



GOVERNANCE COUNCIL MONTHLY MEETING MEETING MINUTES – DRAFT

Wednesday, April 17, 2024 @ 5:00pm

Meeting Room: SSLC Smart Lab

This public meeting will be held in person at:

10301 Candelaria Rd NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Eileen Johnson Anthony Padilla Danielle Parker Debra Jensen	Michael Hamel	Lisa Mora Denise Dixson Kristalyn Loftis	

MINUTES RECORDED BY: Deborah Burns

These minutes were approved on _____

President: _____

Recorded by: _____

****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

Ms. Johnson called the Southwest Secondary Learning Center (SSLC) Governing Council Monthly Board Meeting to order on Wednesday, April 17, 2024, at 5:00 pm.

a. ROLL CALL

Ms. Johnson called for a roll call. Mrs. Burns provided the roll call with results as follows:

Mr. Hamel, absent
Mrs. Burns, present
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. Given no changes 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 March 20, 2024

Ms. Johnson asked if there are any changes to the minutes from the last meeting. With no changes requested, Ms. Johnson asked for a motion to approve the minutes, Mrs. Parker made the motion to approve, and Mrs. Jensen seconded the motion. Ms. Johnson called for a vote, unanimous yes, Motion passed.

4. PUBLIC COMMENT

SSLC is seeking stakeholder input on the FY25 Ed Plan, and Title I, II, IV, and IDEA-B applications. No public was present.

FINANCE

1. Finance Committee Update – Mrs. Johnson reported the Finance Committee met prior to this meeting and reviewed the budget for '24-'25. There were no concerns or issues identified.

2. Finance Report from K-12

Finance Report from K-12

- a. Check Register/Bank Reconciliation (Discussion/Action)
Liquidity ratio is 9.20 months of operating budget as of March 31, 2024.
The March 31, 2024, Nusenda Credit Union statement has a final checking account balance of \$2,301,224.68 and savings account balance of \$1,017,715.12.

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

- 3. Inventory Disposal (Discussion/Action)** – The inventory disposal circulated prior to the meeting for review plus one broken laptop that was returned today and added to the list.

Ms. Johnson requested a motion to approve the inventory disposal plus the additional laptop. Mrs. Parker made the motion and Mrs. Jensen seconded; the motion passed unanimously.

- 4. FY25 Calendar/Budget (Discussion/Action)** The estimated budget is prior to the distribution of the 910 B 5 and is subject to change. Mrs. Loftis indicated that the budget has been scrutinized to minimize expenditures but there are no significant reductions over last year other than the completion of the Branding Charrette. That said, the upcoming year budget will rely on \$405,000 cash carry over, which is up from \$355,000 in the prior year. This increase is largely due to significantly higher expenses and the expiration of various federal funding programs that were provided during COVID funding. Mandatory cost increases and increased expenses include items like the NMPSIA insurance risk premium and medical/dental insurance. Estimated revenues are currently shown to be lower than the prior year by 19%, However, there will likely be additional sources of revenue awarded or reflected in the future for expected grants not yet finalized. The school calendar will meet the mandatory 180 instructional days plus three additional professional development days.

After Board discussion of various items, Ms. Johnson asked for a motion to approve the academic and full year school calendar and to conditionally approve the budget pending final approval by the PED with possible budget changes. Mrs. Burns made the motion and Mrs. Jensen seconded; the motion passed unanimously.

ACADEMICS

1. Academic Dean Update

- a. Mrs. Dixon indicated student progress reports as of 4/12/2024 reflected that 76% of students' courses were on schedule, which is consistent but 3% lower than last year. Remote students are 80% on track indicating that they are well suited to the remote status. Various sub populations are doing well especially the Special Ed students at 79%, however, new students are at 69% which is not unusual. The African American segment is at 41% is due to a small number of students with 2 students that are not working and a new student trying to get caught up. Special focus is being given to the lagging segments.

2. Executive Director Update

- a.** Enrollment – Current enrollment is 146 (up by 1 from last month). Mrs. Mora indicated that applications for next year from existing students and new applicants is currently at 148 but it's too early to predict actual enrollment for 2024-2025.
- b.** Kitchen Infrastructure Grant – Mrs. Mora is applying for a grant for kitchen renovation and equipment needed to provide school lunch, which is mandatory.
- c.** School Business-
 - 1. ABBA indicated it is not a problem to move all server operations to the cloud except for the VDIs. Mrs. Mora is working with Abba on options, including moving to laptops rather than VDIs.
 - 2. SAT test had 100% participation.
 - 3. NM-ASR science test also was completed with 100% participation

GOVERNANCE

1. Academic Committee (Discussion/Action)

The Academic Committee met and decided to meet monthly the week after the monthly Board meeting. In addition, the focus of the committee would be on cultural changes and personal action.

Mrs. Johnson asked for a motion to allow Mrs. Burns to step down from the Committee. Mr. Padilla made the motion and Mrs. Jensen seconded; the motion passed unanimously.

2. Employee Handbook Updates – Teacher Experience Policy (Discussion/Action)

Mrs. Mora recommended a new policy with respect to salary schedule for new employees that would give the Executive Director determination of partial year experience and other factors.

Mrs. Johnson asked for a motion to approve the changes to the Employee Handbook as proposed. Mrs. Parker made the motion and Mrs. Jensen seconded; the motion passed unanimously.

3. Rebranding Updates

- a.** Budget – Mrs. Mora reviewed the expenses for the roll out of the new school name and changes to the school environment which included new student chairs, operational items, student merchandise, painting and building signage. The expenses were broken out by budget category.
- b.** May 14 event at 5:30 PM – Mrs. Mora indicated that the new name and new brand will be rolled out to the current school community to build excitement for the next year.

4. 2024-2029 Charter Contract & Associated Documents (Discussion/Action)

Mrs. Mora indicated that there were no meaningful changes to the contract as approved

by the GC last month, however, there were numerous corrections, typos, and other technical changes as part of the final contract. On advice of counsel, Mrs. Mora went over the changes with the Board and asked that the Board rescind the prior approval and approve the final contract.

After the detailed review, Ms. Johnson asked for a motion to rescind the prior approval and approve the updated contract and associated charter documents. Mr. Padilla made the motion and Mrs. Jensen seconded; the motion passed unanimously.

- 5. Review GC Training Hours** - Mrs. Mora indicated that Mr. Padilla, Mrs. Parker, Mrs. Jensen and Mrs. Burns have completed their training for the year. Mrs. Mora provided the remaining Governing Council members with information about completing their training hours.
- 6. 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.

Ms. Johnson asked for a motion to go into a closed session. Mrs. Jensen made the motion to move to closed session per the section above and to invite the Executive Director at some point for discussion and Mr. Padilla seconded, the motion passed unanimously. The GC went into closed session at 6:40 PM.

Ms. Johnson brought the Board out of closed session at 7:48 pm and indicated that only limited personnel matters pertaining to the Executive Director annual evaluation were discussed and no actions were taken.

Executive Director Contract (Discussion/Action) – Ms. Johnson asked for a motion to provide a proposed contract for the 24-25 school year to Mrs. Mora for review. Mrs. Jensen made the motion and Mrs. Parker seconded; the motion passed unanimously. It was requested to add a closed session to the May meeting agenda to finalize contract negotiations and details.

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, May 15, 2024, at 5:00 pm in person at SSLC.

Time adjourned: 7:50 pm.