



New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

- Fully completed form
- Approved board minutes or certification of the board's vote accepting the new member
- Resignation Letter or board meeting minutes removing the previous member
- Statement of Governing Body Member to Consult with PED
- Affidavit of Governing Body Member
- Assurances of Governing Body Member

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Southwest Secondary Learning Center, hereafter "the school," effective on 7/1/2019.

Current Governing Body Members and Positions: Michael Hamel – President; Eileen Johnson – Vice President; Deborah Burns – Secretary; Debra Jensen – GC Member

Governing Body Member(s) Resigning or Removed: Shannon Carpenter – resigned effective 8/15/2023

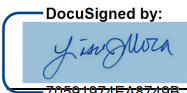
New Governing Body Member(s) and Position(s): Danielle Parker – GC Member – effective 8/16/23; Anthony Padilla – GC Member – effective 8/16/23

Contact information for New Governing Body Member(s) (phone, email): Danielle Parker, 505-296-7677, dparker@sslc-nm.com; Anthony Padilla, 505-296-7677, apadilla@sslc-nm.com

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 4 changes in last 12 months: New CPO - Nov 2022; GC Member Resignation – March 2023; New Head Administrator/Executive Director – June 2023; GC Resignation and add new members – August 2023

Effective Date: 8/16/2023

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 8/22/2023

Signature of Governing Board Chair:  **Date:** 8/22/2023

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____



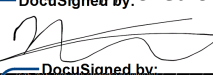
GOVERNANCE COUNCIL MEETING MINUTES

Wednesday, August 16, 2023 @ 5:00pm
 Meeting Room: SSLC/Smart Lab
 10301 Candelaria Rd. NE, Albuquerque, NM 87112

BOARD MEMBERS PRESENT	BOARD MEMBERS ABSENT	ALSO IN ATTENDANCE	PUBLIC IN ATTENDANCE
Deborah Burns Michael Hamel Debra Jensen Eileen Johnson		Lisa Mora Brian Runyan* *Standing in for Kristalyn Lofits	Anthony Padilla Danielle Parker

MINUTES RECORDED BY: Deborah Burns

These minutes were approved on 8-21-23

President: 

Recorded by: Deborah Burns

****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

Mr. Hamel called the Southwest Secondary Learning Center (SSLC) Governing Council Board Meeting to order on Wednesday, August 16, 2023, at 5:01 pm.

a. ROLL CALL

Mrs. Burns, present

Mr. Hamel, present

Mrs. Jensen, not present * arrived at 5:21 PM

Ms. Johnson, present

b. PLEDGE OF ALLEGIANCE

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

2. ADOPTION OF THE AGENDA

Mr. Hamel asked for a motion to adopt the agenda with the correction: Add New Business Item for discussion of the renewal of the Nutanix Licenses. Ms. Johnson made the motion to adopt the agenda with the addition and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. REVIEW /APPROVAL OF MINUTES 7-19-23

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

4. PUBLIC COMMENT – Seeking input on the NM DASH plan

Mrs. Mora explained the purpose of the DASH requirements which require the school to submit a plan for focusing on adult behaviors to improve the graduation rate. SSLC has found a priority concern in the English pass rate and will focus on this aspect for the plan. SSLC has added an intensive writing lab to support 9th grade essay writing in conjunction with their Edgenuity course, a dedicated time for students behind in English to work on courses with instructor support, and a plan to increase sponsor teacher/parent communication to support overall progress.

Members of the public present asked questions and no further changes were suggested. Mr. Padilla asked how many new students enrolled for 23-24 school year came from SPLC. Mrs. Mora indicated that approximately half of the new freshmen (around 20 students) came from SPLC. Ms. Johnson suggested that it would be helpful to see a chart of what schools new students came from.

FINANCE

1. FINANCE COMMITTEE UPDATE

Mrs. Burns reported that the Finance Committee met prior the Board meeting and found no issues to report. There were discussions about creating two new separate accounts, one for

depositing rent from SPLC and aggregating rent payments in that account and one for surplus cash to earn a higher interest income. The Finance Committee is recommending this for Board consideration. After some discussion, Mr. Hamel tabled the discussion until a recommendation could be made to the Board about new account terms and interest rate.

