



GOVERNANCE COUNCIL
Board Meeting Minutes of
Wednesday, July 13th, 2016

Board Members Present

Vic Fantozzi, Cherita Lamb,
Judith Wechsler, Steve Garrett,
Sean Hendrickson

Board Members Absent

None

Also in Attendance

Kirk Hartom, Robert Pasztor,
Sharon Huber, Joseph Lucero

Public in Attendance

Tim Walsh

These Minutes were approved on _____

By a vote of ___ Yes ___ No ___ abstained ___ Absent

President

Submitted by
Savannah Lopez

CALL TO ORDER

Vic called the regular Southwest Secondary Learning Center (SSLC) Governing Council meeting to order on Wednesday, July 13th, 2016 at 5:00 pm in the Conference Room of Southwest Learning Center at 10301 Candelaria Rd. NE.

ROLL CALL

Vic asked Savannah to call roll. Savannah called Steve Garrett, here; Vic Fantozzi, Cherita Lamb, Judith Wechsler, here.

PLEDGE OF ALLEGIANCE

Vic asked everyone to stand and join Savannah in the Pledge of Allegiance.

ADOPTION OF THE AGENDA

Vic asked for a motion to adopt the agenda. Judith made the motion to adopt the agenda and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

REVIEW / APPROVAL OF MINUTES from June 15th, 2016

Vic made the motion to approve the minutes from June 15th and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

REMOVAL OF BOARD MEMBER

Vic stated that on behalf of the Board he would like to express gratitude to Parr Pettit for the year that she served and wished her the very best. Parr Pettit resigned from the SSLC Governing Council Board on July 11th, 2016 via a signed letter given to the Board Members.

NEW BOARD MEMBER

Vic informed the Council and administration that Sean Hendrickson was in attendance and will be a new Council Member.

- Vic stated that Sean volunteered to be on our Board, is a parent of SSLC, and wants to be on the Board.
- Vic asked if there were any questions or concerns on behalf of the Board and opened the meeting up for discussion. There were no questions or concerns.

- Vic asked Sean to tell the administration and Council about himself.
 - Sean stated that he is ex-military, did 20 years in the US Air Force as a computer programmer and coder. Sean spoke on his last assignment; he managed one of the largest personnel systems in the US Government. Sean stated that he retired in 2005 and went on to work at Sandia National Laboratories and has been there since. Sean stated that he has an Associate's Degree in Computer Science, a Bachelor's Degree in Applied Arts and Science, and a Master's in Business Administration. Sean stated that he is currently a project lead for a software system at Sandia Labs. Sean stated that his daughter graduated from SSLC and his son is currently enrolled and his goal is to go through the Aviation Program at SSLC. Sean stated that the reasons for volunteering to be a Council Member are because he wants to be more involved in how the school is ran, make a difference where he can, and to be a positive contributor to the organization.

Vic asked for a motion to accept Sean as a new member of the SSLC Governing Council. Steve made the motion, Judith seconded. Vic called for a voice vote, unanimous yes, Motion passed.

Vic asked for the administration and Council Members to introduce themselves to Sean at this time.

Vic took a minute to speak on the philosophy of the Council, board member conduct, and what he would like to see the Council accomplish. Vic stated that he would like to make it known to the administration and staff of SSLC that if there is an issue, to speak to the Board and know that the Board will help them solve it.

FINANCE REPORT

Vic moved to the first item, ***Finance Committee Update***. Vic turned the meeting over to Joseph.

- Joseph stated that the Finance Committee did meet Monday afternoon. Joseph stated that Kirk, Heather, himself, and Vic met to discuss the financial packet which shows the numbers for SSLC as of June 30th, 2016.
- Joseph stated that SSLC's revenues came in at a very good percentage; SSLC brought in 98.38% of what was budgeted.
- Joseph informed the Council that the expenditures for SSLC came in at 61.47% leaving SSLC with a heavy cash balance.

