



# GOVERNANCE COUNCIL MONTHLY MEETING MEETING MINUTES

**Wednesday, December 20, 2023 @ 5:00pm**  
Meeting Room: SSLC Smart Lab

This public meeting will be held in person at:  
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 Debra Jensen Eileen Johnson Anthony Padilla Danielle Parker	Michael Hamel	Lisa Mora Kristalyn Loftis	

**MINUTES RECORDED BY:** Deborah Burns

These minutes were approved on 1/16/24

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.

## OPENING BUSINESS

### 1. CALL TO ORDER

Ms. Johnson called the Southwest Secondary Learning Center (SSLC) Governing Council Meeting to order on Wednesday, December 20, 2023, at 5:01 pm.

#### a. ROLL CALL

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

#### b. PLEDGE OF ALLEGIANCE

Ms. Johnson asked everyone to join in the Pledge of Allegiance.

### 2. ADOPTION OF THE AGENDA

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

### 3. REVIEW /APPROVAL OF MINUTES 11-15-23

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

### 4. PUBLIC COMMENT

There were no members of the public present and therefore no public comment.

## FINANCE

**1. Finance Committee Update** – Ms. Johnson 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 – Kristalyn Loftis

- a. BAR 2324-0012-IB - 31200 - Public School Capital Outlay To budget FY24 lease assistance award \$ 119,893.00
- b. BAR 2324-0013-T - 24330 - ESSER III
- c. BAR 2324-0014-I -11000 - Operational to budget actual revenue \$ 5,720.00
- d. BAR 2324-0015-M 11000 - Operational 2XXX Function Maintenance
- e. BAR 2324-0016-M 31701 - Capital Improvements SB-9 Local Maintenance
- f. BAR 2324-0017-M 31600 - Capital Improvements HB-33 Maintenance
- g. BAR 2324-0018-M 27502 - CTE Program 1000 Function Maintenance
- h. BAR 2324-0019-T 11000 - Operational Transfer to function 2XXX

- i. BAR 2324-0020-M 11000 - Operational 1000 Function Maintenance
- j. Check Register/Bank Reconciliation (Discussion/Action) Mrs. Jensen asked about the final payment for the branding charrette.
- k. Liquidity ratio is 7.37 months of operating budget.
- l. The November 30, 2023, Nusenda Credit Union statement has a final checking account balance of \$3,357,193.76 and savings account balance of \$16,156.18. Ms. Johnson requested a motion to approve the BARs, Check Register, and Bank Reconciliation. Mrs. Burns made the motion and Mrs. Jensen seconded. Ms. Johnson called for a vote, unanimous yes, Motion passed.

### 3. **Inventory Disposal** (Discussion/Action)

Mrs. Mora provided an update on the GPS system as it is not functional and so it will be discarded. The Choir risers are also not serviceable and will also be discarded.

Ms. Johnson requested a motion to approve the Inventory Disposal. Mr. Padilla made a motion to approve as presented and Mrs. Parker seconded. Ms. Johnson called for a vote, unanimous yes, Motion passed.

## **Academics**

### 1. **Executive Director Update**

- a. Academic Dean Report – Mrs. Mora presented the student progress reports on behalf of Mrs. Dixon.
  - i. Scholarship session held 11/29 – 30% of senior class attended. Used Naviance to do scholarship searches, and all applied for at least one scholarship, with some completing 5 or more applications.
  - ii. UNM trip – took 23 students across grade levels to a tour at UNM. They received in information session on the different programs offered and a tour of the campus and housing. Students requested additional tours of this nature.
- b. Charter Renewal – Mrs. Mora indicated that the PED has determined that SSLC is at fault for errors in the NM Vistas graduation rate due to SSLC’s lack of validation of data in prior years. Mrs. Mora has not been able to determine the reason for lack of validation, but she is working to validate the current year’s data.

Mrs. Mora summarized the comments of the PEC at the rechartering meeting which were very negative on the academic proficiency of the students and the graduation rates reflected in NM Vistas which were quite low. After much discussion about the rechartering meeting and the conditions required, the Board requested data on student academic proficiency for purposes of evaluating student proficiencies from the date of entrance to the school, proficiency progress and setting proficiency goals. Mrs. Mora mentioned that she already has plans to visit with other charter school administrators that have high proficiency performance and has enrolled in a professional development conference for January.

- c. Enrollment – November enrollment was 143 and today is 146. There are several other students expected to join in January, but 3 graduating in December and 1 leaving due to relocating to out of state.

- d. Recruitment - Mrs. Mora reported on her progress on setting up recruitment appointments with middle schools for the spring. She continues to set up meetings with the remaining schools that have not yet responded. Also, SSLC staff will be representing at the School Choice Fair in January. Mrs. Mora mentioned that there is a need to update our mission statement, consider the rollout of the charrette findings, and related matters at the next Board meeting.
- e. School Business – Mrs. Mora mentioned that she discussed some of the charrette findings with the SPLC head administrator as they relate to opportunities to merge. The SSLC Safe School Plan is in process with an outside vendor and is expected prior to the Dec 31<sup>st</sup> deadline. Accreditation with the NCAA is still in process. Both SSLC and SPLC are working on a shared joint school lunch plan in order to comply with recent legislation. The expense is reimbursed by USDA and the State of New Mexico as long as they are within the reimbursement rate and they are allocated to actual students.

## **Governance**

1. **GC Self-Evaluation (Discussion/Action).** The Board discussed some of the elements for GC self-evaluation which will be further discussed with all Board members present in January 2024. No action was taken.

## **Announcements**

1. PED 23-24 GC training calendar available at <https://webnew.ped.state.nm.us/bureaus/options-parents-families/charter-schools/trainings-offered/>

## **ADJOURNMENT**

Next Scheduled Meeting in person: Tuesday, January 16, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 7:04 pm.