## **ELECTION OF GOVERNING COUNCIL OFFICIALS**

**President:** Ms. Brody opened the floor to nominations for President...

- Mr. Hendrickson wrote a letter to Ms. Lopez giving her permission to be his proxy, as he was out of town for this meeting. He nominated himself for President.
- Ms. Keay nominated Ms. Lansdell for President, and Ms. Sanders seconded the nomination. Ms. Lansdell nominated herself for President and accepted the two nominations from fellow council members.
- *Ms. Brody called for a voice vote, unanimous yes, Motion passed.*
- Ms. Lansdell accepted the position as the President of the SSLC Governing Council.
- Ms. Brody acknowledged and expressed great appreciation for Mr. Hendrickson's valued contributions to the Board and expressed appreciation for his continued involvement and support.

**Vice President:** Ms. Lansdell opened the floor to nominations for Vice President...

- Ms. Lansdell, Ms. Sanders, Ms. Brody, and Mr. Hendrickson all nominated Ms. Keay for Vice President of the SSLC Governing Council.
- *Ms. Lansdell called for a voice vote, unanimous yes, Motion passed.*
- Ms. Keay accepted the position as the Vice President of the SSLC Governing Council.

**Secretary:** Ms. Lansdell opened the floor to nominations for Secretary...

- Ms. Lansdell, Ms. Keay, and Ms. Brody, all nominated Ms. Sanders as Secretary of the SSLC Governing Council.
- *Ms. Lansdell called for a voice vote, unanimous yes, Motion passed.*
- Ms. Sanders accepted the position as the Secretary of the SSLC Governing Council.

## **INFORMATION ITEMS**

**Reports: School Administration, Academic Coach and IT** – Ms. Lutz updated the Council on the following items:

- Graduation was a success.
- All teacher evaluations are complete.
- SSLC's contract negotiation with the PED went very well, and the contract has been approved.
- Two NEW teachers have been hired: (1) Special Ed Teacher and (1) Science Teacher
- Currently working on IDEA-B, submitted Title I/II this week, Lease Reimbursement was submitted.
- Ms. Denise Dixon, the NEW Academic Coach, will be attending next month's GCB meeting, and she is working on a new attendance policy (more details to follow).
- SSLC's website is being reviewed, updated, and assessed over this summer (more details to follow), which may include better "mobile-app ability."
- The new phone system has been installed, and is a vast improvement over the former system.

## **RENEWAL UPDATE**

Ms. Lutz informed the Council that the administration team is working on renewal and will keep the Council updated.

## **LEASE-TO-PURCHASE**

Ms. Lutz stated that Mr. Feldman is working on the building's lease-to-purchase with the owner, Mr. Saylor.

## **POLICY UPDATES**

Ms. Lopez announced that she would be reviewing and presenting policies (i.e., Student Behavior Handbook, Employee Handbook, etc.) to the Council for review in July.

## **CLOSED SESSION**

Ms. Keay moved for the SSLC Governing Council to go into Closed Session  
*Pursuant to Section 10-15-1 (H)(7) NMSA 1978, the Board met in closed session to discuss matters subject to the attorney-client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant, Ms. Brody seconded the motion. Motion passed.*

Ms. Lansdell asked Savannah to take a roll call vote. Savannah called Ms. Sanders, yes; Ms. Brody, yes; Ms. Keay, yes; and Ms. Lansdell, yes.

Ms. Lansdell closed the SSLC Governing Council Meeting.

## **OPEN SESSION**

Ms. Keay moved for the SSLC Governing Council to go back into an open session and Ms. Brody seconded. *Motion passed.*

Ms. Keay stated that no action was taken and that the only matters discussed were matters on the agenda.

## **PUBLIC COMMENT**

*(No representatives of the public were present for comment.)*

## **CLOSING BUSINESS**

Ms. Keay presented Certificates of Appreciation\* to Ms. Lutz and Ms. Lopez on behalf of the Governing Council for the 2017-2018 school year.

Ms. Brody presented each Board Member with a Certificate of Appreciation for the 2017-2018 school year.

Governing Council Members presented Ms. Brody with a Certificate of Appreciation and a small gift for her leadership and unsurpassed dedication as Governing Council Board President for the 2017-2018 school year. All enjoyed cake and well wishes for continued successes. (\*Mr. Feldman was presented with a Certificate of Appreciation by the Governing Council during the Special Meeting, held June 4<sup>th</sup>.)

## **ANNOUNCEMENTS**

*(None)*

## **NEXT SCHEDULED MEETING**

The next Governing Council Board Meeting is July 11<sup>th</sup>, 2018, at 5:00p in the SSLC Conference Room.

## **ADJOURNMENT**

Ms. Lansdell asked for a motion to adjourn today's regular SSLC Governing Council Board meeting. Ms. Keay made the motion and Ms. Brody seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, *Motion passed.* Meeting adjourned at 6:42pm.