Vic asked Joseph to speak on the cash carry over for SSLC.

- Joseph stated that for the cash carry over for Operational it came in at approximately \$752,319.05 that will be budgeted this year. Joseph stated that it is within a couple hundred dollars of what was projected last May.
- Joseph stated that there are no real concerns of his at this point and they are preparing to close out the year officially.

Vic asked Joseph to speak on the Capital Improvement Plan and the remaining balance.

- Joseph stated that with the remaining balance in the Capital Improvement Plan are the amounts ti to the amount that they earmarked for the Lease-to-Purchase for the SSLC building.
 - Joseph went into detail about the Lease-to-Purchase. Joseph stated that once the Lease-to-Purchase agreement is submitted to the State in October, along with the renewal, it may take a while for it to be approved because of the state sitting on these types of agreements. Joseph also stated that as long as SSLC has done all they can and submitted their request on time, there is nothing more to do but wait for approval.
 - Judith asked if there is any chance of the Southwest schools not having a building any longer if the Lease-to-Purchase does not go through.
 - Kirk responded, no, as long as the school is in agreement with Mr. Sailor. Kirk stated that Mr. Sailor has no other plans for his building.
 - Vic asked that if everything falls through and the purchase does not happen, the schools are okay.
 - Robert, Kirk, and Joseph responded, no. Robert stated that is a different scenario. Joseph stated that in order to renew a charter, one of the requirements is for the schools to be housed out of a public facility or have a Lease-to-Purchase agreement. Joseph stated that if you have a Lease-to-Purchase agreement submitted by the time of renewal, the requirement is met but then the decision lies with the PEC when SSLC goes up for renewal in December.
 - Judith asked if the PEC could have an issue with the log jam and not having it approved on time by the PSFA.
 - Kirk responded, as long as you have the Lease-to-Purchase ready to go and approved, whether or not it has been approved, they will see that in renewal.
- Joseph verified the amount of money earmarked for the Lease-to-Purchase is \$715,000.00

Vic moved to the next item of the finances, ***Voucher Approvals***.

- Joseph explained that the Voucher Approvals are the Check Registry Report in the packet.
- Vic asked if Joseph could explain the \$110,000 difference at the bottom of the Check Registry Report. Joseph answered that is the difference between the money that the school brought in and the deposits.
- Judith asked if when she sees individual names of people, what that means. Joseph answered that those were reimbursements to parents who enrolled in classes and the student did not take the class so they issue a reimbursement. Robert stated that there could be other reimbursements as well such as yearbook reimbursements for parents who return the yearbook.
- Judith asked why we reimburse people if their student drops out. Robert said we do not reimburse for students dropping out but we do for Extended Learning students who

decide not to do the course because they do not need it or cannot complete it due to technology or learning issues.

- Steve stated that he needed to return to the Lease-to-Purchase subject. Steve suggested that Kirk not go through with the Lease-to-Purchase agreement with Mr. Sailor if he has a lawyer present. Steve suggested that if Mr. Sailor does have a lawyer, to walk away. Kirk stated that they have yet to talk numbers specifically but that Mr. Sailor has said the price has gone up.
- Robert stated that Mr. Sailor does want to sell the building to the school.
- Kirk informed the Council that if the worst case scenario occurs, they have thought about finding a public place to buy with the money they would've used for the Lease-to-Purchase.
- Kirk added that Mr. Sailor does believe it is a done deal but they have agreed to not bring lawyers and get the Lease-to-Purchase done. Robert stated that he does not expect Mr. Sailor to bring a lawyer.
- Joseph stated that between 3 schools there is approximately \$1.4 million to put down on a purchase of the building.
- Kirk asked if the schools still receive Lease Reimbursement and Joseph answered, yes.

Vic asked for a motion to approve the Vouchers. Cherita made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Joseph stated that there are no BARs.

