



# GOVERNANCE COUNCIL MONTHLY MEETING MEETING MINUTES

**Wednesday, May 15, 2024 @ 5:00pm**

Meeting Room: SSLC Smart Lab

This public meeting will be held in person at:

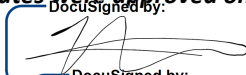
10301 Candelaria Rd NE, Albuquerque, NM 87112

<b>BOARD MEMBERS PRESENT</b>	<b>BOARD MEMBERS ABSENT</b>	<b>ALSO IN ATTENDANCE</b>	<b>PUBLIC IN ATTENDANCE</b>
Michael Hamel Deborah Burns Eileen Johnson Anthony Padilla Danielle Parker	Debra Jensen	Lisa Mora	

**MINUTES RECORDED BY:** Deborah Burns

*These minutes were approved on* 5-20-24

DocuSigned by: \_\_\_\_\_

President: 

DocuSigned by: \_\_\_\_\_

Recorded by: Deborah Burns

DocuSigned by: \_\_\_\_\_

**\*\*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, May 15, 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, absent  
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. Given no changes requested, Mr. Hamel asked for a motion to adopt the agenda as presented. Mr. Padilla 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 April 17, 2024

Mr. Hamel asked if there are any changes to the minutes from the last meeting. Ms. Johnson recommended two changes to the minutes to include Mrs. Burns' early departure at 7 PM and in her absence, Ms. Johnson recorded the minutes. Mr. Hamel asked for a motion to approve the minutes with those two changes, Mr. Padilla made the motion to approve with those two changes, and Mrs. Parker 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 FY25 Ed Plan, and Title I, II, IV, and IDEA-B applications.

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. Finance Report

Finance Report from K12 presented by Mrs. Mora  
Finance Items (Discussion/Action)

- a. BAR 2324-0036-M 27502 - CTE Pilot 1000 Function Maintenance
- b. BAR 2324-0037-M 31600 - Capital Improvements HB-33 Maintenance
- c. BAR 2324-0038-M 24174 - Carl Perkins 2100 Function Maintenance

Mr. Hamel requested a motion to approve the BAR's a. through c. as presented. Mr. Padilla made a motion to approve as presented, Mrs. Parker seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

- d. BAR Approval - Request to grant Executive Director and Business Manager the authority to submit and approve BARs through June 30, 2024 in order to maintain budgetary and regulatory compliance during the end of the fiscal year. Any BAR's approved will be reviewed by the Governance Council during the next regular Governance Council meeting.

Mr. Hamel requested a motion to approve the BAR Approval, item d., as presented. Mr. Padilla made a motion to approve as presented, Mrs. Parker seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

- e. Check Register/Bank Reconciliation
- f. Liquidity ratio is 9.16 months of operating budget.
- g. The April 30, 2024, Nusenda Credit Union statement has a final checking account balance of \$2,325,737.33 and savings account balance of \$1,018,007.09.

Mr. Hamel requested a motion to approve the Check Register/ Bank Reconciliation as presented. Mr. Padilla made a motion to approve as presented, Mrs. Parker seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

### **3. FY25 Vendor Contracts over \$20,000 (Discussion/Action)**

- a. Charter Law Office
- b. McKee Wallwork

After discussion, Mr. Hamel requested a motion to approve the Charter Law Office and McKee Wallwork contracts as presented. Mr. Padilla made a motion to approve as presented, Mrs. Parker seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

### **4. Title I, II, IV, IDEA-B, and PSFA Lease Assistance Applications (Discussion/Action)**

- a. Request to grant Executive Director permission to submit listed applications on behalf of SSLC for FY25.

Mr. Hamel requested a motion to approve. Mr. Padilla made a motion to approve as presented, Mrs. Parker seconded. Mr. Hamel called for a vote, unanimous yes, Motion passed.

