



**REGULAR SCHEDULE
GOVERNANCE COUNCIL BOARD
MEETING MINUTES**

WEDNESDAY, JULY 11TH, 2018

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Krista Keay Deborah Lansdell Laura Sanders Sean Hendrickson Michael Hamel	Cheryle Brody	Chris Lutz Justine Vigil	None

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on July 26th, 2018
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.***

CALL TO ORDER

Ms. Lansdell called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, July 11th, at 5:00 pm in the Conference Room 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; Ms. Brody, absent; Ms. Keay, here; Ms. Sanders, here. (One GCB Member absent.) *Mr. Hamel is also in attendance at this time and is to be voted and accepted as a member at a later time in the meeting.

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. Ms. Keay made the motion to adopt the agenda with the BAR amendment under item 2-E-I of the agenda, to add BAR 531-000-1819-02IB and 531-1819-01IB and Mr. Hendrickson 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 minutes from June 28th, 2018. Ms. Keay made the motion to approve the minutes with the correction to Ms. Sanders name on page 1 (Saunders to Sanders) and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

Ms. Vigil presented the finance packet to the Governing Council, stating that this year the school will be using the IDEA-B funds unlike last year. Ms. Vigil stated that the 2018-2019 Budget was approved.

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

VOUCHER APPROVALS

Ms. Lansdell asked for a motion to approve the Check Register/Voucher Approvals. Ms. Keay made the motion and Mr. Hendrickson 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. Ms. Keay 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 BARS 531-000-1819-01IB and 531-000-1819-02IB. Ms. Keay made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, Motion passed.

INVENTORY DISPOSAL

The list of inventory, which was requested to be disposed were: monitors, phones, a table, and bookcases. The Council requests that moving forward the inventory disposal packet have a spreadsheet with the following information: sticker numbers, purchase year, original cost, resale or market value, description of equipment, year manufactures, model, serial number, federal purchase (Y or N), and where the items are being donated/taken after they leave the school. Ms. Lansdell asked for a motion to approve the Inventory Disposal. Ms. Lopez agreed to work with Ms. Riley to update this spreadsheet and send it to the Council as soon as possible. Ms. Keay made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF EDGENUITY QUOTE

The Council was presented with an Edgenuity quote for school year 2018-2019. The Council asked if the quote was the same as last year's quote and administration responded, yes. Ms. Lansdell asked for a motion to approve the Edgenuity Quote. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF MOU

The Council was presented with an updated version of the MOU (Memo of Understanding) /Cost Sharing Agreement between SPLC and SSLC. The only changes made on the MOU were the dates and an update version of Exhibit A (specific amounts changed based on 2018-2019 contracts based on 42% and 58%). Ms. Lansdell asked for a motion to approve the 2018-2019 SPLC/SSLC MOU (Cost Sharing Agreement). Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF IDEA-B APPLICATION

Ms. Lutz explained to the Council the process of completing the IDEA-B application and stated that the IDEA-B funds would be used toward Special Education needs. Ms. Lansdell asked for a motion to approve the IDEA-B Application. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF OPEN MEETINGS ACT

Ms. Lansdell asked for a motion to approve the SSLC Open Meetings Act. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF STUDENT HANDBOOK POLICIES

**Attendance Policy and Electronic Device Policy*

The Council was presented with an attendance policy for the upcoming school year. After careful review and consideration Ms. Lansdell asked for a motion to approve the Attendance Policy and the Electronic Device Policy. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF FIXED ASSET POLICY

There were a few spelling corrections made to this policy and presented to the Council. Ms. Lansdell asked for a motion to approve the Fixed Asset Policy. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

RESIGNATION/DESIGNATION OF GC MEMBERS

Ms. Lansdell read a resignation letter from Ms. Cheryle Brody, stating her last day as a Council member is July 13th. Board members expressed deep appreciation with regards to Ms. Brody's involvement, commitment, and dedication over the last year as Board President. Ms. Brody will be sorely missed.

Ms. Lansdell introduced Mr. Michael Hamel, he provided the Council with his resume. Ms. Keay nominated Mr. Hamel to become a member of the SSLC Governing Council. Ms. Lansdell asked for a motion to accept Mr. Hamel as a member of the SSLC Governing Council. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

APPROVAL OF COMMITTEES/COMMITTEE MEMBERS FOR 18-19

Finance Committee:

- Ms. Laura Sanders
- Mr. Sean Hendrickson

Audit Committee:

- Ms. Deborah Lansdell
- Mr. Michael Hamel

Building Committee:

- Ms. Krista Keay
- Ms. Deborah Lansdell

Budget Committee:

- Mr. Sean Hendrickson
- Ms. Laura Sanders

**These committees are not yet complete. For the record each Council member must serve on at least one committee by law.*

Ms. Lansdell asked for a motion to approve the four committees as written above. Ms. Keay made the motion and Mr. Hendrickson seconded. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

INFORMATION ITEMS

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

- 2018-2019 Budget was approved
- Online registration began Monday at 8:00 am and is successfully continuing
- Ms. Patty Matthews is working with administration to finish the Lease-to-Purchase
- The state recommended a 5-year renewal.
- The installation of the new computers is moving along successfully (IT Report)
- There will be a Probationary Enrollment Policy coming to the Council within the next month
- Academic Coach will report once school begins

PUBLIC COMMENT

Mr. Hendrickson stated that he, along with other parents, thinks administration should advertise the FREE ACT Prep Course Edgenuity offers. Administration and the Board agreed.

CLOSING BUSINESS

ANNOUNCEMENTS

(None)

NEXT SCHEDULED MEETING

The next Governing Council Board Meeting is August 8th, 2018, at 5:00p in the SSLC Conference Room.

ADJOURNED

