



7311 Glenrio Rd. NW  
Albuquerque, NM 87121  
Phone: 505.764.5500  
Fax: 505.764.5501  
Email: admin@ladecharter.org  
www.ladecharter.org

# GOVERNING COUNCIL MEETING MINUTES

Meeting Date: Thursday, November 21, 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 October Minutes  
ACTION
- VI. Charter Renewal Update
- 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. Discuss Discipline Policies
- X. Board Development
- XI. Consideration for Approval to Adjourn to Closed Session  
Closed Session for the LADE Audit Committee to report the results of the audit to the remainder of the Governing Board. Pursuant to NMSA (§ 12-6-5) and the NM Attorney General's OMA Compliance Guide (p.19)  
ACTION
- XII. Adjournment  
ACTION

DRAFT



7311 Glenrio Rd. NW  
Albuquerque, NM 87121  
**Phone:** 505.764.5500  
**Fax:** 505.764.5501  
**Email:** admin@ladecharter.org  
www.ladecharter.org

## 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
- Xian Bass, Board Member (left at 5:23 PM)
- Mathias Rodriguez, Board Member

Guests:

- Adam Giron, Head Administrator
- Joshua Abrams, Vice Principal
- Kimberly Gonzales, Axiom Analytics Representative
- Julia Martinez, Business Manager Assistant
- Leighan Collins, Minutes
- Dan Hill, Attorney
- Sam Gonzales, Charter Renewal Consultant
- Brooke Paas, Special Ed Coordinator
- Kelly Callahan, Board Consultant

Council Members Absent:

- Susan Albright, Board Member

### III. Public Comment

None

### IV. Approval of Agenda

Melissa McLaney motioned to approve the meeting agenda with one amendment to a typo in section V.; changing “Approval of August Minutes” to “Approval of October Minutes.” Laura Braun seconded motion. Unanimous agreement to approve the agenda as amended.

### V. Approval of October Minutes

Melissa McLaney noted one item in section VII needed to be updated. The audit results were discussed during the *Audit Committee Meeting*, not the *Finance Committee Meeting*. Laura Braun motioned to approve the minutes from October as amended and Melissa McLaney seconded. All members approved.



7311 Glenrio Rd. NW  
Albuquerque, NM 87121  
**Phone:** 505.764.5500  
**Fax:** 505.764.5501  
**Email:** admin@ladecharter.org  
www.ladecharter.org

## VI. Charter Renewal Update

Adam Giron reported we will go in front of the APS board on December 18<sup>th</sup>. Dan Hill stated that the plan is for the charter to be renewed as recommended, and he feels optimistic about the process.

## VII. Finance Committee/Business Manager

### a. Financial Report

Melissa McLaney provided a brief update about the finance committee meeting and stated that the observed meeting went well.

Kimberly Gonzales shared the LADE Income Statement Current Forecast, Cash Flow Forecast, and next steps for the business office. The board also discussed the need to request a calendar of deadlines for RFRs from APS to avoid confusion and to ensure all documents are submitted on time.

### b. Check Register & Bank Reconciliation

Kimberly Gonzales provided an overview of disbursements and shared the October Check Register and Bank Reconciliation.

Melissa McLaney motioned to approve the check register and bank reconciliation statements from October and Richard Malcolm seconded. None opposed.

### c. BARS

i. 001-061-2425-0006-IB (Ed Fellows)

ii. 001-061-2425-0008-IB (GRADS)

Laura Braun moved to approve both BARS and Patti Morrison seconded. All members approved.

## 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.

### a. Financial Framework

- Admin is meeting with Kimberly from Axiom multiple times per week.
- The fall financial site visit and audit are complete



7311 Glenrio Rd. NW  
Albuquerque, NM 87121  
**Phone:** 505.764.5500  
**Fax:** 505.764.5501  
**Email:** admin@ladecharter.org  
www.ladecharter.org

#### **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, and the next transformational team visit is scheduled on 12/16/24.
- Continued work on LADE Graduate Profile with capstone class
- Average attendance is currently around 75%
- Parent Conferences at ~81% completion with a schoolwide goal of 95% completion
- NMPED Priority School site visit went well
- Parent conferences are at 71% (goal is 95%)

### **IX. Policies**

#### **a. Discuss Discipline Policies**

Policy committee met last month. Kelly Callahan created a new priority list to include updating internal controls and student discipline handbook.

The policy committee needs a new member, as Susan Albright is no longer able to continue sitting on this committee.

### **X. Current Business**

#### **a. Discuss Staff Forum**

Date moved to *Wednesday, December 11<sup>th</sup> at 4:00 PM.*

- b.** Additional note: Laura Braun informed the board that Susan Albright is stepping down from her position on the governing council. See attached documents for the official letter of resignation.

### **XIII. Board Development**

Kelly Callahan reminded the board that the staff forum must be posted in accordance with OMA guidelines.



7311 Glenrio Rd. NW  
Albuquerque, NM 87121  
**Phone:** 505.764.5500  
**Fax:** 505.764.5501  
**Email:** admin@ladecharter.org  
www.ladecharter.org

**XIV. Consideration for Approval to Adjourn to Closed Session**

Closed Session for the LADE Audit Committee to report the results of the audit to the remainder of the Governing Board. Pursuant to NMSA (§ 12-6-5) and the NM Attorney General's OMA Compliance Guide (p.19)

Laura Braun motioned to enter closed session at 5:23 PM. Richard Malcolm seconded. All in favor.

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

Laura Braun agreed.

Richard Malcolm agreed.

Mathias Rodriguez agreed.

Melissa McLaney agreed.

Patti Morrison agreed.

**XV. Adjournment**

Board returned to open session at 5:47 PM. All members attested that the only items discussed were those documented on the agenda pertaining to the audit.

Laura Braun moved to adjourn with a second from Richard Malcolm. All present in favor. Meeting adjourned at 5:49 PM.

## Next Meeting

Thursday, December 19th, 2024 | 4:00 PM via Zoom

### Additional Agenda Items for Next Meeting:

- Charter renewal update