



REGULAR SCHEDULED GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, August 19, 2020 @ 5:00pm

Meeting Room: Via Zoom

10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Tammy Gerrard Michael Hamel Debra Jensen		Denise Dixson Chris Lutz Lisa Mora Heather Riley Justine Vigil Gerald Garner	

MINUTES RECORDED BY: Debra Jensen

Transcribed by: Dana Smith

These minutes were approved on _____

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

OPENING BUSINESS

CALL TO ORDER

Mrs. Burns called the Southwest Secondary Learning Center (SSLC) Governing Council Meeting to order on Wednesday, August 19, 2020, at 5:00 pm via Zoom.

ROLL CALL

Mrs. Burns, present
Mr. Hamel, present
Ms. Gerrard, present
Mrs. Jensen, present

PLEDGE OF ALLEGIANCE

Mrs. Burns asked everyone to join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mrs. Burns asked for a motion to adopt the agenda. Ms. Gerrard made the motion to adopt the agenda and Mr. Hamel seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

Table the COVID-19 Attendance Policy as it is encompassed in item J.

REVIEW / APPROVAL OF MINUTES

Mrs. Burns 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 addition to state "Recorded by: Debra Jensen & Transcribed: by Dana Smith" on all further meeting minutes. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

ACTION ITEMS:

FINANCE REPORT

Justine Vigil gave the finance report to the Governing Council. Special session reduced unit value per student from \$4,602.27 to \$4531.71, a decrease of about 1.53%.

CHECK REGISTER (JULY 2020)

Ms. Vigil presented the check register.

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

BANK RECONCILIATION (JULY 2020)

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

BARS

BAR 531-000-2021-0001-D.

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

DESIGNATION/VOTE OF NEW COUNCIL MEMBER

Mr. Garner discussed his reasons for applying to the Governing Council. He had been a Counselor but retired due to COVID-19. Mr. Garner completed 7 hours of NMPED approved training, enabling him to be a voting member. Mrs. Burns asked for a motion to approve Mr. Gerald Garner's membership to the SSLC Governing Council. Mrs. Burns made the motion and Ms. Gerrard seconded the motion. Mr. Burns called for a voice vote, unanimous yes, **Motion passed.**

SSLC RESOLUTION FOR OPEN MEETINGS ACT FOR 20/21

Needs to be approved annually. Mrs. Burns asked for a motion to approve the Resolution for Open Meetings Act for 20/21. Mrs. Jensen made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

SSLC/ SPLC COST SHARING MEMORANDUM OF UNDERSTANDING (MOU) FOR 20/21

Split costs 58% SSLC and 42% SPLC. Mrs. Burns asked for a motion to approve Cost Sharing Memorandum of Understanding (MOU). Mr. Hamel made the motion and Ms. Gerrard seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

PERMISSION FOR SSLC TO ENTER INTO MEMORANDUM OF UNDERSTANDING (MOU) WITH ANOTHER CHARTER SCHOOL TO SHARE AN ORIGINATING AGENCY IDENTIFICATION (ORI) NUMBER FOR BACKGROUND CHECKS

Tabled in order to talk with Patty Matthews about having a school policy in place and about what is deemed acceptable in the background checks.

COVID19 REENTRY: SCHOOL POLICIES AND PROCEDURES GUIDEBOOK

Drafted by Matthews/Fox LLC. Attendance will be recorded whether in person or online. Ms. Gerrard requested that position and title be added along with the name in the document. Mr. Garner made a motion to approve the temporary policy of Covid-19 Reentry: School Policies and Procedure guidebook. Ms. Gerrard seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

EXPANDED FAMILY MEDICAL LEAVE AND EMERGENCY PAID SICK LEAVE POLICY

Drafted by Matthews/Fox LLC for Charter Schools that opted in. Expires 12/31/20
Mrs. Burns asked for a motion to approve the Expanded Family Medical Leave and Emergency Paid Sick Leave Policy. Mrs. Jensen made the motion and Mr. Hamel seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

TITLE IX POLICIES

Title IX Nondiscrimination/Sexual Harassment Policy drafted by Matthews/Fox LLC for those charter schools that opted in. Mrs. Burns asked for a motion to approve the Title IX Policies. Mr. Hamel made the motion and Mrs. Jensen seconded the motion. Mrs. Burns called for a voice vote, unanimous yes, **Motion passed.**

UPDATES

ACADEMIC DEAN

- *Smart Lab is essential to our academic goals. Therefore, 72 STEM at home backpacks have been ordered for \$27,000. Kits have an online component. We have applied for monies to cover CTE (Career Technical Education) that is anticipated to cover most of the cost.*

DEAN OF STUDENTS

- *42 Chromebooks checked out.*
- *PE only offered to freshmen and students who need credit. PE was not offered as an elective.*
- *Health and Wellness lessons are given at the beginning of each main lab session. Will be given in breakout groups (smaller session). Working with Denise to develop interventions for kids falling behind in attendance. Health measures are in place (take temperature, contact tracing etc.).*

HEAD ADMINISTRATOR

- *Reentry plan was conditionally approved by the State. Changes need to be submitted by 8-28-20.*
- *10 extra days are required – adding June extension. Will need to re-approve the budget calendar at the next meeting.*
- *UV sanitizing carts are not working as advertised.*
- *Alarms need to be installed in new construction (portables) before computers can be installed.*
- *Creation of website is in the final stages.*
- *LPA cleared legal.*

UPDATES

ACADEMIC COMMITTEE UPDATE

None

ON-BOARDING COMMITTEE UPDATE

Only the index of Onboarding Manual needs to be submitted to Melissa Brown for approval.

DISCUSSION:

Need to prioritize increasing student enrollment.

Reorganization of committees: Finance- Tammie Gerrard/ Gerald Garner
Audit- Tammie Gerrard/ Deborah Burns
Nominating- Michael Hamel/Deborah Burns/Lisa Mora
Academic- Deborah Burns/Debra Jensen/Denise Dixon

Chris will find out from Melissa Brown if ongoing support is required to onboard new member.

Building committee is dissolved.

PUBLIC COMMENT

None

CLOSING BUSINESS**ANNOUNCEMENTS**

New Student/Parent orientation is 8-25 and 9-1 on Zoom from 5-6pm

ADJOURNED AT: 8:15PM

The meeting adjourned. The next regular scheduled Governing Council Board Meeting is September 16, 2020 at 5:00 in the Smart Lab or Via Zoom.