

Head Administrator, Governing Body Member, or Charter Representative Change Notification Form

The Charter Contract, was entered into by and between the New Mexico Public Education Commission, and [SSLC], effective [20] of [APRIL], [2019]. [SSLC] was approved for a [5] Charter Contract.

[SSLC] requests consideration from the Public Education Commission (PEC) to change the terms of its Contract as follows: July 1, 2017 through June 30, 2019

Charter Contract currently states:

ORIGINAL INDIVIDUAL ON FILE: Sean Hendrickson

CHANGE TO: HEAD ADMINISTRATOR GOVERNING BODY MEMBER CHARTER REPRESENTATIVE

Notifies the Public Education Commission, Section _____ of the school's contract shall state beginning on:

EFFECTIVE DATE OF CHANGE: March 20, 2018

REQUESTED CHANGE TO: HEAD ADMINISTRATOR GOVERNING BODY MEMBER CHARTER REPRESENTATIVE

NEW INDIVIDUAL ON FILE AND CONTACT INFORMATION: Christine Lutz, clutz@sslc-nm.com, 505-296-7677

FOR GOVERNING BODY CHANGES ONLY:

REQUEST FOR EXTENSION:

VOTE NOT TO REPLACE MEMBER:

^{SSLC}
[SCHOOL NAME'S] Head Administrator, Governing Body Member, or Charter Representative Change Notification is hereby submitted by, [CHARTER SCHOOL REPRESENTATIVE], on [DATE], and affirms the school meets the following eligibility criteria: *clutz* *4-20-19*

Notification must be submitted to the PEC 30 days prior to the change being communicated or implemented.

The school's governing board is in compliance with all reporting requirements.

Christine B Lutz
Charter School Representative Signature

4-23-19
Date

[SCHOOL NAME'S] Head Administrator, Governing Body Member, or Charter Representative Change Notification was:

Approved Denied

Chair, Public Education Commission

Date



**REGULAR SCHEDULED
GOVERNANCE COUNCIL BOARD
MEETING MINUTES**

Wednesday, March 20th, 2019 @ 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
Michael Hamel Deborah Burns Sean Hendrickson Laura Sanders		Chris Lutz Justine Vigil Denise Dixson Heather Riley Jason Burnette Walter Feldman	

MINUTES RECORDED BY: Savannah Lopez

These minutes were approved on April 17, 2019

by a vote of: Yes No Absent Abstained

President: Sean Hendrickson

Recorded by: S L

***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

Mr. Hendrickson called the Southwest Secondary Learning Center (SSLC) Governing Council Board (GCB) Meeting to order on Wednesday, March 20th, 2018, at 5:00 pm in the Smart Lab of Southwest Learning Center (10301 Candelaria Rd. NE).

ROLL CALL

Mr. Hendrickson asked Savannah to call roll. Savannah called Mr. Hendrickson, here; Mr. Hamel, here; Ms. Deborah Burns, here; Ms. Sanders, here. All members present.

PLEDGE OF ALLEGIANCE

Mr. Hendrickson asked everyone to stand and join her in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Mr. Hendrickson asked for a motion to adopt the agenda. Ms. Sanders made the motion to adopt the agenda and Ms. 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 February 20th, 2019 minutes. Ms. Sanders made the motion to approve the minutes and Ms. Burns seconded the motion. Mr. Hendrickson called for a voice vote, unanimous yes, **Motion passed.**

CLOSED SESSION

VOTE TO GO INTO CLOSED SESSION

Ms. Burns moved for the SSLC Governing Council to go into Closed Session
*Pursuant to Section 10-15-1 (H) (2) NMSA 1978, the Board will meet in closed session to discuss limited personnel matters regarding the Head Administrator and pursuant to Section 10-15-1 (H) (7) subject to the attorney client privilege pertaining to threatened or pending litigation in which the public body is or may become a participant, also invited into closed session Ms. Lutz, Mr. Jason Burnette, and Mr. Walter Feldman. Mr. Hamel seconded the motion. **Motion passed.***

Mr. Hendrickson closed the SSLC Governing Council's closed session.

OPEN SESSION

Mr. Hendrickson moved for the SSLC Governing Council to go back into an open session and Mr. Hamel seconded. **Motion passed.**

No Action was taken during closed session.

ACTION ITEMS:

FINANCE REPORT

Ms. Riley presented the finance packet and highlights to the Governing Council.

FINANCE COMMITTEE UPDATE

Mr. Hendrickson gave the finance committee report. No concerns. Also discussed was the public audit which is now released. Mr. Hendrickson stated the audit was very good with an unmodified opinion, with only one finding being Pledged Collateral. Ms. Lutz stated that Nusenda (SSLC's bank) has upped their collateral and is sending monthly collateral statements to the school. This one finding should not ever be a finding again at this point.