- Joseph informed the Council that he wants the Council to note that there was a \$1 transaction on the Check Register Report for the dividends that the school receives in their savings/money market account that is required to take place by Nusenda Credit Union.
- Joseph stated that SSLC's outstanding items at the end of June totaled \$6,491.59 leaving SSLC with an ending reconciled bank balance of \$2,188,281.35 which is a very healthy cash balance.
 - Joseph stated that one of the outstanding items was a duplicate payment that was made in error and has been voided.
- Joseph stated that the oldest outstanding item was from June 10th.
- Judith asked Joseph if the payment of approximately \$27,000 for a storage fee is habitual for the school. Joseph answered that it was a software renewal for one of the IT Purchases. Tim added that it looks to be a license renewal. Joseph added that it was justifiable.
- Kirk informed the Council that any time they get up to a \$60,000 request, they would bring it back to the Council and have to go out to bid on a purchase that large.
 - Joseph stated that a soft bid is up to \$20,000
- Vic thanked Joseph for his thorough explanation of the finances.

Vic moved to the next item of the finances, ***SSLC Property Disposal***.

- Kirk stated that the Property Disposal contains the old computers that Adelante will get.
- Joseph stated that the Council will need to approve it, it will be sent to the State Auditor and then after 30 days they can actually dispose of it.

The Council took a minute to review the Property Disposal document.

Vic made a motion to approve the SSLC Property Disposal and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

ONGOING BUSINESS

Vic moved on to ***Recognitions***. Vic recognized Savannah as the new Board Secretary.

Vic moved passed ***Faculty Representative and Questions for Kirk*** and stated that there were none.

- Vic asked Robert if he had located the prior evaluations of the Board. Vic stated that he would like the Board to do a Self-Evaluation. Robert answered that the other Boards do have a Self-Evaluation format and stated that he will get that document for Vic.

Vic moved on to ***School Attorney Discussion Update***. Vic informed the Council that they have interviewed 4 law firms. Vic stated that they have made a choice on a law firm and the committee put off announcing this Law Firm until the next Council Meeting where the Law Firm representative will be introduced.

Joseph left the meeting at 6:08 pm.

Vic moved on to the next item of business, ***Fall Board Schedule***. The Council and administration discussed having the fall Council Meeting time changed. The Council agreed to have the meeting changed to 4:00 pm. Steve made a motion to approve the Board Meeting start times to 4:00 pm and Judith seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed.

Vic moved on to the next item of business, ***Grievance Procedure***.

Vic stated that Kirk and he would like the Grievance Procedure to be in line with the other Boards. Vic made a comment that they would like to do it this way because they want the faculty and staff to have a safety net. Kirk stated that the Grievance Procedure that was printed and put in the packet is the wrong document. Robert, at this point, began searching for the correct Grievance Procedure in the Board books. This item was tabled for a few minutes...

ADMINISTRATIVE REPORT

Vic turned the meeting over to Kirk to give the administrative report.

Kirk moved to the first item of his report, ***Back-to-School***.

- Kirk stated that registration has begun, is a better process, and is moving along.

Kirk moved to the first item of his report, ***Budget Technical Review***.

- Kirk informed the Council that the schools met in Santa Fe with Mr. Craig. Kirk stated that they are happy with the fact that the budget was put together with actual revenues.
- Kirk stated that they worked really hard on having salary schedules, having increases in pay, and having the correct teachers in the correct schools.
- Kirk informed the Council that they did an in-depth analysis with the True and False document.

Kirk moved to the first item of his report, ***Lease-to-Purchase***.

Kirk stated that this was previously discussed in the meeting.

Kirk moved to the first item of his report, ***July Finance Meeting with NMPED Update***.

Kirk stated that this was discussed during the Budget Technical Review item.

Kirk moved to the first item of his report, ***Fall Board Schedule***.

Kirk stated this has already been approved.

Kirk moved to the first item of his report, ***Consolidation Analysis Next Steps***.

