



**SOUTHWEST SECONDARY LEARNING CENTER
GOVERNING COUNCIL BOARD
WORK SESSION**

Saturday, November 10th, 2018 @ 9:00a

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 Sean Hendrickson Michael Hamel Laura Sanders		Chris Lutz Joshua Merrill Alan Ray Amanda Shaner	Janeen Marie Foret

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on <u>Nov 14, 2018</u>	
by a vote of: <input checked="" type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" 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) 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) Working Session to order on Saturday, November 10th, at 9:05 am in the Smart Lab of Southwest Learning Center (10301 Candelaria Rd. NE).

ROLL CALL

Mr. Hendrickson, here; Ms. Lansdell, here; Mr. Hamel, here; Ms. Sanders, here. (All 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. Mr. Hendrickson made the motion to adopt the agenda and Ms. Sanders seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

DISCUSSION ITEMS

a. Campus and Building Safety

- The Council discussed the 8.6 million dollars in renovations that Aileen O'Byrne (ARC) has suggested.

- Aileen is an evaluator from ARC who developed the current Facility Master Plan.
- The Council discussed a leak in the building and the 1" slant from west to east.
- Council is awaiting the full report before making any decisions.
- Mr. Saylor (Saylor Trust is owner of the building) fixed the sprinkler pipes recently.
- Mr. Saylor in process of having a roofer out to review the roof and suggested repairs (FMP).

- The Council discussed school safety and how people, goods, and services enter the school; and the following ideas were discussed:

- Secured entrance to detect, deflect, and deter the potential of an attack long enough so that law enforcement can be called and the campus be locked down; a single point of entry
- Hiring a retired police officer or contracting with a security firm (armed or not)
- Upgrading to other security resources (additional cameras, sensors, weapons screening, door security, security film on windows/door, restricted entrance via buzzing in to main lobby, etc.)
- Building (inside or on the outside) a vestibule to prohibit entrance without being buzzed in to enter the main building
- Staff monitoring of arrival and dismissal times (training on intruder response, reverse evacuation, and communications)
- Strong visitor management
- Additional safety procedures

- Ms. Lansdell amended the agenda (9:38a) to allow *public comment*:

- *Ms. Foret stated that she has observed the following:*
 - *Front desk staff does not have everyone sign in, and usually engaged in conversation amongst one another*
 - *Staff does not see younger/older children coming or going (SPLC students)*
 - *The ScholarChip check in system is not always working*
 - *Staff leaves desk for long periods of time*
 - *Gate to soccer field is often unlocked*
- *Ms. Foret recommended the following:*
 - *More accountability for check-ins*
 - *Staff not allowing people to come/go without checking in each time*
 - *Walkie Talkies to better facilitate communication between Staff and Front Desk Staff*

- The Council discussed possibilities of student/staff badges with chips for campus location, arrival, and

departures for students/employees.

- Those in attendance recalled an enhanced security system quote, which was obtained about 2 years ago, and it was thought that it was possible to have it updated with enhanced suggestions and current costs (APIC), which can be reviewed in an upcoming meeting.
- The Council discussed the school providing staff/student training for unsafe situations.
- Training for Staff about who is in charge when Chris and/or Denise are not on campus.

