



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, April 15, 2020 @ 5:00pm

This Public Meeting was held via Zoom.com

Meeting ID: 878 249 356

Password: 089634

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns (joined @5:34) Tammy Gerrard Michael Hamel Sean Hendrickson Debra Jensen		Denise Dixson (joined @5:40) Christine Lutz Patricia Matthews Heather Riley (joined @ 5:47) Justine Vigil (joined @ 5:40) Amelia Riehl Lori Tufaro	None

MINUTES RECORDED BY: Dana Smith

These minutes were approved on 4-29-20

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

President: Sean L. Hendrickson

Recorded by: Dana E. Smith

***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 Dana Smith (dsmith@sslc-nm.com) to request a copy of the policy/policies as referenced within this document.

OPENING BUSINESS

CALL TO ORDER

Mr. Hendrickson called the Southwest Secondary Learning Center (SSLC) Governing Council (GC) Meeting to order on Wednesday, April 15, 2020, at 5:01 pm via Zoom.

ROLL CALL

Mr. Hendrickson, here; Mr. Hamel, here; Mrs. Burns, here (joined @ 5:34); Ms. Gerrard, here; Mrs. Jensen, here.

PLEDGE OF ALLEGIANCE

Mr. Hendrickson asked everyone to join him in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mr. Hendrickson asked for a motion to adopt the agenda with a date correction to February 26, 2020 and the next meeting be changed from May 15, 2020 to May 20, 2020. Mr. Hamel made the motion to adopt the agenda and Mrs. Jensen seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

REVIEW / APPROVAL OF MINUTES

Mr. Hendrickson asked for a motion to approve the minutes.

Mr. Hamel made the motion to approve the minutes and Mrs. Jensen seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

CLOSED SESSION

VOTE TO GO INTO CLOSED SESSION

Mrs. Jensen moved for the SSLC Governing Council to go into Closed Session Pursuant to Section 10-15-1 (H) (8), 10-15-1 (H) (2), and 10-15-1 (H) (8) NMSA 1978, the Board will meet in closed session to discuss the purchase, acquisition or disposal of real property or water rights by the public body and limited personnel matters. Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes. **Motion passed.** *Invited in the closed session: Christine Lutz and Patricia Matthews.*

Mr. Hendrickson closed the SSLC Governing Council's session. Time: 5:06 pm.

OPEN SESSION

Time: 5:36 pm.

Mr. Hamel made a motion to present a Letter of Intent to Rick Saylor as presented in executive session. Mrs. Jensen seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

Mrs. Vigil gave the finance report to the Governing Council.

FINANCE COMMITTEE UPDATE

Mr. Hendrickson gave the finance committee report.

CHECK REGISTER

Justine Vigil presented the Check register report.

Mr. Hendrickson asked for a motion to approve the **February** Check Register/Voucher Approvals. Ms. Gerrard made the motion to approve the February check register and Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

Mr. Hendrickson asked for a motion to approve the **March** Check Register/Voucher Approvals. Ms. Gerrard made the motion to approve the March check register and Mrs. Burns seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

BANK RECONCILIATION

Justine Vigil presented the Bank Reconciliation report

Mr. Hendrickson asked for a motion to approve the **February** Bank Reconciliation. Mrs. Burns made the motion and Ms. Gerrard seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

Mr. Hendrickson asked for a motion to approve the **March** Bank Reconciliation. Ms. Gerrard made the motion and Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

BARS 531-000-1920-0014-IB

BARS 531-000-1920-0015-I

BARS 531-000-1920-0016-I

Mr. Hendrickson asked for a motion to approve the Bar 531-000-1920-0014-IB, Bar 531-000-1920-0015-I, Bar 531-000-1920-0016-I. Ms. Gerrard made the motion to approve all three BAR's and Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

TITLE I, II, IV AND IDEA B APPLICATION

Mr. Hendrickson asked for a motion to approve the Title I, II, IV, and IDEA B Application. Ms. Gerrard made a motion to give Christine Lutz authority to submit applications and proceed as discussed to complete applications for Titles I, II, IV and IDEA B. Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

LEASE ASSISTANCE APPLICATION

A reminder was made that Board Members must sign a document regarding conflict of interest. Mrs. Burns presented an option of using DocuSign. Mrs. Burns will arrange for members to sign with DocuSign.

UPDATES

HEAD ADMINISTRATOR UPDATE

- *Enrollment Report: 176, 5 switched to GED*
- *Continuous Learning Plan focus is on taking care of seniors and the social/emotional wellbeing of K-11 students.*
- *Staff met on 3/16/20 to develop a Continuous Learning Plan.*
- *Continuous Learning document submitted 4/7/20 and was approved on 4/9/20. This was posted in Quick Links on the school website.*
- *Security upgrades are proceeding well.*
- *Budget due 5/28/20 and must be approved at the 5/20/20 board meeting. Salary scales must be approved.*

ACADEMIC DEAN UPDATE

- *Currently 72% on track, expected was 64%*
- *Regular student body 76% on track 24% behind, IEP 55%, Gifted 80%/20%- improved in all areas except Gifted which remained unchanged.*
- *Supplied Chromebooks and sent out lists of Wi-Fi hotspots.*
- *Continuous Learning for PE and Smart Lab. Students will receive P or F depending on their status 3/13/20. Staff is working closely with student who had border line grades in this area.*

COMMITTEE REPORTS:

ACADEMIC COMMITTEE UPDATE

- *None*

ON-BOARDING COMMITTEE UPDATE

- *None*

AUDIT COMMITTEE UPDATE

- *The audit committee presented the public FY19 audit and findings to the governance council. The single audit finding has been corrected and a CAP submitted to the PED. The audit committee expressed concern that an error by The Vigil Group rose to the level of a finding. Internal control procedures to address the finding were immediately implemented.*

PUBLIC COMMENT

Lori Tufaro and Amelia Riehl wanted to thank Christine Lutz for her leadership "being awesome".

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURNED AT: 8:02PM

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is May 20, 2020, at 5:00pm in the SSLC Smart Lab or via the Zoom platform depending on current health directives.