



## REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

**Wednesday, July 15, 2020 @ 5:00pm**

*Meeting Room: Via Zoom*

10301 Candelaria Rd. NE, Albuquerque, NM 87112

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Deborah Burns Tammy Gerrard Michael Hamel Sean Hendrickson Debra Jensen		Chris Lutz Lisa Mora Heather Riley Justine Vigil	

**MINUTES RECORDED BY:** Debra Jensen **MINUTES TRANSCRIBED BY:** Dana Smith

These minutes were approved on <u>8-19-20</u>	
by a vote of: <input checked="" type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> Absent <input type="checkbox"/> Abstained	
President:	<u>Deborah Burns</u>
Recorded by:	<u>Debra Jensen</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 Dana Smith ([dsmith@sslc-nm.com](mailto: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 5:00 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. 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.**

The agenda was adopted without the Academic Dean update and the Inventory Resolution.

### **REVIEW / APPROVAL OF MINUTES**

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

Mrs. Burns made the motion to approve the minutes and Ms. Gerrard seconded the motion with an amendment to remove the motion to go into open session. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **ACTION ITEMS:**

### **FINANCE REPORT**

Justine Vigil gave the finance report to the Governing Council. Carryover of \$2.4 million may be subject to sweep.

### **CHECK REGISTER (JUNE 2020)**

Ms. Vigil presented the check register.

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

### **BANK RECONCILIATION (JUNE 2020)**

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

### **BARS**

BAR 531-000-1920-0025-T.

Mr. Hendrickson asked for a motion to approve the above mentioned bars. Mrs. Burns made a motion and Mrs. Jensen seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **INVENTORY DISPOSAL**

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

## **INSTRUCTIONAL AND EA 1% SALARY SCHEDULE APPROVAL/DEAN OF STUDENTS**

Mr. Hendrickson asked for a motion to approve the Instructional and EA 1% salary schedule/Dean of Students. Ms. Gerrard made the motion and Mrs. Burns seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **SUSPENSION OF PARAGRAPH 13, PAGE 9 OF EMPLOYEE HANDBOOK- DUTY DAY**

In order to comply with the need for new procedures pertaining to the COVID-19 pandemic to include staff questionnaires, temperature checks and monitoring of student social distancing, Ms. Lutz asked for the suspension of the current "duty day" policy in the SSLC Employee Handbook. Mr. Hendrickson asked for a motion to approve the suspension of paragraph 13, page 9 of employee handbook (duty day). Mr. Hamel made the motion and Mrs. Burns seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **NMPED REENTRY ASSURANCES DOCUMENT**

The NMPED Reentry Assurances documents were submitted 7-15-20 @ 3:00pm. Mr. Hendrickson asked for a motion to approve the NMPED Reentry Assurances documents. Mr. Hamel made the motion and Mrs. Burns seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **ELECTION OF GOVERNANCE COUNCIL OFFICERS**

Michael Hamel was nominated for president- declined. Deborah Burns was nominated for president by Tammie Gerrard- accepted. Michael Hamel volunteered himself for V.P. Debra Jensen nominated for secretary by Tammie Gerrard- accepted. Mr. Hendrickson asked for a motion to approve the nominees of governance council officers effective 7-31-20. Mr. Hamel made the motion and Ms. Gerrard seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

## **CLOSED SESSION**

### **VOTE TO GO INTO CLOSED SESSION**

Mr. Hamel moved for the SSLC Governing Council to go into Closed Session pursuant to section 10-15-1 (H)(2) and 10-15-1 (H)(8) NMSA 1978. The board will meet in closed session to discuss limited personnel matters and the purchase, acquisition or disposal of real property or water rights by a public body. Christine Lutz and Lisa Mora were invited to attend. Mrs. Jensen seconded the motion.

Mr. Hendrickson closed the SSLC Governing Council's session. Time: 6:09pm.

## **OPEN SESSION**

Time back from closed session 6:35pm.

## **ACTION ITEMS OR NONE- NO ACTION TAKEN**

## **UPDATES**

### **HEAD ADMINISTRATOR UPDATE**

- *Will work with Patty Matthews on inventory resolution (it costs more to inventory items than they are worth).*
- *Have been directed to open in hybrid model: AA/Clean/BB- SSLC would like to do an AABB schedule while cleaning at night with new equipment and keep Fridays off.*
- *Kids will be given a choice to stay home and come in to take tests.*
- *Creation of website and progress was discussed.*

### **DEAN OF STUDENTS**

- *Working on an attendance policy, only in session.*
- *Attendance is recorded, remote attendance is tracked but not counted.*
- *For those selecting remote only, attendance reporting will occur.*
- *Staff development training has begun, additional COVID-19 training will occur.*
- *New advertisements on Morris and Candelaria & new banner over door.*
- *Records have been requested from APS to target certain groups and zip codes to target certain groups.*
- *UV carts and an electrostatic fogger have been purchased for timely and efficient sanitizing school in full.*
- *Working on new Custodial contract.*
- *New security system is almost complete- no word on front door glass replacement. Materials are unavailable.*
- *PED has received fees for EA's to receive certification as substitutes which will give more flexibility.*
- *Equity Council- resources will be shared with SPLC.*
- *Readiness Assessment was submitted to PED. Findings: opening purchase order w/CES for more professional development for IEP's & need to create a food pantry or share table.*

### **ACADEMIC COMMITTEE UPDATE**

### **ON-BOARDING COMMITTEE UPDATE**

Tammie Gerrard created an onboarding folder for training. Debra Jensen will create a table of Contents. Needs to be submitted to Santa Fe to determine if it qualifies for training hours.

### **AUDIT COMMITTEE**

Meeting for all schools being audited on 7-22 at 1:00. Chris will attend. Mr. Hamel and Mrs. Burns will try to attend.

### **PUBLIC COMMENT**

None

### **CLOSING BUSINESS**

### **ANNOUNCEMENTS - NONE**

**ADJOURNED AT: 8:00PM**

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is August 19, 2020 at 5:00in the Smart Lab or Via Zoom.