## **ACADEMICS**

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

- a. Mrs. Mora indicated student progress reports will be provided next month.
- b. During the '24 academic year, 6 students received 8 Microsoft Professional Certifications and these students became the State Champions for 4 of those certifications and were invited to compete in a national competition. The competition included college students as well.
- c. In addition, Mrs. Mora was pleased to announce that 35 students had earned Makerbot Certifications in Smart Lab as well.
- d. The school received a \$16,000 grant for additional equipment for the Smart Lab

## **2. Executive Director Update**

- a. Enrollment – Current enrollment is 144 (down by 2 from last month). Mrs. Mora indicated that applications for next year from existing students and new applicants is currently at 157 but it's too early to predict actual enrollment for 2024-2025.
- b. Staffing –Mrs. Mora indicated that two staff will not be returning, an EA and the PE instructor. She has posted both positions.
- c. School Business-
  - i. Graduation Ceremony follow up:
    - 1. APS D Smart team came in to help with crisis management, debriefing of staff and counseling for students and families.
    - 2. Overall, the outpouring of support from students, families and the educational community has been overwhelmingly positive.
    - 3. The campus will be open an extra day on Friday since the school was closed last Thursday after the incident at Graduation.
    - 4. Mrs. Mora updated the Board on the counseling provided to students and families.
  - ii. ABBA recommendation to move to cloud processing for students and move to new desk top PC's to access ABBA's servers. A Special Meeting will be posted for review and potential action next week. One server will remain on site to maintain domain control.

## **GOVERNANCE**

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

The Committee has met twice and discussed a few minor changes to improve school culture that might help create a more supportive academic environment like Peer Tutoring, which Mrs. Mora is considering the elements needed to implement. In addition, Mrs. Mora met with Varsity Tutors which is a free online tutoring program that she plans to implement in the fall. No action taken.

### **2. GC Meeting Changes under SB137 (Discussion/Action)**

- a. Meeting Agenda Format –This will be the last regular Board meeting as SSLC. The next meeting is also an opportunity to implement a Consent Agenda for certain items if the Board would like to implement any changes.
- b. The Governing Council continuing Board Members will only need 5 hours of annual training rather than 8 hours.
- c. Open Meeting Format Mrs. Mora and Mrs. Parker attended the training on the new rule which is changing the format of Governing Council meetings that requires all meetings must be online, recorded and links available for 3 years. Many schools have remained on Zoom since 2020. Mrs. Mora recommended utilizing Zoom for meetings going forward to comply with the requirement. Minutes will be published

within 7 days after approval. The meetings will require options for public comment. The President is encouraged to take charge of the public comment and the Governing Council is not expected to respond to public comments. Based on the training, Mrs. Mora suggested that less formal discussions should be handled in committees.

d. No action taken.

### **3. Rebranding (Discussion/Action)**

- a. Request to grant permission for the Executive Director to update all approved policies and handbooks to reflect rebranding. Any needed material changes will be brought to the board for consideration.

Mr. Hamel asked for a motion to approve. Ms. Johnson made the motion to approve rebranding of all school materials, Mr. Padilla seconded, motion passed unanimously.

- b. Rebranding Updates – The students will learn of the rebranding effective next academic year tomorrow and will receive branded gear. The internal rollout of the name change is proceeding as scheduled. Public announcements and launch party will be scheduled closer to the start of the '24-'25 school year. No action taken.

### **4. Review GC Training Hours**

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

### **5. Closed Session** - Pursuant to section 10-15-1(H)(2), NMSA 1978 the Governance Council will meet in closed session to discuss limited personnel matters relating to the Executive Director annual evaluation and FY25 contract.

Mr. Hamel asked for a motion to go into the Closed session, Ms. Johnson made a motion, Mrs. Parker seconded. Mr. Hamel called for a vote, approved unanimously. Motion passed. The Governing Council went into closed session at 6:31 PM. After discussion, the Board invited Mrs. Mora to join the Closed Session at 6:38 PM.

At 6:43 PM the Governing Council came out of Closed Session. Mr. Hamel indicated that only the matters on the agenda were discussed and no action was taken.

### **6. Executive Director FY25 Contract** - Mr. Hamel asked for a motion to offer the Executive Director an employment contract for the '24-'25 contract year. Mrs. Burns made the motion to offer the contract, Mr. Padilla seconded, motion passed unanimously.

### **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: Wednesday, June 19, 2024, at 5:00 pm via Zoom.

Time adjourned: 6:46 pm.