

## **ABQ Charter Academy**

### **Minutes of the**

#### **GOVERNING COUNCIL MEETING**

Tuesday, August 19, 2014

5:00 pm

ABQ Charter Academy Business Office

3916 Carlisle Blvd NW, Suite E

Albuquerque, NM 87107

**Council Members Present:** Emily Salazar, Rhonda Seidenwurm, Evalynne Hunemuller, John Rodarte

**Council Members Not Present:** Jacob Kennedy

**Guests:** Erik Bose, Executive Director; Amy Roble, Principal; Curt Szarek, Business Manager

**Minutes:** Donna Vanlandingham, Administrative Assistant

#### **CALL MEETING TO ORDER**

The meeting was called to order at 5:00 pm by Vice President Rhonda Seidenwurm.

#### **ACTION ITEMS**

**1. Approval of August 19, 2014 Agenda**

Evalynne Hunemuller made a motion to approve the agenda. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

**2. Approval of July 15, 2014 Meeting Minutes**

John Rodarte made a motion to approve the agenda. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

**3. Operational Fund Maintenance BAR**

BAR 1415-0002-M was distributed to the council along with the expenditure distribution analysis. Evalynne Hunemuller made a motion to approve the agenda. John Rodarte seconded the motion. There is no further discussion. The motion carried unanimously.

**4. Operational Fund Transfer BAR**

Mr. Szarek explained there is not a transfer BAR to approve at this time.

#### **DISCUSSION ITEM**

**1. Finance Committee Report/Business Manager Report - Jacob Kennedy/Curt Szarek**

The June financial statements, as well as the July check register were sent out electronically to the council prior to the meeting.

- There was a Finance Committee meeting on July 30, 2014 at the Business Office. The meeting minutes were included in the council members' packets. Mr. Szarek reviewed the minutes with the council

- The Academy and Business office are on month to month leases until the move. He has been keeping the leasing agent informed of the moving plans.

President Emily Salazar arrived at 5:07 pm and began residing over the meeting. She was briefed as to what had been discussed thus far in the meeting.

- Mr. Bose explained the school attorney and development company are working on reconciling the closing costs and determining who is responsible for what charges.
- He also explained in the original bid the number of drops that would be needed was not figured correctly, therefore there will be additional costs for this. It was asked why the school is paying for that mistake. Mr. Bose explained it was a combined error on all parties and therefore, the cost was being shared by all parties.
- There was an inquiry as to what Brain Pop was. Brain Pop is curriculum for lower level learners. It has always been used as part of the SIATech National curriculum, but now, the school has to pay for it.
- R-Tech is for Microsoft Office bundle, Adobe and Mavis Beacon licenses which are front loaded annual fees, as is Blackboard.

## 2. Principal/Head Administrator Report - Erik Bose

Ms. Roble commented when she was interviewed by the auditors they were very complimentary of Mr. Szarek.

The report was included in the council members' packets. Mr. Bose reviewed the report with the Council.

- Administration are deciding whether to go back to 2 graduations a year or to leave it at one. They are also looking for a new venue for graduation which will hold up to 1,000 people.
- He reports there are 120 non Job Corps students attending with 70 on the waiting list. The goal is to have 280 on the roster by the 40 day. Staff are in the process of calling students who are currently on the waiting list to see if they are still interested in attending.
- There are currently 3 CNM dual enrolled students.
- The LFC visited the school to see the program. They also went to other charter schools that provide services to older students. There is still a debate over whether to fund the older students through adult ed or SEG. They interviewed students as well as teachers during their visit. The LFC will be discussing this matter at their September meeting, which Mr. Bose and other charter leaders will attend. They will stress to the LFC being put into higher ed is not in the best interest of these students. The students may be adult in age, but not in school, they need a high school education.
- ABQ Charter is looking to develop their own Gallup Poll. There will be a pre and a post. They are hoping to use this more globally with other charter schools once this has been established. This does not impact the school grades. They are trying to figure out how to put this information into the performance contract.
- It is the Job Corps 50<sup>th</sup> anniversary. There is lots of activity on center.
- The moving company has met with staff at both sites as to the process of packing and labeling belongings.

- The teachers PDP will be completed by 40 day in the event Teachscape is available by then.
- Mr. Bose has been working on a transition plan with senior leadership at Job Corps which involves procedures and agreements. Even though he has received verbal agreements, he is still waiting for a signed approval. The afternoon class times have been changed to accommodate the Job Corps students having adequate time for lunch.
- Mr. Bose met with the President of the Martineztown Neighborhood Association.
- The school will hire a school resource officer in lieu of a contracted security company.
- Mr. Bose reports the school received a C as the school grade. A B was missed by less than one point. An appeal has been submitted as a SAM school.
- Evalynne Hunemuller commented she was concerned about unforeseen costs that will arise. She will send Mr. Szarek a layout of how she would like to see costs reported to the council.

### 3. Executive Director's Goals

A draft of the 14/15 goals for Mr. Bose were distributed to the council. The goals were briefly reviewed with the council.

### 4. Review of Policies - Amy Roble

The policies need to be reviewed and at the very least, all policies need to have the name changed. Ms. Roble asked if the council wanted to form a policy committee to review the policies or if they preferred she make the changes and then point them out to the council. Ms. Seidenwurm volunteered to sit on the policy committee. She requests Ms. Roble make necessary changes and then present to her as part of the committee.

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS**

The next regular meeting will be held on September 16, 2014 at 5:00 pm at ABQ Charter Academy.

## **MEETING ADJOURNED**

Rhonda Seidenwurm made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:11 pm.