b. Facility Master Plan and Lease-to-Purchase Agreement

- The recent FMP was reviewed and recommendations were discussed in great length as far as prioritizing
 - Repairs and updates are extensive over the next 10 years, surpassing the cost of the building; and additional information is required prior to the GC determining the best option.
- The Council discussed how much it would cost to leave the building versus how much it would cost to stay in the building.
 - More information needs to be gathered (structural engineer report, core sample report, etc.) before a decision can be made.
- The Council discussed the location of the building and the perceptions of the quality of education based solely on the location of the school, from students, parents, visitors, and the community.
 - Although most in attendance like the current location, it was agreed that we cannot dismiss the costs for repairs and much needed enhancements:
 - Space/additional classrooms
 - Indoor soccer field could allow for additional classroom space
 - Reorganization of front lobby area to create additional classroom or two
 - Restrooms (additional restrooms and ADA accessible)
 - Wiring for technological advancements (IT wiring)
 - Electrical Panel (we are at maximum capacity for current configuration)
 - Roof Repairs (significant)
 - Unusable Space (old kitchen vents/grease trap, back loading dock, drain field, etc.)
 - Floor Repairs (conduit void requires permanent fill-in)
 - Security (entrance vestibule)
 - Mold Assessment/Analysis
 - Other commercial property and location possibilities were also discussed.
- The Council revisited that there has been talk for several years that "small school size adjustment funding" may go away. If this occurred, SSLC would lose approximately \$578k/year, which would affect our finances heavily.
 - The enrollment of SSLC students at 40-day was 246.
 - Discussion revisited the April 2018 decision to halt the consolidation of SSLC and SPLC, and for each to remain separate schools based on this funding.
 - SPLC would have lost about \$208k/year, if the small school size adjustment funding went away.
 - The "small school adjustment funding" is \$\$ awarded to assist/offset various operational and administrative costs (supporting adequate staffing and program costs).

c. Bylaws and Mission Statement

- The current SSLC Mission Statement is in need of updating. Chris will work with her team to create a new statement, which will encompass streamlining goals toward ensuring the educational success of SSLC students and staff responsibilities through high expectations via a commitment to excellence, while empowering students to attain their full potential as responsible, ethical, and productive citizens in this diverse/ever-changing world.
- SSLC Bylaws currently state that the GC has five members. Current GC members discussed changing the language to reflect something similar to "a minimum of five members" for the GC Board. Board members will mull over the change and it will be discussed in an upcoming meeting.

d. Policies

- A few policies and procedures (P&Ps) were reviewed, and suggestions were made to tighten and/or document how such practices are conducted, in the event processes ever need defending.
 - **Accounting Policies and Procedures** were reviewed. GC members were given updated manuals for their reference and recommendations for edits at an upcoming meeting.
 - **Staff/Teacher Stipends** are not permanent, but pro re nata (as needed) additions to compensation paid during the regular pay schedule and on a pro-rated basis for various

responsibilities/tasks. Currently, there are no criteria in which stipends are determined, given, nor is there a written policy for determining ranges and/or re-evaluation for amounts each year.

- Amounts for stipends have not been compared with other schools in APS or the CSD to see if we are in keeping competitive and/or consistent with other schools in the area.
- SSLC Administration to develop a drafted version of such a policy for review/approval, by Feb 28th, for next year's budget. Such a policy would assist in defending our processes.

- **Governing Council Policy Manual** is in need of a few updates and enhancements to coincide with recent edits to other policies. Recently Legal Counsel reviewed and made suggestions for various policies and the GC Bylaws, which a template was also provided.

- GC Members to review Counsel's suggested template and suggestions then bring notations/edits for review and discussion at December's regular meeting.

■ Suggested by all, was an annual review and/or edits of P&Ps.

■ GC Member, Laura requested creation of a calendar for all required documents/events (State, PED, CSD, etc.), so that everyone is aware of upcoming time needs, responsibilities, and deadlines. This calendar would be for all GC Members, applicable staff, etc.

e. Brainstorming: Long Term Planning (Refine Ideas and Build Strategies)

■ Members of this work session concluded that additional information must be gathered and reviewed before any determination to purchase the current building or making a move. The list of requirements needed to make a final determination, includes but may not be limited to:

- Core Sample and Analysis (Dec 2018) of current building
- Mold Analysis/Quote (TBD) of current building
- Security System Quote (refresh) of current building
- Roof and Other Repairs by Landlord/Saylor Trust (timeline) of current building
- Structural Engineer Report (Dec 2018) of current building
- 5-Year Facility Master Plan – Final (Jan 2019) of current building
- Requesting property listings from the PSFA and/or other property locations

ADJOURN

The meeting adjourned at 4:05pm. The next Governing Council Board Meeting is November 14th, 2018, at 5:00pm in the SSLC Smart Lab.