2. FINANCE REPORT FROM K-12 Brian Runyan

- A. Check Register- Brian reviewed the finance packet in detail. Noted that the surplus cash amount was understated by approximately \$350,000 due to a timing issue with postings which should be resolved by next month's report.
- B. Bank Reconciliation- Mr. Runyan indicated that financial report showed an expected low amount of activity for the first month of the fiscal year before students return to school. Bank balance end of July 2023 is \$3,820,962.05 and \$16,141.94. SSLC has 8.04 months of cash reserves.

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

3. AUDIT COMMITTEE UPDATE

- A. Mr. Hamel mentioned he was not able to attend the Audit entrance call but did receive the materials and reviewed them on behalf of SSLC later.
- B. Business Manager and Executive Director attended 6/28.
- C. Audit Exit conference scheduled 11/1/23 @ 4:00 via Zoom
- D. Audit update conference scheduled 9/1/23 @ 4:00 via Zoom

*Brian Runyan left the meeting.

ACADEMICS

1. Executive Director Update- Lisa Mora Presented

- A. Enrollment – currently enrollment is in flux with new students coming and students leaving for other schools. Enrollment as of today is 148 students.
- B. Staff-Mr. Merrill has moved to a position at APS to pursue a diagnostician role after completing his certification and this was expected. He recommended a replacement teacher, Mrs. Knight, a social studies teacher at SPLC. Mrs. Knight has accepted the position at SSLC which has long been a goal of hers. At this time, SSLC is fully staffed.
- C. NM DASH – Given the full discussion of this topic and SSLC plan during the Public Comment session, Mrs. Mora had nothing more to share.
- D. A switch went out in the IT room causing major disruption on Tuesday, 8/15. Abba has replaced with a temp fix, looking at warranty status of bad switch. Staff, students and parents were very patient and understanding.
- E. Lisa is in Year 2 of RISE Leadership Development program. Will be off campus for a 2-day conference Aug 28-29. Denise is in charge during that time.

NEW BUSINESS

1. Nutanix License Renewal

Mrs. Mora provided the Board with the recent quote from ABBA Technologies for renewing various licenses for the Nutanix Server and associated information technology for the school. After discussion, the Board agreed to a Special Meeting to be held to approve the new licenses prior to the next regularly scheduled Board meeting.

GOVERNANCE

1. Consideration of New Governing Council Member Candidates

Mr. Hamel and the Board welcomed the 2 Governing Council candidates, shared their appreciation for the candidates' interest in serving on the Governing Council and explained the duties and responsibilities of the Governing Council members, including the annual training requirements.

Mr. Hamel then asked each candidate to share their background, interest in the school, and reasons for wanting to serve on the Governing Council. Mr. Hamel asked the candidates if they had questions of the Board. After a question-and-answer discussion, Mr. Hamel asked for a motion to approve both Mr. Padilla and Mrs. Parker as new Governing Council members.

Ms. Johnson made a motion and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed. Mr. Hamel welcomed the new members to the Board.

2. Facility Use Policy/Application

Mrs. Mora explained that as part of the review and update of the Employee Handbook, SSLC's legal counsel recommended and provided a Facility Use Policy for the school facilities and a new form for applications.

After discussion, Mr. Hamel asked for a motion to approve the Facility Use Policy and new Application form. Mrs. Jensen made a motion and Mrs. Burns seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

3. Reduction in Force and Furlough Policies

Mrs. Mora indicated that SSLC legal counsel recommended the Board adopt specific policies to be followed in the event of a need to reduce workforce and provided their recommended policy for consideration.

After discussion, Mr. Hamel asked for a motion to approve the proposed Reduction in Force and Furlough Policies as presented. Mrs. Jensen made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

4. Revised Employee Handbook

Mrs. Mora described, point by point, additional updates, revisions and additions to the Employee Handbook as discussed and recommended by SSLC legal counsel.

After questions and further consideration of all these points, Mr. Hamel asked for a motion to approve the revised SSLC Employee Handbook with the change to add within 100 mile radius for in-town bereavement leave. Mrs. Burns made a motion and Ms. Johnson seconded the motion. Mr. Hamel called for a vote, unanimous yes, Motion passed.

