



GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, September 20, 2023 @ 5:00pm
 Meeting Room: SSLC/Smart Lab
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Michael Hamel Debra Jensen Eileen Johnson Anthony Padilla Danielle Parker	Deborah Burns	Lisa Mora Denise Dixon Kristalyn Loftis	None

MINUTES RECORDED BY: Eileen Johnson

These minutes were approved on 10/18/23

President: [Signature]

Recorded by: Eileen Johnson

****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

1. CALL TO ORDER

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Board Meeting to order on Wednesday, September 20, 2023, at 5:00 pm.

a. ROLL CALL

Mrs. Burns, absent
Mr. Hamel, present
Mrs. Jensen, present
Ms. Johnson, present
Mrs. Parker, present
Mr. Padilla, present

b. PLEDGE OF ALLEGIANCE

Mr. Hamel asked everyone to join in the Pledge of Allegiance.

2. ADOPTION OF THE AGENDA

Mr. Hamel asked for a motion to adopt the agenda with one correction: Add five additional BARs for consideration. Mrs. Jensen made the motion to adopt the agenda with the addition and Mr. Padilla seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. REVIEW /APPROVAL OF MINUTES from 8-21-23 special meeting

After asking if there were any comments or corrections, Mr. Hamel asked for a motion to approve the minutes. Ms. Johnson made a motion to approve the minutes and Mrs. Jensen seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT

No members of the public were present to comment on the NM DASH Implementation, Black Education Act discipline policies, or membership for Parent/Gifted Advisory Committee (Meeting scheduled Oct 25 @5:30 on Zoom).

FINANCE

1. FINANCE COMMITTEE UPDATE

Ms. Johnson reported that the Finance Committee met prior this meeting and found no issues to report.

2. FINANCE REPORT FROM K-12 - Krystalyn Loftis

- A. BARs – Kristalyn reviewed each in detail, including the 5 added
- i. 531-000-2324-0001-I - SB-9 State Match Cash Final Awards 22-23 \$6,089
 - ii. 531-000-2324-0002-I 31400 - Special Capital Outlay State to adjust budget to actual carryover \$1.00
 - iii. 531-000-2324-0003-D 28211 - NM Covid-19 Testing Program FY23 grant funding (\$11,628.00)

- iv. 531-000-2324-0005-D 24346 IDEA/ARP – funds spent in FY23 (\$8,794)
- v. 531-0000-2324-0006-D 24349 IDEA/Preschool – funds spent in FY23 (\$810)
- vi. 531-000-2324-0007-M 24190 Title I CSI transfer within 1000 function
- vii. 531-000-2324-0008-T 24190 Title I CSI transfer from 1000 to 2100
- viii. 531-000-2324-0009-M 24176 Carl Perkins Redistribution

B. Check Register- Mrs. Loftis reviewed the finance packet in detail. Noted BAR 531-000-2324-004 was not needed and voided.

C. Bank Reconciliation- Mrs. Loftis noted that the packet included eight larger purchases (including accounting software, McKee Wallwork payment, the new electronic sign, and Smart Lab supplies) and one expense (Edgenuity) causing expenditures to be higher than normal and higher than August 2022. Bank balance end of August 2023 is \$3,733,310.94 and \$16,146.74. SSLC has 7.5 months of cash reserves.

Mr. Hamel asked for a motion to approve the Check Register, Bank Reconciliation, and the eight BARs as presented. Ms. Johnson made a motion and Mrs. Jensen seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. AUDIT COMMITTEE UPDATE

A. Mr. Hamel mentioned the audit committee met with the auditors prior to this meeting and they are progressing. The auditors have everything they need from SSLC, and he had nothing to share.

B. Audit Exit conference scheduled 11/1/23 @ 4:00 via Zoom

*Mrs. Loftis left the meeting.

ACADEMICS

1. Academic Dean Update – Denise Dixon

A. Course Progress – Mrs. Dixon presented student course progress as of September 15th noting that 77% are on track and have steady growth overall. Mrs. Dixon presented SSLC demographics as of September 20th, noting that 128 students are attending school in-person, 15 students are remote, and five students are off-campus. There was a discussion regarding the new students being behind as they start SSLC.

