



## REGULAR SCHEDULED GOVERNANCE COUNCIL BOARD MEETING MINUTES

**Wednesday, September 12, 2018 @ 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 Laura Sanders Sean Hendrickson Michael Hamel		Chris Lutz Heather Riley Denise Dixson	Mathias Sagartz Alan Ray Tom Renfro Dana Smith Joe Hines Catherine Hoisington Kathy Hart Denny King

**MINUTES RECORDED BY:** Savannah Lopez

These minutes were approved on <u>10-10-18</u>	
by a vote of: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input type="checkbox"/> Absent <input checked="" type="checkbox"/> Abstained	
President: <u>[Signature]</u>	<u>10/18/2018</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.***

## **OPENING BUSINESS**

### **CALL TO ORDER**

Ms. Lansdell called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, August 8<sup>th</sup>, 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. Sanders, here. (All GC 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. Ms. Sanders made the motion to adopt the agenda 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 the Regular Meeting, held August 8<sup>th</sup>, 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.** Ms. Sanders requested the addition of the date and location to be included within the minutes.

## **ACTION ITEMS:**

### **FINANCE REPORT**

SSLC's Business Manager (Justine) was unable to attend this meeting, due to attending NMASBO Training; thereby, Ms. Riley and Mr. Hendrickson presented the finance packet and highlights to the Governing Council.

### **FINANCE COMMITTEE UPDATE**

Mr. Hendrickson stated that the Finance Committee met earlier in the day to discuss the financials in depth as well. He stated that the Finance Committee requests that Ms. Lutz send him and Laura (also on the committee) a copy of the monthly bank statement directly from Nusenda in order for them to compare it with the check/register report.

### **VOUCHER APPROVALS**

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

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

Mr. Hamel questioned the need to approve Maintenance BARs, which he recalled was not recommended/required from recent NEW GC Member training attended. Ms. Lutz/Ms. Lopez to clarify with PED and report back to the GC; while the GC agreed to continue traditional process until clarification is obtained. Ms. Lansdell asked for a motion to approve the following BARs:

- i. BAR 531-000-1819-0008-T
- ii. BAR 531-000-1819-0009-T
- iii. BAR 531-000-1819-0006-M
- iv. BAR 531-000-1819-0004-I
- v. BAR 531-000-1819-0007-M
- vi. BAR 531-000-1819-0005-IB

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

## **RENEWAL APPLICATION**

The Council decided to review the document (as individuals) and give Ms. Lutz and Ms. Lopez the reviewed document back by Monday, September 17<sup>th</sup>. They also decided to approve the document as is with room for grammatical changes and formatting changes. Ms. Lansdell asked for a motion to approve the Renewal Application w/consideration to possible edits. Mr. Hamel made the motion and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

## **ENGLISH AS A SECOND LANGUAGE (ESL POLICY)**

After carefully reviewing the ESL Policy, the Council decided to approve it as is. Ms. Lansdell asked for a motion to approve the ESL Policy. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

## **PUBLIC COMMENT**

*Mr. Sagartz informed the Council that the ESL students do start the SAT process immediately after being identified by a teacher that they (the student) should be given ESL services.*

## **SCHOOL INFORMATION REPORTS/UPDATES**

### **HEAD ADMINISTRATOR**

Ms. Lutz updated the Council on the following items:

- Current Student Enrollment: 244, goal is 250
- Inventory: Visit from Weiner & Co. on August 30<sup>th</sup> concluded SSLC should clean up their inventory list
- Safety Committee met on August 14<sup>th</sup>

### **ACADEMIC DEAN**

Ms. Dixon gave the Council a report on Naviance. Naviance is up and running. Demo was done with seniors and went well. Virtual attendance policy is in full effect as well. The first e-mail for a virtual absence was sent out last Friday. There are 60 seniors in the 2019 cohort and 43 classified seniors based on how many credits they have.

### **STUDENT COUNCIL REPRESENTATIVE**

Ms. Lutz stated that they began a new activity that is called "Start with Hello." Student Council has also picked out the fall dance date - October 29<sup>th</sup>, 2018.

## **DISCUSSION ITEMS**

### **SCHOOL LETTER GRADE**

- Chris made the Council aware that she and Ms. Weldon (Math Instructor) wrote out the appeal for the school letter grade. The state grade reflected that the school only tested 90% of math students. The appeal went in on August 29<sup>th</sup>. Ms. Lutz also appealed the graduation rate considering 4 more students graduated during the summer.
- Ms. Lansdell asked if there are any resources the staff needs to help bring the school grade up. Ms. Lutz stated that the staff met as a team, she requested that the staff write down what they thought the school could do to improve the grade. Ms. Lutz stated that the two biggest necessities are math labs and classrooms for direct instruction.
- Mr. Hamel mentioned administration visiting other locations to learn the resources they use to improve their school grade.
- The Council discussed picking a date for a board retreat. The members will get back to Deborah with possible dates.

### **INVENTORY**

Ms. Lutz reported this in her Administrative Report.

### **FACILITY MASTER PLAN STEERING COMMITTEE MEETING (AUGUST 29<sup>TH</sup>)**

*No discussion took place.*

### **LEASE AGREEMENT/REIMBURSEMENT CHANGES**

*No discussion took place.*

### **STAFF/TEACHER STIPENDS (AUGUST)**

*No discussion took place.*

### **EFFECTIVE CHARTER SCHOOL BOARD TRAINING (AUGUST 18<sup>TH</sup>)**

*No discussion took place.*

### **OPEN ITEMS LIST/PRIORITIES**

*No discussion took place.*

### **MOU STATUS**

*No discussion took place.*

## **CLOSING BUSINESS**

### **ANNOUNCEMENTS**

*PED's Site Visit: October 3<sup>rd</sup>, 2018 – Ms. Lutz to clarify with PED the number of GC Members requested to be at this meeting, since it is slated for mid-day, and relay that information to all GC members.*

### **ADJOURN**

The meeting adjourned at 6:33pm. The next Governing Council Board Meeting is October 10<sup>th</sup>, 2018, at 5:00pm in the SSLC Smart Lab.