- Kirk stated that he sent out the Consolidation Report to the Council on June 30th via e-mail.
 - Kirk thanked Robert and Mrs. Graham from the SPLC board for being instrumental in getting the right detail.
- Kirk stated that he is not sure what the State is going to do with it, but they do have the analysis.

NEW BUSINESS

Sharon gave the ***Data Team Update***.

- Sharon informed the Council that herself, Terry, Paula, and Carol went to Anaheim to a PowerSchool conference and stated that it was very helpful and they learned many new things within the system.
- Sharon stated that SSLC did have a glitch in the registration system but assured the Council that it has been fixed and is going well.

Tim gave the ***IT Update***.

- Tim added on to Sharon's registration update by stating that there was no mailings and no phone calls to make registration appointment.
- Tim informed the Council that the new website is online and up and working.
- Tim informed the Council that if any of them are having any issues with their e-mails, please contact him and he will fix it.
- Tim asked Sean to send him his information to get his account set up for his Council e-mail account.

- Tim stated that the new computers are going in at this point and they are working on getting a new Wi-Fi project going.
- Tim gave the Council an overview of their system renewals, contracts, software, etc. Tim stated that because PED is holding back on approving their PO's for certain software systems, the school has no back-ups on their computer systems. Kirk stated that Mr. Craig at PED wants contracts on all vendors and will not approve anything until there is a contract in place. Tim stated that PED is not approving 2 of the most critical software PR's.
- Vic asked for Tim to e-mail him reminding him of the information Tim needs from him for new board member, Sean.

Vic moved to the last item, *next Regular Governing Council Meeting*. Vic stated that the next regular SSLC Governing Council meeting will be held on Wednesday, August 10th, 2016 at 4:00 pm in the Conference Room of Southwest Learning Center.

At this point in time Robert found the correct *Grievance Procedure* to be voted on with the signature page having SSLC Governing Council on it but the text of the document having SILC on it but will be corrected.

The Council took a minute to look through the document that was handed to them. Vic asked for a motion to approve the SSLC Grievance Policy. Judith made the motion to approve the revised Grievance policy presented on July 13th with the signature page having SSLC Governing Council and the text having to be corrected to reflect the same nomenclature and Steve seconded. Vic called for a voice vote, unanimous yes, Motion passed.

Sharon and Vic had a brief discussion about caring about all 4 schools and caring first and foremost on the kids. Vic stated that it is okay for the 4 schools to take different paths on the road to recovery and still be under one roof...

CLOSED SESSION

Vic moved for the SSLC Governing Council to proceed into Closed Session to discuss matters subject to personnel, subject to personnel matters pursuant to New Mexico SA 1978 – Section 10-15-1 H2 with the presence of Mr. Kirk Hartom, Steve seconded the motion. Vic asked Savannah to take a roll call vote. Savannah called Sean Hendrickson, yes; Steve Garrett, yes; Vic Fantozzi, yes; Judith Wechsler, yes; Cherita Lamb, yes. Vic closed the SSLC Governing Council Meeting at approximately 6:43 p.m.

OPEN SESSION

Vic moved for the SSLC Governing Council to go back into an open session and Judith seconded. Vic stated that no action was taken, only matters discussed where matters on the agenda. Vic asked Savannah to take a roll call vote. Savannah called Cherita Lamb, yes; Vic

Fantozzi, yes; Judith Wechsler, yes; Steve Garrett, yes; Sean Hendrickson, yes. Vic opened the SSLC Governing Council meeting at approximately 7:06 p.m.

PUBLIC COMMENT

Vic asked if there were any Public Comments and there were none.

ANNOUNCEMENTS

Vic asked if there were any additional Announcements and there were none.

ADJOURNMENT

Vic asked for a motion to adjourn today's regular SSLC Governing Council meeting. Sean made the motion and Steve seconded the motion. Vic called for a voice vote, unanimous yes, Motion passed. Vic adjourned the meeting at 7:07 pm.

DRAFT