

## **ABQ Charter Academy**

### **Minutes of the**

### **GOVERNING COUNCIL MEETING**

Tuesday, December 16, 2014

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd NE

Albuquerque, NM 87102

**Council Members Present:** Emily Salazar, Rhonda Seidenwurm, Jacob Kennedy, Evalynne Hunemuller

**Council Members Not Present:** John Rodarte

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

**Minutes:** Donna Vanlandingham, Administrative Assistant

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

The meeting was called to order at 4:58 pm by President Emily Salazar.

#### **ACTION ITEMS**

**1. Approval of December 16, 2014 Agenda**

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

**2. Approval of November 18, 2014 Meeting Minutes**

Rhonda Seidenwurm made a motion to approve the minutes. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

**3. Approval of Revised Policies - Amy Roble**

Ms. Roble distributed the revised policies to the council. During the November meeting, part of the policies were reviewed by the council. The remainder of the policies will be reviewed during this meeting. Ms. Roble reports the majority of changes were verbiage, replacing Head Administrator, Site Leader or Principal with Executive Director and removing any and all references to SIATech and the Con-Tech curriculum. She reviewed each policy with the council and explained if any changes were made.

The policies reviewed were: Leaves of Absence, On the Job Injuries, Performance Evaluations, Personnel Records, Governing Council Policies, Procedures and ByLaws, Political Activities, Position Classifications and Job Descriptions, Procedural Directive for School Wellness, Productive Work Environment, Professional Development, Purchasing and Procurement, Recruitment and Selection of Employees, Relationship Between Executive Director and Governing Council, Reduction in Force, School Operating Budget, School Records Retention, Sexual Harassment, Staff Attendance, Student Attendance Policy, Student Confidentiality, Student Discipline, Field Trip, Smoking, Tobacco Products, Use of Pesticides, Use of School-Owned

Property: Computers/Electronics, Whistleblower, Worker's Compensation.

Rhonda Seidenwurm made a motion to approve the policies as presented. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

#### **4. Operational Fund Transfer BAR**

BAR 1415-0012-T was distributed to the council along with the expenditure distribution which shows how available budget will be reallocated to areas where budget is needed. Available budget will be used to pay for the 2014 property taxes which the school is responsible for this year. Mr. Szarek explained during the November meeting when the property was assessed the building still belonged to the Nordhaus Law Firm and by the time the building was purchased by RM405 LLC, the deadline for any application for exemption and subsequent appeal had passed. Evalynne Hunemuller made a motion to approve the BAR. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

### **DISCUSSION ITEM**

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

The October 2014 financial statements were sent out electronically to the council prior to the meeting along with the November check register.

- Mr. Szarek reports the annual audit has been finalized and is now public record.
- The school is currently looking into applying for E-Rate which has previously done through SIATech.
- Spring Budget Workshop will be April 8 - 10. If there are any council members who are interested in attending, please let Mr. Bose know.

#### **2. Executive Director Report**

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

- Mr. Bose reports there are 39 graduates so far this year.
- There were 274 students enrolled at ABQCA on the 80 day.
- On December 4 the APS School Choice Fair was held. ABQCA was represented by 2 staff members.
- Mr. Bose will be attending the LEFC meeting on December 18-19.
- The MOU with Job Corps and the Dual Credit Agreement have been signed. Copies were included in each council member's packet.
- Mr. Bose reports there are still some issues with the TABE test and the school's network.
- Mr. Bose gave a presentation to the Rotary Club. He spoke about the difference between district charter school and state charter schools, as well, as some of the issues charter schools are facing.
- The Instructional Audit will be conducted January 12 - 13. Mr. Bose is awaiting the documentation as to what will be reviewed and what is needed to prepare for the audit.
- There is still some of the school's furniture at AJCC. Mr. Szarek voiced he is somewhat distressed because there has been no plan to remedy the situation. A letter was sent to AJCC asking for some type of resolution by October 31 and thus far there has not been any communication. Since there is no room on these premises to store the furniture, the council discussed leaving it where it is for the time being. Albuquerque Job Corps is aware the furniture belongs to ABQ Charter Academy.

- There are still HVAC issues with the building.
- The Legislative Session begins January 20.

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

The next regular meeting will be held on January 20, 2015 at 5:00 pm at ABQ Charter Academy.

**MEETING ADJOURNED**

Evalynne Hunemuller made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 5:46 pm.