



REGULAR SCHEDULED GOVERNANCE COUNCIL BOARD MEETING MINUTES

Wednesday, November 14th, 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 Deborah Burns* <i>(*NEW Member)</i>		Chris Lutz Heather Riley Justine Vigil Ronda Joyce Coreen Carrillo Nathan Hardin	Deborah Jensen Heath Kull

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on December 12, 2018

by a vote of: ☒ Yes ☐ No ☐ Absent ☐ Abstained

President: _____

Recorded by: _____

**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, November 14th, at 5:02 pm in the Smart Lab of Southwest Learning Center (10301 Candelaria Rd. NE).

ROLL CALL

Ms. Lansdell asked Laura to call roll. Laura called Mr. Hendrickson, here; Ms. Lansdell, here; Mr. Hamel, here; (herself) 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. Mr. Hamel 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 following minutes:

- October 10th
- October 18th
- November 10th

Mr. Hamel 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

SSLC's Business Manager (Justine, TVG) presented the finance packet and highlights to the Governing Council.

FINANCE COMMITTEE UPDATE

Ms. Vigil stated that the Finance Committee met earlier in the day to discuss the financials in depth. The finance committee had no concerns to report at this time.

VOUCHER APPROVALS

Ms. Lansdell asked for a motion to approve the Check Register/Voucher Approvals. Mr. Hendrickson made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.** The Finance Committee is now comparing bank statements to financial records.

BANK RECONCILIATION

Ms. Lansdell asked for a motion to approve the Bank Reconciliation. Mr. Hamel 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 the following BAR:

- i. BAR 531-000-1819-0011-I

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

INVENTORY DISPOSAL

Ms. Riley presented the inventory disposal which consisted of Dell monitors that have been replaced. Ms. Lansdell asked for a motion to approve the Inventory Disposal. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

Ms. Lansdell amended the agenda to move Ms. Coreen Carrillo and Nathan Hardy from SAMS Academy up to this time.

COREEN CARRILLO AND NATHIN HARDIN – SHARED ASSETS UPDATE

Ms. Carrillo and Mr. Hardin stated that the plane (Cessna 172 Aircraft) is ½ SSLC's and ½ SAMS. It was requested and suggested by both administrators from SAMS and SSLC that SSLC donate their ½ to SAMS due to the facts that SAMS has been teaching SSLC students at no cost (who were grandfathered into the flight program). There is also a flight simulator that belongs to SSLC in full, with SSLC's logo on it that is housed at SAMS. There needs to be a decision on whether to sell, keep, move, or donate the simulator. The Council stated that a discussion/decision will be made in or before the February 2019 Regular Meeting.

NEW GC MEMBER INTERVIEWS/VOTE ON NEW GC MEMBER

Three members of the public/community attended this meeting and submitted resumes/applications to the Council. The Council gave each person 3-minutes to introduce themselves and tell the Council how they could benefit the students and school. Ms. Deborah Burns, Ms. Deborah Jenson, and Mr. Heath Kull spoke. After hearing the applicants, the Council dismissed them for a few minutes, while deliberating the options and came to a decision for the sole vacant seat. The Council requested the applicants to return to the room, and also stated that there would be potential openings in the near future, if they decided to expand their Council to go above 5 members. Mr. Hendrickson announced that the applicant chosen to fill the current position was Ms. Burns, and asked if she would accept if approved by Council. Ms. Burns answered yes. Ms. Lansdell asked for a motion to accept Ms. Deborah Burns as a Governing Council Member of SSLC. Mr. Hamel made the motion and Mr. Hendrickson seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

MCKINNEY VENTO HOMELESS CHILDREN AND YOUTH ACT POLICY APPROVAL

Ms. Lutz presented the policy and informed the Council that the only change made to the policy was an reference "(42 USC Section 11432(g)(1)(c))" added. Ms. Lansdell asked for a motion to approve the McKinney Vento Homeless Children and Youth Act Policy. Mr. Hendrickson made the motion and Mr. Hamel seconded the motion. Ms. Lansdell called for a voice vote, unanimous yes, **Motion passed.**

CONFLICT OF INTEREST POLICY APPROVAL

Tabled.

PUBLIC COMMENT

None.

SCHOOL INFORMATION REPORTS/UPDATES

HEAD ADMINISTRATOR

Ms. Lutz updated the Council on the following items:

- Enrollment as of 11/13/2018: 237
- Advertising:
 - NM Kids Magazine PO is ready. The ad will be running from January to April 2019.
 - Mom's Blog is another advertising venue being looked into, and information will be shared, once received.
- Letter of Intent to Return will be open on February 4th and the Lottery will open on March 6th, 2019.
- Ms. Aileen O'Byrne agreed to pursue the sampling, Ms. Lutz called Chris Romero from Chavez-Grieves Consulting Engineers for sampling appointment and is awaiting confirmation of a meeting date/time..
- Discussed/agreed upon moving the regular January 9th meeting to January 16th (2019).
- Student Council movie night is December 7th. The students will be watching A Nightmare Before Christmas.

ACADEMIC DEAN

- Naviance appears to be a student favorite and used on a regular basis in Smart Lab; although the scholarship search feature is not currently working. Ms. Dixon has put in several calls to get that feature fixed to no avail. She will continue her efforts, and update the Council once fixed and/or request intervention if other steps need to be taken to rectify the issue or request credit for a portion of costs (since the scholarship feature was the primary reason we purchased the program).
- Two upcoming college representative visits are going to be held, soon: 11/15 Embry-Riddle, 11/20 Southeastern Florida.
- Virtual Attendance Policy is showing positive compliance results.
- 83 students have been placed on a Student Attendance Contract (SAC) thus far. Census shows 237 students total, with 122 behind = 51%.
- The AdvancEd review has been scheduled for February 25th-27th, 2019, and more details will follow.
- Surveys have been completed.

DISCUSSION ITEMS

OPEN ITEMS LIST/PRIORITIES

NONE

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 7:18pm. The next regular schedule Governing Council Board Meeting is December 12th, 2018, at 5:00pm in the SSLC Smart Lab.