



# GOVERNANCE COUNCIL MONTHLY MEETING MEETING MINUTES

**Wednesday, February 21, 2024 @ 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>
Michael Hamel Deborah Burns Debra Jensen Eileen Johnson Anthony Padilla Danielle Parker		Lisa Mora Denise Dixson Kristalyn Loftis – via Zoom	

**MINUTES RECORDED BY:** Deborah Burns

*These minutes were approved on* 3/20/24

*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

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Monthly Board Meeting to order on Wednesday, February 21, 2024 at 5:01 pm.

#### a. ROLL CALL

Mr. Hamel called for a roll call. Mrs. Burns provided the roll call with results as follows:

Mr. Hamel, present

Mrs. Burns, 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 whether there were any proposed changes to the agenda. Mrs. Burns requested an update on the school rebranding initiative, and Mrs. Mora agreed to include the update in the School Business update. Mr. Hamel asked for a motion to adopt the agenda as presented. Mrs. Jensen made the motion to adopt the agenda as presented and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, the vote was unanimous yes, Motion passed.

### 3. REVIEW /APPROVAL OF MINUTES January 16, 2024

Ms. Johnson requested a change on the representation of the Bar 2324-0021-T 24154 to reflect the dollar amount is \$0. Mr. Hamel asked for a motion to approve the minutes with that change. Ms. Johnson made a motion to approve the minutes and Mr. Padilla seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

### 4. PUBLIC COMMENT

Per the Agenda, SSLC is seeking stakeholder input on the 2024-2025 academic calendar, FY25 budget, and the Career Technical Education grant budget.

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

## FINANCE

**1. Finance Committee Update** – Mrs. Johnson reported the Finance Committee met prior to this meeting and reviewed all the financial reports in detail. There were no concerns or issues identified.

**2. Audit Committee Update – FY 2023 Audit**

The Audit Committee representative, Mr. Hamel, announced that the Audit has been made public. There was a minor SSLC finding on the inventory regarding timing of recognizing installation of a new door access panel. The item should have been added to

inventory when installed and not when the invoice was paid which was in a subsequent fiscal year.

### **3. Finance Report from K-12**

Mrs. Kristalyn Loftis presented the financial reports to the Board as follows:

- a. BAR 2324-0027-I 24154 - Teacher/Principal Training & Recruiting FY24 carryover and final allocation \$6,736.00.
- b. BAR 2324-0028-I 24174 - Carl Perkins FY24 carryover and final allocation \$76.00
- c. BAR 2324-0029-I 11000 - Operational To budget actual YTD revenue \$2,820.00
- d. BAR 2324-0030-I 11000 - Operational To budget dividends on investments \$4,436.00
- e. BAR 2324-0031-I 31703 - SB9 State Match Cash FY24 final awards-\$14,105.09
- f. BAR 2324-0032-I 24330 - ARP ESSER III FY24 carryover and final allocation \$13,697.00
- g. BARs/Check Register/Bank Reconciliation (Discussion/Action)
- h. Check Register/Bank Reconciliation (Discussion/Action)
- i. Liquidity ratio is 9.22 months of operating budget.
- j. The January 31, 2024, Nusenda Credit Union statement has a final checking account balance of \$3,330,637.27 and savings account balance of \$17,170.49. Mr. Hamel requested a motion to approve the BARs and Check Register/ Bank Reconciliation as presented. Mrs. Parker made a motion to approve the BARs as presented, Mrs. Jensen seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

## **ACADEMICS**

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

- a. Mrs. Dixon indicated student progress reports as of 2/16/2024 reflected that 73% of students' courses were on schedule which is consistent with last year. Mrs. Dixon also shared SSLC students professional Certification accomplishments for the 2023-2024 school year. These accomplishments include:
  - i. Four students received 7 industry recognized Credentials in the SMART Lab Professional Certification Class
  - ii. One student is the New Mexico First Place Champion in Microsoft Word among high school and community college competitors and will represent New Mexico in the National Competition.
  - iii. Another SSLC student placed 2<sup>nd</sup> in the New Mexico Microsoft Word competition
  - iv. Twenty-eight students earned their Makerbot Certified Operator certificates in Smart Lab for the 3D printing projects.

