



**REGULAR SCHEDULE
GOVERNANCE COUNCIL BOARD
MEETING MINUTES**

WEDNESDAY, AUGUST 8TH, 2018

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Lansdell Laura Sanders Sean Hendrickson Michael Hamel	Krista Keay	Chris Lutz Justine Vigil Heather Riley Patty Matthews Walter Feldman Denise Dixon Rick Saylor Tim Walsh	Joe Reneker

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on 9/12/2018
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.***

OPENING BUSINESS

CALL TO ORDER

Ms. Lansdell called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, August 8th, at 5:03 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; Mr. Hamel, here; Ms. Keay, absent; Ms. Sanders, here. (One GCB Member 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. Mr. Hendrickson made the motion to adopt the agenda with the BAR amendment under item 2-E-I of the agenda, to add BAR 531-000-1819-0003-I and Ms. Sanders 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 the Special Meeting, held July 26th, 2018. Ms. Sanders made the motion to approve the minutes and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

Ms. Vigil presented the finance packet to the Governing Council. Ms. Riley presented the Check Register Report.

FINANCE COMMITTEE UPDATE

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. Sanders 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. Sanders 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 BAR 531-000-1819-0003-I. Mr. Hendrickson made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

PERMANENT CASH TRANSFERS

No permanent cash transfers to report. In addition, it was recommended by Ms. Vigil that this topic should not be contained routinely on the agenda, as it is on a rare and case/case basis.

INVENTORY DISPOSAL

The list of inventory, which was requested to be disposed were: monitors and phones. Ms. Lansdell asked for a motion to approve the Inventory Disposal. Mr. Hamel made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

DISCUSSION ITEMS:

LEASE-TO-PURCHASE (RICK SAYLOR, PATTY MATTHEWS)

Rick Saylor (Saylor Family Trust, LLC.) and Ms. Patty Matthews (SSLC's Attorney) introduced themselves and reviewed the Lease-to-Purchase process. Ms. Matthews stated that she represents the school, neither the board as one nor administration as one, yet the school as a whole. Ms. Matthews reviewed the OMA, the facilities requirements for charter schools, a lease purchase arrangement, the benefits, requirements, advantages, obstacles, and next steps.

Ms. Matthews reviewed attorney-client privilege with regards to the board and administration. She reiterated that she represents the school as a whole.

Ms. Matthews stated that she received the two separate leases from SPLC and SSLC. Originally she believed that SSLC was the lessee directly to the Saylor Family Trust, then SSLC sublet to SPLC but that is not the case. SSLC has a lease agreement with Saylor Family Trust for 52% of the building, SPLC has a lease agreement with Saylor Family Trust for 48% of the building. Ms. Matthews stated that Southwest Preparatory Learning Center has the legal right to occupy the building for at least 5 more years, if they continue to renew their lease with Saylor Family Trust on a yearly basis.

Ms. Lutz stated that the Facilities Master Plan is in progress. Architectural Research Consultants is completing the FMP.

Mr. Saylor presented a gym he had built for another school and relayed cost and project details. Mr. Feldman stated that he would continue to work with Mr. Saylor and Ms. Matthews on the LPA. It was purposefully noted in the discussion that multiple options are being considered (new building with classrooms or other amenities) in regards to what would be in the best interest of SSLC students.

OPEN HOUSE

Meet the Teachers Night (aka Open House) – Ms. Lutz stated that the term "Meet the Teachers" Night was a better fit in name than the term of "Open House". This event will be held on Thursday, September 6th, 2018 from 5:00-7:00p. Ms. Lutz offered to consider scheduling an Open House in the future, in an effort to recruit new students and to showcase offerings at SSLC.

AUDIT (AUGUST 27TH – 28TH)

Ms. Lutz stated that the Audit is on August 27th-August 28th and the Audit Committee members will need to be there for the entrance and exit meetings. Mr. Hamel will not be able to attend the Audit Entrance Meeting and Ms. Sanders will substitute for him. Ms. Lansdell will also attend the Audit, as the other one of the required two GC members required to attend.

INFORMATION ITEMS

REPORT FROM SCHOOL ADMINISTRATION

Ms. Lutz updated the Council on the following items:

- Back-To-School: First Day. Staff had breakfast, went to Escape Room, and had classroom prep time.
- Registration: is going smoothly. Our website is now up and running after having had a little hiccup with the PO earlier in the day.
- New Policies include the Electronic Device Policy, Monitored Enrollment Policy, and Attendance Policy.
- Enrollment Report: 223 students
- Edgenuity Secure Station: students will have to take all assessments on campus versus at home although it will not stop students from moving forward in their progress.
- Facilities Master Plan: being created by ARC (Architectural Research Consultants). After August 21st we need a steering committee, 1 governance council member, teachers, staff, parents, an EA.
- Renewal: Ms. Lutz presented a Renewal schedule for the Council to look over. The renewal visit is October 3rd, the application will be submitted September 28th. The draft will be given to the Council on the 7th via e-mail for review. The Council will state their changes/concerns in the meeting on September 12th.

ACADEMIC COACH REPORT

Ms. Dixon gave the Council a report on Naviance and the AdvancEd Accreditation visit. Naviance is a college-career readiness program that the school purchased for the students. Currently in the process of rolling it out. Smart Lab students will learn how to use this first then it will be rolled out to each grade level. It will create Next Step Plans and give students a source to research colleges and career pathways.

IT REPORT

Mr. Walsh gave the Council an IT Report, stating that the computers and phones are installed and ready for the school year to begin.

PUBLIC COMMENT

(None)

CLOSED SESSION

VOTE TO GO INTO CLOSED SESSION

Mr. Hendrickson 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 limited personnel matters, Ms. Sanders 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; 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 stated that no action was taken and that the only matters discussed were matters on the agenda.

CLOSING BUSINESS

ANNOUNCEMENTS

(None)

NEXT SCHEDULED MEETING

The next Governing Council Board Meeting is September 12th, 2018, at 5:00pm in the SSLC Smart Lab.

ADJOURN

The meeting adjourned at 7:53p.

