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GOVERNING COUNCIL MEETING MINUTES

Meeting Date: Thursday, February 20, 2025

Time: 4:00 p.m.

Location: Zoom Meeting*

Meeting ID: 964 8349 4709

Password: lade

Link: <https://zoom.us/j/96483494709?pwd=NTJRYk5ubVBQRVYrVmlwd3JWdStWdz09>

*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 December Minutes
ACTION
- VI. Finance Committee/Business Manager
 - a. Financial Report
 - b. Check Register & Bank Reconciliation – Dec. and Jan.
ACTION
 - c. Bank Reconciliation – Nov.
ACTION
 - d. BARS
ACTION
 - e. Discussion re: RFR Submissions
- VII. Head Administrator's Report
 - a. Financial Framework
 - b. Organizational Framework
 - c. Academic Performance Framework
- VIII. Policies
 - a. Internal Controls
ACTION
 - b. Disposition of Assets
ACTION
- IX. Current Business
- X. Board Development



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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

MINUTES

I. Call to Order

Richard Malcolm called the meeting to order at 4:07 PM.

II. Roll Call

Council Members in Attendance (via online platform):

- Laura Braun, President
- Melissa McLaney, Treasurer
- Patti Morrison, Vice President
- Richard Malcolm, Secretary
- Mathias Rodriguez, Board Member

Council Members Absent:

- Xian Bass, Board Member

Guests:

- Adam Giron, Head Administrator
- Leighan Collins, Minutes
- Dan Hill, Attorney
- Kimberly Gonzales, Axiom Analytics (Business Management)
- Brooke Paas, Special Ed Coordinator
- Kelly Callahan, Board Consultant

III. Public Comment

None

IV. Approval of Agenda

Laura Braun motioned to approve the meeting agenda and Melissa McLaney seconded motion. Unanimous agreement to approve the agenda.

V. Approval of December Minutes

Melissa McLaney motioned to approve the minutes from December and Richard Malcolm seconded. All members approved.
(January meeting was cancelled)



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VI. Finance Committee/Business Manager

a. Financial Report

Kim Gonzales presented the findings from the FY24 Audit and reviewed the Corrective Action Plan (CAP)

b. Check Register & Bank Reconciliation – Dec. and Jan.

Kimberly Gonzales reviewed the bank reconciliation and check register from both December and January. Richard Malcolm moved to approve all documents, and Melissa McLaney seconded. None opposed.

c. Bank Reconciliation – November

Kimberly Gonzales reviewed the bank reconciliation and check register from November – previously tabled for clarification on “Journal Entry” item. Richard Malcolm made a motion to approve, and Melissa McLaney seconded. All members in favor.

d. BARS

None

DRAFT

e. Discussion re: RFR Submissions

Laura Braun reported that the board will be submitting RFRs monthly (rather than quarterly) and that is written into the recently updated Internal Controls Policy. Kimberly Gonzales stated that PED recommends all schools submit at least 2 per month, and we are currently caught up on RFRs.

VII. 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.)

He also reviewed important dates approaching.

See attached documents for full HA report.

a. Financial Framework

2024/2025 Financial Corrective Action Plan was submitted and approved by APS



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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 77%, with the highest average on Thurs (80%), and the lowest on Fri (73%).

VIII. Policies

a. Internal Controls

Laura Braun requested input from the governing council on several sections within the Internal Control policies.

Vote tabled pending further review and discussion; no action taken.

b. Disposition of Assets

Laura Braun provided a review of the Capital Asset Disposition Protocol to ensure that the disposition of all capital assets complies with state statutes and OMA requirements.

Richard Malcolm made a motion to approve the Disposition of Assets policy, and Patti Morrison seconded. None opposed.

See attached documents for revised policy.

IX. Current Business

None

XIII. Board Development

Kelly Callahan shared the new process document (similar to a professional development plan) used to keep track of board training.



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XIV. Consideration for Approval to Adjourn to Closed Session

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Laura Braun motioned to enter closed session at 5:32 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.

Mathias Rodriguez agreed.

XV. Adjournment

The board returned to open session at 6:07 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 Richard Malcolm. All present in favor. Meeting adjourned at 6:07 PM.

Next Meeting

Thursday, March 20th, 2025 | 4:00 PM via Zoom

Additional Agenda Items for Next Meeting:

- CAP (standing item)
- Internal Controls
- SPED Memos