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

- a. Enrollment – Current enrollment is 146 (up from 142 in January) and there are additional potential students that recently completed tours and are expected to enroll.
- b. Recruitment – Mrs. Mora held six middle school presentations over that last month that were well received. She also reported there were four tour requests from the School Choice Fair and another few interested students from another school fair.
- c. Student Well Being & Competency Survey Results – Every school took this survey in December 2023, with a short window to conduct the survey. SSLC had a 73% participation rate in the survey. Of five categories, SSLC students exceeded state

- averages in four out of five. The one category that SSLC was slightly below the state average is Sense of Belonging. This was discussed by staff, including ways to continue to build a sense of community, although the amount of online and remote learning is considered a factor.
- d. Fall PSAT Results – Mrs. Mora shared reports that reflect that SSLC Fall 2022 students exceeded state averages overall but were below global test averages for all measures. This student group will take the SAT this spring.
  - e. School Business –
    - i. The NCAA accreditation of SSLC has been approved, so now SSLC graduates are eligible to play intercollegiate sports and qualify for scholarships their first year of college.
    - ii. In most recent legislative session, SSLC received an additional \$225,000 toward the bathroom remodel to be added to prior year amount of \$275,000.
    - iii. Budget from the legislative session going to the Governor to sign includes 3% salary increases and approximate 5% increase to SEG, but higher insurance costs are likely to exceed these increases.
    - iv. Board training hours are likely to decrease for returning Governing Council members and meetings will be webcast.
    - v. Rebranding work continues. DEO expense is going toward new website. SPLC is aware SSLC will not be sharing a website in the future. Powerschool changes are being made so the two schools will have separate enrollment and applications. Other rebranding costs are still in the quote process.
    - vi. The Governing Council and staff discussed getting quotes for repainting and any other suggestions for making the rebranding successful effective at the start of the 2024-2025 academic year.

## **GOVERNANCE**

### **1. Academic Committee (Discussion/Action)**

- a. Update on charter contract documents  
The Academic Committee consisting of Mrs. Parker, Mrs. Jensen, and Mrs. Burns were sent recharter documents in advance of the Governing Council and Mrs. Parker provided feedback, but the Academic Committee did not have an opportunity to meet prior to the Governing Council meeting.

### **2. Charter Contract Negotiations**

- a. Mission (Discussion/Action) Mrs. Mora presented the new proposed mission statement and discussed it with the Governing Council.
- b. Mission Specific Goals (Discussion/Action) Mrs. Mora presented the new Mission Specific Goals and there was extensive discussion to understand the intent and purpose of the goals. The mission specific goals are similar to our prior goals but sets the grade standard target higher from 70% to 80% (from C to B) and increases the percentage targets for student cohorts.
- c. Educational Program (Discussion/Action) Mrs. Mora went through the educational program and explained the suggestions provided to update the description of the Program.
- d. Performance Framework Choice (Discussion/Action) Mrs. Mora walked the GC through these elements, rationale for the choice of option 2, and answered a variety of questions and reflected some comments.

- e. Conditions Action Plan (Discussion/Action) Mrs. Mora described the Plan and answered a variety of questions.
- f. Charter Negotiation Attendance
  - i. scheduled Wednesday, 3/13/24 @ 8:30 am in Santa Fe
  - ii. appoint spokesperson(s) (Discussion/Action) Mrs. Mora suggested that Mr. Hamel, President, could represent the Board at the negotiations and no one has any other suggestions for representation.

Mr. Hamel requested a motion to approve the Charter Contract elements a.-e. with requested changes and to authorize Mr. Hamel, President, to represent the Governing Council in negotiating the Charter Contract on behalf of the the Board. Mrs. Burns made the motion, Mrs. Jensen seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

### **3. Review Required Training Hours**

Mrs. Mora indicated that Mr. Padilla, Mrs. Parker, and Mrs. Burns have completed their training for the year. Mrs. Mora provided the remaining Governing Council members information for completing their training hours.

## **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: Wednesday, March 20, 2024, at 5:00 pm in person at SSLC.

Time adjourned: 7:18 pm.

## **NOTICE OF QUORUM**

Following the meeting on Feb 21, the Governing Council attended an Adolescent Neuroscience presentation provided by Mrs. Parker, the author of a book on the topic. No school business was discussed, and no actions were taken.