

ABQ Charter Academy

Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, April 21, 2015

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd NE

Albuquerque, NM 87102

Council Members Present: Rhonda Seidenwurm, Evalynne Hunemuller, John Rodarte

Council Members Not Present: Emily Salazar, Jacob Kennedy

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager;
Amy Roble, ABQCA Principal, Deborah Moya, ABQCA Assistant Principal

Minutes: recorded by Amy Roble and transcribed by Donna Vanlandingham, ABQCA Administrative Assistant

CALL MEETING TO ORDER

The meeting is being recorded.

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

ACTION ITEMS

1. Approval of April 21, 2015 Agenda

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

2. Approval of March 17, 2015 Meeting Minutes

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

3. Approval of Transfer of Credits from Private Schools Policy

Albuquerque Job Corps currently has an online diploma program with PennFoster that is available to their students. PennFoster is not an accredited NM school and is considered a private school. Ms. Roble explained NM Administrative Code states in order to accept transcripts from a private school, the school must have a policy in place which outlines how the private school's credits will be accepted. Since there is the possibility Job Corps students could earn credits from PennFoster that need to be transferred to ABQ Charter Academy, school administration felt it was imperative to have a policy in place as soon as possible. Ms. Roble explained most of the transfer credits will be accepted as elective credits. Students will still be required to take the core classes necessary to graduate from a New Mexico school as the PennFoster classes do not cover the core curriculum. The council asked if a student can earn 24 credits at PennFoster and transfer over to ABQ Charter Academy and be issued a diploma. It was explained again, the

PennFoster courses do not cover all the core curriculum required by New Mexico, therefore, the students would have to complete the required core classes in order to graduate. Mr. Bose explained this policy is in the best interest of the students. John Rodarte made a motion to approve the policy as described. Evalynne Hunemuller seconded. There was no further discussion. The motion carried unanimously.

4. SB-9 State Match FY15 Allocation BAR

Mr. Szarek requested that all of the BARS be approved in one motion as has been done in previous meetings.

BAR 1415-0023-I in the amount of \$6,296 was distributed to the council along with correspondence from PED explaining the allocation. Mr. Szarek shared this is the current year allocation which needs to be included in the budget. A copy of the SB-9 Revenue and Expenditure Statement was included which shows exactly how the budgeted funds will be allocated.

5. IDEA-B Increase BAR

BAR 0415-0022-I in the amount of \$4,983 was distributed to the council along with the award letter from APS. A detailed statement for IDEA-B Entitlement Revenues and Expenditures was also included showing the award will be utilized to supplement the Sped Coordinator's Salary and Benefits as has been done in the past.

6. Title I Maintenance BAR

BAR 0415-0024-M was distributed to the council along with the Title I Detailed Revenue and Expenditures statement reflecting how available budget will be reallocated. Mr. Szarek explained these are Title I Priority Focus funds which will be used to purchase Professional Development for the Renaissance Accelerated Learning program. Ms. Roble commented that the remainder of the allocation will be used to purchase SIOP (Sheltered Instruction Observation Protocol) materials which support teachers in planning and delivering high-quality instruction for all students, especially English Language Learners.

7. Title II Maintenance BAR

BAR 0415-0025-M was distributed to the council along with the Detail Revenue and Expenditure Statement reflecting how available budget will be reallocated. The reallocation will allow for payment of airfare for staff to attend the National Charter Schools conference in June.

8. Instructional Materials FY15 Final Allocation/Special Appropriation BAR

BAR 0415-0026-I in the amount of \$5,480 was distributed to the council along with the Detail Revenue and Expenditure statement showing how the funds will be allocated. The final FY15 Instructional Materials Allocation spreadsheet was also included.

BAR 0415-0027-I in the amount of \$3,851 was distributed to the council along with the Detail Revenue and Expenditure statement and distribution notification spreadsheet from PED documenting the special appropriation.

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

9. Approval of NMPSTIA Part-Time Resolution for FY16

Mr. Szarek explained the Part-Time Resolution must be adopted annually by each charter school Governing Council. The resolution affirms that the Governing Council will continue to allow ABQ Charter Academy's part-time employees, who work at least 15 hours per week but not more than 20 hours per week, the opportunity to participate in benefit coverage through NMPSTIA. Evalynne Hunemuller made a motion to approve the part-time resolution. John Rodarte seconded. There was no further discussion. The motion carried unanimously.

10. Approval of Operating Budget for FY16

The proposed FY16 budget and supporting documentation that is given to PED and APS was distributed for review. Mr. Szarek began the review by explaining the summary sheet which lays out the budget line by line by Function and Object Code.

