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GOVERNING COUNCIL MEETING MINUTES

Meeting Date: Thursday, December 19, 2024
Time: 4:00 p.m.
Location: Zoom Meeting*
Meeting ID: 964 8349 4709
Password: lade
Link: <https://zoom.us/j/96483494709?pwd=NTJRYk5ubVBQRVYrVmIwd3JWdStWdz09>
*Zoom link is also accessible from the homepage of our website

AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment*
- IV. Approval of Agenda
ACTION
- V. Approval of November Minutes
ACTION
- VI. Charter Renewal
- VII. Finance Committee/Business Manager
 - a. Financial Report
 - b. Check Register & Bank Reconciliation
ACTION
 - c. BARS
ACTION
- VIII. Head Administrator's Report
 - a. Financial Framework
 - b. Organizational Framework
 - c. Academic Performance Framework
- IX. Policies
 - a. Policy Committee Discussion
- X. Board Development
- XI. Consideration for Approval to Adjourn to Closed Session
Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2)) for the Purpose of Discussing Limited Personnel Matters
ACTION
- XII. Adjournment
ACTION

DRAFT



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MINUTES

I. Call to Order

Richard Malcolm called the meeting to order at 4:04 PM.

II. Roll Call

Council Members in Attendance (via online platform):

- Laura Braun, President
- Melissa McLaney, Treasurer
- Patti Morrison, Vice President
- Richard Malcolm, Secretary
- Xian Bass, Board Member
- Mathias Rodriguez, Board Member (left at 4:36 PM)

Council Members Absent:

- None

Guests:

- Adam Giron, Head Administrator
- Leighan Collins, Minutes
- Dan Hill, Attorney
- Julia Martinez, Business Manager Assistant
- Sam Gonzales, Charter Renewal Consultant
- Brooke Paas, Special Ed Coordinator
- Kelly Callahan, Board Consultant

III. Public Comment

None

IV. Approval of Agenda

Richard Malcolm motioned to approve the meeting agenda and Melissa McLaney seconded motion. Unanimous agreement to approve the agenda.

V. Approval of November Minutes

Melissa McLaney motioned to approve the minutes from November and Richard Malcolm seconded. All members approved.

VI. Charter Renewal Update

Adam Giron was proud to announce the official approval of the charter contract with APS. The charter renewal meeting took place yesterday evening and the charter renewal application was unanimously approved by the APS Board.



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VII. Finance Committee/Business Manager

a. Financial Report

Kim Gonzales was unable to attend this meeting. Melissa McLaney provided financial updates to the board. She and Kelly Callahan discussed the need to establish a shared understanding about which financial documents need to be included in the final meeting minutes each month. With the transition in business management services, there is need to recalibrate and re-establish the monthly protocol. Adam Giron, Kim Gonzales, and Leighan Collins will meet to clarify this.

b. Check Register & Bank Reconciliation

Melissa McLaney shared the November check register and provided details on a few line items. She also provided a brief overview of the bank reconciliation.

Melissa McLaney motioned to approve the check register, and Richard Malcolm seconded. None opposed.

Approval of the bank reconciliation was deferred pending clarification on a minor discrepancy regarding a Journal Entry note. No vote taken.

c. BARS

None

d. Additional Discussion Note:

Board discussed the need to clarify the current PED regulations regarding deadlines to submit RFRs (e.g., whether they are due quarterly or monthly). Reportedly, there were recent changes and there is some confusion about what is required to remain in compliance. Laura Braun stated that the policy committee noted this area of uncertainty when they reviewed internal controls policy last week.

VIII. Head Administrator's Report

Adam Giron reviewed the monthly HA report. He provided updates on enrollment, special ed, and building report (portables, exterior doors, fencing, and lighting.)

See attached documents for full HA report.



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a. Financial Framework

- Admin continues to meet with Kimberly from Axiom multiple times per week.
- Fall financial site visit completed

b. Organizational Framework

We have hired 9 new employees this year and we are continuing to recruit for 2 math teachers, a social studies teacher, 2 SPED teachers, and an educational assistant.

c. Academic Performance Framework

- Comprehensive Turnaround Action Plan is progressing with the transformational team. Our main schoolwide instructional strategies are Content Language Objectives (CLO), Vocabulary Instruction, and Student Interaction.
- Continued work on LADE Graduate Profile
- Average attendance is currently around 75%

IX. Policies

a. Policy Committee Discussion

Policy committee met on Tuesday to review finance policies and internal controls. The committee noted a number of edits they intend to make before they bring them to the board for approval.

X. Current Business

None

XIII. Board Development

Kelly Callahan stated that she will be putting together a board training report and using a slightly different process due to new training requirements. The board will receive this new report at the beginning of the second semester.



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XIV. Consideration for Approval to Adjourn to Closed Session Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2)) for the Purpose of Discussing Limited Personnel Matters

Laura Braun motioned to enter closed session at 4:54 PM and Richard Malcolm seconded. All in favor.

Affirmation by roll call to only discuss issues related to the personnel.

Laura Braun agreed.

Richard Malcolm agreed.

Melissa McLaney agreed.

Patti Morrison agreed.

Xian Bass agreed.

XV. Adjournment

The board returned to open session at 5:25 PM. All members attested that the only items discussed were those documented on the agenda pertaining to personnel. Laura Braun made a motion to adjourn with a second from Melissa McLaney. All present in favor. Meeting adjourned at 5:27 PM.

Next Meeting

Thursday, January 16th, 2024 | 4:00 PM via Zoom

Additional Agenda Items for Next Meeting:

- Revisit Nov. Bank Reconciliation – JE note
- Trial Balance Reports
- Budget-to-Actual Reports
- Finance Docs – Clarification
- Follow up on RFR regulations from PED