5. Renewal Committee Update

Mrs. Mora updated the Board on the status of the Charter Renewal Application highlighting the following:

- A. The Charter Renewal Application is nearly complete and will likely be submitted prior to the submission deadline.
- B. The Governing Council will have an opportunity to review the Application in September.
- C. The Application is due to be submitted on October 2, 2023.
- D. With the Application, SSLC will be submitting a video that includes footage from '22-'23 for graduation, prom, activities, interviews, and the recent registration conferences for the '23-'24 school year.

6. Recruitment Committee Update

Mrs. Mora updated the Board on recruitment activities by highlighting the following:

- A. Digital marquee has already led to at least 2 new students enrolled per reports to Mrs. Mora. Mr. Hamel noted that the Marquee has already paid for itself.
- B. Mrs. Mora indicated that she has been communicating with various charter middle schools about presenting SSLC to their graduating students and has received positive feedback that early 2024 would be a good time to present SSLC at these schools.

ANNOUNCEMENTS

1. GC training hours – are available online and through the annual conference in December; the annual SSLC 3-hour finance training will be scheduled for November 1, 2023.
2. PED 23-24 Training Calendar now available at <https://webnew.ped.state.nm.us/options-parents-families/charter-schools/training-offered/>

ADJOURNMENT

Next Special Meeting: August 21, 2023 at 5:00 via Zoom

Next Scheduled Meeting: September 20, 2023, at 5:00 pm in person at SSLC.

Time adjourned: 7:40 pm.

From: [Shannon Carpenter](#)
To: [Lisa Mora](#)
Subject: GC Resignation
Date: Tuesday, July 11, 2023 8:54:49 AM

Good morning Mrs. Mora.

I am submitting my resignation from the GC for the school Effective August 15th.

Shannon Carpenter

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Southwest Secondary Learning Center, located in Albuquerque, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of Southwest Secondary Learning Center’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed “Affidavit of Financial Custodian” must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE SOUTHWEST SECONDARY LEARNING CENTER GIVE THE FOREGOING STATEMENT THIS 23RD DAY OF AUGUST, 2023.

1. DocuSigned by:

9F8E3D#4039A46A...
[signature] Michael Hamel

2. DocuSigned by:

1DADEA6450E04D7...
[signature] Eileen Johnson

3. DocuSigned by:

150768AAEFD74B6...
[signature] Deborah Burns

4. DocuSigned by:

6C1323D0AFF0496...
[signature] Debra Jensen

5. DocuSigned by:

B7194BE8FF1D4F7...
[signature] Danielle Parker

Attach additional pages if membership exceeds five.

ASSURANCES

My name is Danielle Parker and I reside in Albuquerque, NM. I am a member of the governing body for Southwest Secondary Learning Center, a charter school which is located at 10301 Candelaria Rd NE, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Danielle Parker

Printed Name

Danielle Parker

Signature

8/23/23

Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the Southwest Secondary Learning Center, located in Albuquerque, New Mexico.

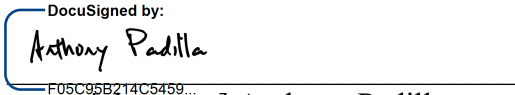
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We make this statement as part of Southwest Secondary Learning Center’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed “Affidavit of Financial Custodian” must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE SOUTHWEST SECONDARY LEARNING CENTER GIVE THE FOREGOING STATEMENT THIS 23RD DAY OF AUGUST, 2023.

6. 
 [signature] Anthony Padilla

Attach additional pages if membership exceeds five.

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)
)
COUNTY OF)

I, Anthony Padilla, after being duly sworn, state:

1. My name is Anthony Padilla and I reside in Albuquerque New Mexico.

2. I am a member of the governing body of the Southwest Secondary Learning Center in Albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the Southwest Secondary Learning Center's governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

[Handwritten Signature]
[Signature]

8-29-2023
Date

ANTHONY PADILLA
[Print]

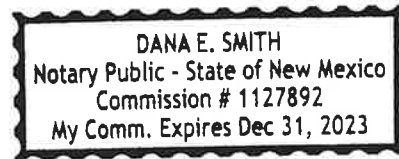
VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 29th day of August, 2023

[Notary Seal:]

[Handwritten Signature]
NOTARY PUBLIC

My commission expires: 12-31, 2023



ASSURANCES

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17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

ANTHONY ROSILLA

Printed Name



Signature

8-29-2023

Date