



# GOVERNANCE COUNCIL MONTHLY MEETING MEETING MINUTES

Wednesday, October 18, 2023 @ 5:00pm  
Meeting Room: SSLC Smart Lab

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 Michael Hamel Debra Jensen Eileen Johnson Danielle Parker	Anthony Padilla	Lisa Mora Denise Dixson Kristalyn Loftis	

**MINUTES RECORDED BY:** Deborah Burns

These minutes were approved on 11/15/23

President: Michael Hamel

Recorded by: Deborah Burns

**\*\*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.

## **1. CALL TO ORDER**

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Special Board Meeting to order on Wednesday, October 18, 2023, at 5:03 pm.

### **a. ROLL CALL**

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

### **b. PLEDGE OF ALLEGIANCE**

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

## **2. ADOPTION OF THE AGENDA**

Mr. Hamel asked whether there were any proposed changes to the agenda. After no changes were requested, Mr. Hamel asked for a motion to adopt the agenda as presented. Mrs. Jensen made the motion to adopt the agenda as presented and Mrs. Parker seconded the motion. Mr. Hamel called for a vote, the vote was unanimous yes, Motion passed.

## **3. REVIEW /APPROVAL OF MINUTES 9-20-23**

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

## **4. PUBLIC COMMENT**

a. Seeking stakeholder input on Black Education Act discipline policies  
There were no members of the public present and therefore no public comment.

## **FINANCE**

**1. Finance Committee Update** – Mrs. Burns reported the Finance Committee met prior to this meeting and reviewed all the financial reports in detail. The Finance Committee has no issues to report.

## **2. Finance Report from K-12 – Krystalyn Loftis**

- a. BARs (Discussion/Action)
  - i. 531-000-2324-0010-I – HB 153 GOB Library Allocation, \$4,085 - New award related GOB library HB-153 allocation that SSLC has until June 2026 to spend.
  - ii. 531-000-2324-0011-IB – FY24 Special Appropriation for IM, \$2,388 – New award for Fund 27109 for instructional materials.
- b. Check Register/Bank Reconciliation (Discussion/Action) Higher or non-recurring items included McKee Wallwork marketing fees, audit fees, new Epilog laser engraver, an expenditure related to CTE award from Carl Perkins grant, and other equipment for the SMART lab from the same grant.

- c. Liquidity ratio is 7.79 months of operating budget.
- d. The Nusenda Bank balance as of 9/30/2023 is \$3,504,017.56.
- e. Ms. Loftis reported that the auditor has received all items and made no requests for follow up and the PED site visit session with our business manager went very well with no issues raised.

Ms. Johnson made a motion to approve the two bars and Mr. Hamel seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

Mrs. Jenson made a motion to approve the Check Register/ Bank Reconciliation and Ms. Johnson seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

### **3. Audit Committee Update**

- a. Exit Conference scheduled via Zoom on Nov 1 @ 4:00 pm  
Mr. Hamel indicated that there was nothing to report at this time.

## **Academics**

### **1. Academic Dean Update**

- a. Course Progress – Mrs. Dixon presented current student progress and subgroups progress so far this year. Early concerns on Special Ed students has shown improvement, largely due to the new students adapting to the SSLC learning environment. After questions and explanations, Mr. Hamel asked how the Native American subgroup trend compares with prior years. Mrs. Dixon indicated this year is down from last year but better than the average of prior years and also that the subgroup is very small. Mr. Hamel requested a special focus on that subgroup going forward.
- b. Mrs. Dixon also presented graduation data by cohort and there was discussion about the drop in graduation rates due to students that left school during pandemic to get their GED. The Board also discussed whether there might be a way to measure progress based on where students are when they enter SSLC until they graduate or transfer or withdraw. Mrs. Dixon indicated that she will be preparing a report similar to the one prepared for the last renewal report and will provide it to the Board.
- c. Mrs. Dixon indicated that SSLC is one of 15 schools selected to participate in an Artificial Intelligence Challenge sponsored by NM Artificial Intelligence Academy. The SSLC school team will consist of 5 SSLC students and will be provided an AI driven robot for the project.

### **2. Executive Director Update**

- a. Enrollment - Mrs. Mora reported enrollment at 144 students, 2 students withdrew and one new student has enrolled.
- b. Strategic Planning – At the most recent staff meeting, the staff reviewed goals and came up with seven new goals for 2024. There is a new focus on improving relationship with SPLC staff in order to help address SPLC students that are damaging the building. Board members discussed strategies for building a better working relationship with SPLC. Mrs. Mora indicated that another goal is to increase focus on creating a safe school environment regarding drugs, vaping, bathroom behavior, etc. In addition, Mrs. Mora described the other goals which include various academic and student behavior related goals.
- c. Safe School Plan – This plan is due on December 31, 2023 and Mrs. Mora hired

- the same contractor that prepared the last plan. SSLC and SPLC will be sharing the expense because the plan is similar for both schools.
- d. NCAA Accreditation – Currently, SSLC is not NCAA accredited for student athletes to compete in college sports. Mrs. Mora indicated the school is going through the process of renewing SSLC accreditation, so student athletes do not have to sit out a year upon entering college.

## Governance

1. **GC Self-Evaluation (Discussion/Action)** The Board discussed accomplishments to date, areas that the Board considers their strengths and areas for further development. The Board agreed to increase focus on long term academic performance goals for the school.
2. **Renewal Committee Update**
  - a. Site Visit on Oct 5 – Mrs. Mora reported that the PED site visit went very well. The school received the best exit interview ever and that PED was very impressed. The PED commented on our excellent financial controls and the consistent remarks by students, parents, staff and Board members. In addition, Mrs. Mora and Mrs. Dixon were told the SSLC Board is the highest functioning Board they have seen.
  - b. December Hearing – Mrs. Mora indicated that the hearing will be the week of December 11<sup>th</sup> and GC members are welcome to attend.
3. **Closed Session-Pursuant to section 10-15-1(H)(2) the Governance Council will meet in closed session to discuss limited personnel matters** Mrs. Jensen moved to go into closed session inviting Mrs. Mora and Mrs. Dixon into the session, and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed. The Board entered closed session at 6:53 PM.
  - a. At 7:13 PM, the Board came out of closed session. Mr. Hamel indicated that only the matters described above were discussed and no action was taken.

## Announcements

1. Finance training with K12 scheduled in person on Nov 1, 2023, 5:00-7:00 pm
2. PED 23-24 GC training calendar available at <https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/>
3. PCSNM Annual Conference – Nov 30-Dec 1 @ Hyatt Regency Tamaya Resort – the schedule has now been provided and a specific new Board member training is available.

## ADJOURNMENT

Next Scheduled Meeting in person: November 15, 2023, at 5:00 pm at SSLC.

Time adjourned: 7:16 pm.