VOUCHER APPROVALS

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

BUDGET ADJUSTMENT REQUESTS (BAR)

Mr. Hendrickson asked for a motion to approve the following BARs:

- i. BAR 531-000-1819-0019-I
- ii. BAR 531-000-1819-0018-IB

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

MOU

Mr. Feldman and Ms. Lutz explained the change in the MOU between SSLC and SPLC. The change being adding CenturyLink as a vendor on the vendor list. After Council review, Mr. Hendrickson asked for a motion to approve the Memorandum of Understanding between Southwest Preparatory and Southwest Learning Center. Mr. Hamel made the motion and Ms. Sanders seconded. Mr. Hendrickson called for a voice vote unanimous yes, **Motion passed.**

CHARTER SCHOOL REPRESENTATIVE

Ms. Lutz and Ms. Lopez explained the need for changing the Charter School Representative, the Council agreed to appoint Ms. Lutz as the Charter School Representative. Mr. Hendrickson asked for a motion to approve the Charter School Representative change. Mr. Hamel made the motion and Ms. Burns seconded. Mr. Hendrickson called for a voice vote unanimous yes, **Motion passed.**

NOMINATIONS/VOTE ON GC OFFICERS

Ms. Sanders nominated Mr. Hendrickson for President and Mr. Hamel for Vice President. Ms. Burns seconded the nomination. Ms. Sanders to remain as Board Secretary. All in favor. Mr. Hendrickson asked for a motion to approve the GC Officers spots as nominated. Ms. Sanders made the motion and Ms. Burns seconded. Mr. Hendrickson called for a voice vote unanimous yes, **Motion passed.**

2019-2020 INSTRUCTIONAL/NON-INSTRUCTIONAL EMPLOYEE CALENDARS

Tabled.

MOVING BOARD MEETINGS TO THIRD WEDNESDAY/TIME

After some discussion the Council agreed to move the Board Meeting to the third Wednesday of the month. Mr. Hendrickson asked for a motion to approve the change in the meeting time. Ms. Sanders made the motion and Ms. Burns seconded. Mr. Hendrickson called for a voice vote unanimous yes, **Motion passed.**

SCHOOL INFORMATION REPORTS/UPDATES

HEAD ADMINISTRATOR

Ms. Lutz updated the Council on the following items:

1. **Enrollment** as of 03/19/20 = 223. At least five were withdrawn for non-attendance.

Budget is built on an average of the 80- and 120-day count. (232 and 233 respectively) We will budget on actuals and not project growth.

- **Lottery** was run on March 6; new students are being contacted.
- **Advertising:** Spread in Albuquerque the Magazine next month. One photo will be featured with a good write up. Second photo will be run in side bars for May and June. Mom's blog: we have the top spot. The photos are on the website gallery.

2. **Item Report**

- **New Board Member Needed:** by April 29
- **AdvancED Visit:** Exit conference was glowing. Official report will be out by the next board meeting. A special thank you to Denise whose organizational and data skills were the key to the successful visit.
- **Assessment for Spring 2019 - New Mexico Spring 2019 Standards-Based Assessment of Mathematics and English Language Arts.** This test will be given to all students at SSLC during the week of April 22 -26. Students will be on a special schedule.
- **In-Service Monday** – very busy and productive. We had a specialist in for two hours of FERPA and Special Education training. Discussed lock-down drill (coming up) and had a safety meeting. Safety committee is working on evacuation, relocation and re-unification plan updates.
 - Already had feedback from Mitchell elementary and Holiday Park as evacuation sites and reunification sites.
- **Physics in a Box** – Totally cool physics program. Expensive but very worth consideration. Thank you Mrs. Burns.

ACADEMIC DEAN

1. **Stakeholder Survey Results- Staff and Faculty- Building inquiry**

- Evenly spread our as to purchase this building, purchase an existing building and move or purchase land and build to suit.
- Common theme is need distinct spaces for elementary/mid and high school if we continue to share space, whether here or somewhere else.

2. **Student Withdrawal Analysis**

- 84 students withdraw from our rolls
- 21% or 18 students never attended
- 32% or 27 students were withdrawn due to non-attendance

3. **Virtual Attendance Update**

- Students 62% on track 38% behind.
- 88 students are currently on a virtual attendance contract

4. **Graduation Update**

- Thursday, May 16th @ 4:00 Kiva Auditorium.
- Speaker- Van Overton- Executive Director-Spread Love ABQ
- 47 seniors: 37 yes, 6 maybe, 4 no

5. **Honor Roll**

- First year implementing an honor roll for high achieving students.
- 3.5-3.99 Honor Roll – 17 students.
- 4.0-Deans Honor Roll- 14 students.
- Handed out in main lab this week.

DISCUSSION ITEMS

OPEN ITEMS LIST/PRIORITIES

LEASE OR LEASE-TO-PURCHASE

The Council discussed sending a message to staff about the timeline/importance of this topic.

BOARD CALENDAR

Work in progress.

PUBLIC COMMENT

Ms. Lopez asked if the Council would let the staff know where they stand on buying the building or moving. The Council agreed the staff should/will be updated.

CLOSING BUSINESS

ANNOUNCEMENTS

ADJOURN

The meeting adjourned at 7:45p. The next regular schedule Governing Council Board Meeting is April 17th, 2019, at 5:00pm in the SSLC Smart Lab.