



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, January 19, 2016

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr Blvd NE

Albuquerque, NM 87102

Council Members Present: President Rhonda Seidenwurm, Vice President Evalynne Hunemuller (departed at 5:50pm), Secretary John Rodarte, Treasurer Jacob Kennedy (arrived at 5:30pm)

Council Members Not Present: Member Emily Salazar

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Deb Moya, ABQCA Asst. Principal/Special Services Dir.; Sandy Roth, Director of Curriculum and Assessment

Minutes: Andrea Kepple, ABQCA Executive Assistant

CALL MEETING TO ORDER

The meeting was called to order at 5:02 pm by President Rhonda Seidenwurm.

ACTION ITEMS

1. Approval of January 19, 2016 Agenda

Sandy Roth inquired if the Curriculum Presentation portion of the meeting could be moved up on the agenda. Rhonda Seidenwurm suggested the presentation be done after the action items are discussed. 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 December 15, 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 Revision to ABQCA Drug Free Workplace Policy

Erik Bose explained that revisions to this policy include:

- The addition of "mood altering substances" to the definition of "Drug"
- Correcting grammatical errors

The Council voted unanimously to approve the revisions. Evalynne Hunemuller made a motion to approve the revised policy. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.



4. Approval of Revision to ABQCA Tobacco Products Policy

Mr. Bose explained that the revision to this policy is:

- The addition of “e-cigarettes and nicotine liquid” to the list of prohibited tobacco products

The Council voted unanimously to approve the revision. Evalynne Hunemuller made a motion to approve the revised policy. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

5. Approval of Revision to ABQCA Leaves of Absence Policy

Mr. Bose explained that revision to this policy is:

- Clarification of bereavement leave - that using it will not count against employees' medical or personal leave balances (this is the way administration has been handling bereavement leave but it is not clearly stated in the policy)

The Council voted unanimously to approve the revision. Evalynne Hunemuller made a motion to approve the revised policy. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

6. Approval of ABQCA Portable Electric Space Heater Policy

This is a new policy. Mr. Bose explained that after our recent inspection with the Fire Marshall, we were made aware by our insurance company (POM's) that employees could use portable space heaters as long as we had a policy in place. Curt Szarek suggested a change to the current draft - removing the two sentences under “Administrative Procedure” referencing the building's HVAC system.

The Council voted unanimously to approve the policy with Mr. Szarek's recommendation. John Rodarte made a motion to approve the new policy. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

7. Approval of ABQCA Technology Plan

Mr. Bose presented a school technology plan for review as a first read. Our current plan expired June 30, 2015. We need to have one in place but there isn't a pending deadline to do so.

- The plan is based off the one originally written for SIATech by Erik Bose and Dave Davis; includes updates for ABQCA and Teacher/Student use policies attached.
- Mr. Szarek shared that he has some potential revisions.
- Mr. Bose is still waiting for input from LDD (our current IT services provider).
- Any potential E-Rate consulting firm may need to review it as well for compliance.

Evalynne Hunemuller made a motion to **table this policy until the next meeting**. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.



8. BARs

Dual Credit Instructional Materials BAR (0014-IB) – Mr. Szarek stated that we received an award for Dual Credit Instructional Materials in the amount of \$2,776.00. We will be able to utilize these funds for purchases of textbooks and workbooks for students who attend CNM and/or UNM.

Robotics Award BAR (0013-IB) – Mr. Szarek recently found out there was an extension of our Robotics Award which he thought expired June 30, 2014. The remaining award is for \$16,268 must be expended by June 30, 2016.

- Mr. Szarek believes the original award was for \$27,000; the school was in a smaller space at that time so, we spent what we could utilize.
- Randy Valles (Science Teacher) and John Broilo (ITA) have identified \$9,600 so far in equipment from “Robotis” which specializes in robotics competitions. Remaining funds can be used to purchase from VEX and possibly Botball.
 - Competitions are legal and are regulated.
 - According to the Botball website, there are currently 9 robotics leagues in NM and 247 worldwide.
 - Mr. Valles and Mr. Broilo have more knowledge of this project and can answer any questions the Council may have.
 - Robotics equipment/programming can be used from year to year.