B. STEM Team – Mrs. Dixon stated the team has ten participants (the maximum number) and they have a Showcase in Albuquerque in January. Mrs. Dixon also explained there are seven students in the Professional Certification program; one student has earned three certifications already. There was a CTE grant with additional funds to add new 3D printers, drones, and other equipment. There was a discussion about advising parents about the availability for Professional Certifications in an email or having parent night.

2. Executive Director Update – Lisa Mora

- A. Enrollment & 9th grade feeder schools – current enrollment is 145 students and fluctuating with new students still arriving and students being dropped for not fully enrolling or starting at SSLC. Mrs. Mora presented a pie chart showing the previous schools for the incoming 9th grade class, noting that SPLC is the primary source of incoming 9th graders for SSLC.
- B. Activities – Mrs. Mora provided an update on student participation in activities, noting that participation has increased in all activities, with Yearbook having 17 students, Esports having 10-12 students, STEM Team having ten students, and Geek Squad and Student Council both faring well.
- C. NWEA Fall Scores – Mrs. Mora stated the fall NWEA testing was completed, with really good participation and the next testing will occur on February 1st. Fall scores: Math – 30% proficient/advanced; Reading – 38% proficient/advanced
- D. CSI Implementation Award – Mrs. Mora stated the workbook and budget have been submitted to the state and we have not yet received the 2022-2023 graduation rates. Will be able to spend a portion of the CSI Initial Implementation Award toward salary for the Instructional Coach.
- E. PNM Rebate for Lighting Upgrade – Mrs. Mora discussed an in-person visit from a PNM representative at which they realized SSLC qualified for a rebate based on a lighting upgrade that was completed in the spring 2023. Mrs. Mora gave the representative the information and she was presented with a form to sign. SSLC qualified for an approximate \$7,000 rebate, which will be received in the form of a check.
- F. LEFC Conversation – The Public Charter Schools of New Mexico group has been actively engaging the Legislative Education Finance Committee (LEFC) regarding the loss in funding that NM charter schools have incurred as a result of the funding for small schools being phased out, noting that the amount has been more than \$600,000 from 2019 to 2024 for SSLC. The LEFC seems open to having conversations about how charter schools have been disproportionately affected.
- G. Observation and Feedback Coaching Styles – Mrs. Mora presented the new performance evaluation forms to the SSLC support staff so they are aware of the criteria on which they will be evaluated. This is new to SSLC. Observation and Feedback Coaching Cycles were discussed in the RISE program, and more frequent visits to classrooms and feedback sessions with teachers is beneficial. Mrs. Mora plans to implement Observation and Feedback Coaching Cycles this year. There was a discussion regarding peer visits and evaluations.

3. Equity Council Update – Lisa Mora

- A. Black Education Act Plan due Nov 30 – Mrs. Mora stated she is in the process of working on the plan and has posted new required flyers on the website that eliminate

the state hotline in favor of online reporting. Statewide meetings are just beginning for FY24.

GOVERNANCE

1. Renewal Committee Update

- A. Renewal Committee – Ms. Johnson stated that Mrs. Mora has been working hard on the renewal paperwork and pointed out a percentage that seemed inaccurate. The renewal site visit is scheduled for Oct 5 and will require a GC focus group. Mrs. Mora will send more information/schedules when available.
- B. Mrs. Mora reviewed Part A from the Charter Schools Division with the revisions submitted to CSD. There was a discussion regarding the paperwork, with no additional changes to be made.
- C. FY23 Final Report – Mrs. Mora explained the final site visit report from FY23 has not been received. Reviewed the performance framework indicators included in Part A.

2. Charter School Renewal Application

Mrs. Mora reviewed the completed application with the Governing Council. Mr. Hamel asked for a motion to approve the charter school renewal application with any minor changes that may need to be made. Mrs. Jensen made a motion and Mr. Padilla seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

ANNOUNCEMENTS

1. The annual SSLC GC Finance Training with K12 is scheduled for in-person at SSLC on November 1, 2023 from 5:00-7:00pm.
2. The PED 23-24 GC Training Calendar is available at <https://webnew.ped.state.nm.us/options-parents-families/charter-schools/training-offered/> The GC discussed having our training hours completed early this year.
3. The PCSNM Annual Conference is Nov 30-Dec 1 @ Hyatt Regency Tamaya Resort, registration is \$500 for both days, possibly \$250 for one day.

ADJOURNMENT

Next regularly scheduled meeting is October 18, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 6:49 pm.