- The school held two budget meetings which were posted in the Albuquerque Journal Legals section and were open to the public on April 13 and April 20. During both sessions, Mr. Bose and Ms. Roble spent significant time collaborating with Mr. Szarek on all aspects of the budget preparation.
- Mr. Szarek shared that there are no strains placed on the FY16 budget as the school is projecting a comfortable Operational Cash carryover as a result of being conservative with growth projections during the FY15 year. He feels the budget is very solid and gives the Leadership team the necessary resources to continue their effective program.
- The proposed budget reflects inclusion of an additional (.5 FTE) Social Worker and increasing contracted Nursing Services from 2 hours per week to 8 hours per week.
- Mr. Szarek shared that during the four years no raises were provided by the Legislature, the school's salary schedules had become "compressed" and obsolete. As such, the budget team decided to rebuild the Salary Schedules based on a more manageable 1% down and 1% across format. The revised salary schedules take into consideration and are aligned with the base hourly rate reflected on all APS Teacher Salary Schedules.
- John Rodarte inquired about the 1.5 FTE shown for Principals. It was explained the FTE's are broken down as 1.0 for the Head Principal and .5 for the Assistant Principal. The Assistant Principal is also allocated as a .5 FTE Special Education Director in Function 2100.
- The council inquired as to what the total increase in Salaries amounted to. Mr. Szarek distributed a worksheet which compares/contrasts Salaries and Benefits as reflected in the proposed budget to those in the current fiscal year. He explained the additional salaries, including those adjusted from revising the Salary Schedules, amount to \$139K and add 1.02 FTE's while the increase in corresponding Benefits are \$59K.
- Mr. Szarek commented that the revised Salary Schedules eliminate the need for any stipends. The extra duties assigned to certain job class codes are already built in. The only stipend reflected in the budget is for the Security Guard who performs duties as a duly licensed Health Assistant.
- Mr. Szarek shared that during the Spring Budget Workshop, there was a great session on the problem most school's Salary Schedules face as a result of having to implement no raises, yet provide the step to meet T&E reporting. While he knew the problem the school faced, he learned it is likely that most schools may have to go through a full twenty year cycle in order for any problems to work themselves out.

The council decided additional time was needed to review the budget and to allow time for review by the members of the council who are not present at this meeting. Mr. Szarek will present the budget in detail to the Finance Committee at the April 29 meeting to allow Mr. Kennedy the opportunity to ask questions and comment.

Evalynne Hunemuller made a motion to table the approval of the budget. John Rodarte seconded the motion. There was no further discussion. The motion passed unanimously. A special meeting to approve the FY16 budget will be scheduled as soon as all council members are able to schedule a date/time where they can all be present.

DISCUSSION ITEM

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

The March check register was sent out electronically to the council prior to the meeting. In addition, the March 2015 financial statements were distributed to the council for review and discussion.

- The next Finance Committee meeting will be held on April 29, 2015 at 5 p.m.
- Mr. Szarek reports that there are very little Inter-Fund Payable/Receivable amounts reflected on the March 31, 2015 Balance sheet because most of the Requests for Reimbursements (RfR's) that were submitted have been received.
- Mr. Szarek reviewed the check register with the council. He stated that most of the expenditures reflect business as usual and there are no extraordinary expenditures to report or discuss.
- The council asked if the school had any more technology needs. It was explained that a significant amount of both Title I Priority Focus and Title I School Improvement grant funds were utilized at the end of the FY13 school year to refresh computer equipment. The school may be looking into purchasing additional iPads. There are still some iPads that are being integrated into the curriculum.
- Mr. Szarek reported that he participated in the APS Auditor Selection committee as the APS charter school representative.
- The APS Police Department did a walkthrough of the school and made some recommendations. As a result of their visit, the school will need to purchase additional interior and exterior security cameras and monitors. They will also provide training to staff for lockdowns and shelter in place on May 19.

2. Executive Director Report

The Executive Director's report was included in the council member packets. Mr. Bose reviewed the report with the council.

- There are 66 graduates so far.
- There are 122 non JC students currently attending and 98 JC students attending.
- There are currently 152 non-JC names on the waiting list and 50 JC students on the wait list.
- There are currently no staffing vacancies.
- On May 27 and 28 the entire staff will attend the Culturally and Linguistically Responsive Instruction Conference which is sponsored by PED. The conference is held in Albuquerque and there is no charge.
- The Title I Parent Meeting will be held on May 7.

- Title I from APS will be also be conducting a site visit before summer break.
- The HVAC issues have still not been solved completely. There are still some work areas that are not able to control the temperature in the rooms. Mr. Bose will continue working on getting this matter solved as quickly as possible.

CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1 (H)(2) (LIMITED PERSONNEL MATTERS) FOR THE PURPOSE OF DISCUSSING THE EXECUTIVE DIRECTOR'S EVALUATION

Evalynne Hunemuller made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 §10-15-1(H) (2) for the purpose of discussing the Executive Director's Evaluation. John Rodarte seconded the motion.

Vice President Rhonda Seidenwurm requested a vote of council members which resulted in agreement of council members to convene in closed session for the purpose of discussing the Executive Director's evaluation with council members Evalynne Hunemuller, John Rodarte and Rhonda Seidenwurm voting in favor of the motion. Council members met in closed session beginning at 6:59 pm.

Reconvene to Open Meeting

The meeting reconvened to open session at 7:17 pm.

Statement of Closure

Rhonda Seidenwurm stated the ABQ Charter Academy Governing Council met in closed session April 21, 2015 to discuss limited personnel matters and the matters discussed in the closed session were limited only to those specified.

PUBLIC COMMENT

ANNOUNCEMENTS

The next regular meeting will be held on May 19, 2015 at 5:00 pm at ABQ Charter Academy. However, there will be a special meeting held within the next few weeks to approve the 15-16 School Operation Budget.

MEETING ADJOURNED

Evalynne Hunemuller made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 7:19 pm.