



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, May 20, 2020 @ 5:00pm

Meeting Room: Via Zoom

Meeting ID: 735 4314 2171 Password: 7RCBku

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Tammy Gerrard Michael Hamel Sean Hendrickson Debra Jensen		Denise Dixon Chris Lutz Heather Riley Justine Vigil	

MINUTES RECORDED BY: Dana Smith

These minutes were approved on 6-17-20

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 Board (GCB) Meeting to order on Wednesday, May 20, 2020, at 5:02 pm via Zoom.

ROLL CALL

Mr. Hendrickson, here; Mr. Hamel, here; Mrs. Burns, here; 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. Ms. Gerrard made the motion to adopt the agenda and Mrs. Burns 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. Minutes were not available to review so Ms. Gerrard made a motion to defer adoption of minutes from April 29, 2020 special meeting to the June 17, 2020 meeting. Mr. Hamel 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.
Finance Committee met prior to the board meeting.

- Settlement came from NIPSIA received
- Reviewed budget for upcoming year
- PED froze capital outlay funds- ~\$40,000 unavailable

CHECK REGISTER

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

BANK RECONCILIATION

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

BARS

- BAR 531-000-1920-0017-I
- BAR 531-000-1920-0018-I
- BAR 531-000-1920-0019-I
- BAR 531-000-1920-0020-I
- BAR 531-000-1920-0021-I

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

MOTION ON EOY BAR APPROVALS

"Approval for the Principle/Director and the Business Manager to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school to maintain budgetary compliance for audit and other regulatory purposes. This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as allowed under this approval will be brought before the GC at the next meeting with review and detailed explanation."

Mr. Hendrickson asked for a motion to allow the business manager and head administrator to approve BARs for EOY cleanup per the above motion. Mr. Hamel made the motion and Mrs. Jensen seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

BUDGET APPROVAL

Budget was created based on a lower number of students to be conservative. New positions added were a Dean of Students and increase in Counselor FTE. Need original signatures before 6-20-20. Mr. Hendrickson called for a motion to approve the Budget. Mrs. Burns made the motion and Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

SALARY SCHEDULE APPROVAL

Ms. Lutz presented to staff using last year's salary schedule due to a Special Legislative Session that will possibly nullify the 4% increase. Approved budget accounts for 4% raise per legislative mandate. If special session approves 4% the board will come back and approve an increases salary schedule. Mr. Hendrickson asked for a motion to approve the Instructional Materials Policy with a correction to the adoption date to February 26, 2020. Mrs. Jensen made the motion and Mr. Hamel seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

ESSER (ELEMENTARY AND SECONDARY SCHOOL EDUCATION RELIEF FUND) APPLICATION

CARES Act/ESSER Application- BAR will be needed to bring in funds. These funds are flexible and can go to a lot of different things. Funds can be used to close the achievement gap for economically disadvantaged students, close the technology gap, supply PPE and provisions for support services during the COVID-19 pandemic (Chromebook cart, Mental Health Services, etc.). Motion to allow Ms. Lutz to fill out ESSER Fund application and submit to state. Board requests a report back on funds allocation. Mr. Hendrickson asked for a motion to approve the ESSER Fund Application. Mr. Hamel made the motion and Ms. Gerrard seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

UPDATES

HEAD ADMINISTRATOR UPDATE

- *Enrollment Report: 128 returning/179 total at this point*
- *Graduation video*
- *Covid19- return as usual/stay at home/something in between*
- *Security upgrades almost complete. Glass in doors will be replaced because of imperfections*
- *Interior doors need to be replaced*
- *Mobile home movers will be moving portables in ½ sections*
- *Website build is complete, working on content*

ACADEMIC DEAN

- *86% of classes got credit (68% last year/ 72% with extensions)*
- *87% regular ed.*
- *95% IEP*
- *87% gifted*
- *Mission specific goals- Smart Lab 100% because it was P/F*
- *90 CNM students- 89 got C or better (there were 9 drops)*

ACADEMIC COMMITTEE UPDATE

- *Mrs. Burns and Mr. Hamel would like to hear about the new schedule for fall*

ON-BOARDING COMMITTEE UPDATE

None

NOMINATING COMMITTEE

- *Mr. Hendrickson is leaving the board 7-31-20*

PUBLIC COMMENT

None

CLOSING BUSINESS

ANNOUNCEMENTS

- Patty Matthews sent LPA to Rick Saylor.
- Head administrator medical leave

ADJOURNED AT: 8:00PM

The next regular scheduled Governing Council Board Meeting is June 17th, 2020, at 5:00pm in the SSLC Smart Lab or via the Zoom platform.