Mr. Szarek asked if any Council Members had any questions on the BARs as presented. Hearing none, he stated that he is always available if questions or concerns come up at any time after the meeting.

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

9. Curriculum Presentation – Sandy Roth

Ms. Roth apologized for not being able to present at the November meeting, due to being ill. Ms. Roth gave a very in-depth update on the status of the school’s current curriculum and goals for the year.

Highlights:

- It has been a year and a half since the school split from SIATech
- Plato was selected as the stop-gap measure LMS for the 2014-15 school year
- Goal #1 for this year: Create original curriculum in Blackboard LMS for all courses except Math (continue using Plato)
 - So far, staff has created 7 original ABQCA curricula
 - Eight (8) teachers are involved in the curriculum overhaul, including online curricula
 - This work is done over the prep period – some teachers feel a little overwhelmed, others do not; all are happy with the sense of freedom this is creating for their teaching processes
 - Teachers are not compensated financially above their contracts for this work
 - The curriculum creation process is guided by Common Core and Standard Alignment Documents



- We have also been busy integrating Blackboard with other software systems
 - ReadSpeaker
 - Grade checker
 - Reference and Materials tabs
 - BrainPOP (new as of 2 months ago)
 - 124 Documentary videos are posted to the library
- Goal #2 for this year: SIOP adoption
 - Teachers instruct students through both content and language
- Additional standalone resources:
 - iPads are now used in every classroom and teachers can get apps on demand
 - STEM
 - zSpace
 - VEX Robotics lab
 - 2nd life and 3rd Rock Grid virtual reality environments – 3D math modeling
 - Texas Instruments graphing calculator emulator – same as PARCC
 - Math Intervention
 - Study Island
 - iLearn
 - ELL
 - Rosetta Stone
 - BrainPOP ESL, BrainPOP Espanol
 - Reading and ELA Intervention
 - Lexia
 - Reading Plus
 - Study Island ELA
 - StoryBoard That (digital storytelling)
 - AR360 (Accelerated Reader)
 - Other
 - Mavis Beacon Teaching Typing (keyboarding elective)
- Ms. Roth meets with all teachers at least once per month to check in on PD
- Overall annual cost for curriculum:

Network software	= \$	12,729.86
Educational software	= \$	79,470.40
LDD (IT services)	= \$	44,000.00
TABE short-cycle	= \$	3,000.00 (\$11.00 per subtest)
Approximate Total	=	\$140,000.00 per year

It now costs about \$140K per year to replace and significantly improve services which used to cost \$400-\$450K per year under the SIATech MOU.

The Council commended Ms. Roth on her presentation and for her support of teachers. The Council also applauded ABQCA teachers for all of the incredible work they are doing to better help students by creating original curricula. The Council would like to see a more concrete plan of our hosting/sharing information about our school with others:



- Ms. Roth was planning on presenting at the NMCCS Spring Conference but the program was full
- It was suggested we could host field trips from other schools to see our zSpace lab
- John Rodarte asked about the possibility of teachers from his school observing our classrooms; Mr. Bose, Ms. Roth and Deb Moya were all open to the suggestion
- Ms. Roth shared an idea about the NM Coalition for Charter Schools creating a site like our Blackboard, that could be deployed to other charter schools and would be extremely cost-effective

DISCUSSION

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

The December 2015 Financial Statements and Check Register were sent out electronically to the Council prior to the meeting. Hard copies were also included in the meeting packets.

- Balance Sheets
 - Still at a cash position of \$700K
 - APS has been refunding our RfRs very quickly
 - All December BARs were approved
 - Rhonda Seidenwurm commended the school on its teamwork to keep finances in a positive position; Mr. Szarek stated that we are fortunate that our budget drives the program, and not the other way around
- During a review of the December Check Register, the following inquiries were made:
 - Page 2: \$1,595 to LRP Publications, Inc. is for PD for Deb Moya
 - Page 2: \$1,732.45 to Dwight's Glass & Mirror to replace broken windows, door closer
 - Page 2: \$1,818.74 to Sean Wingfield; Teacher received a live check salary payment instead of a direct deposit
 - Page 5: \$401.47 to Shawna Wright as stipend for teaching dual credit courses
 - Page 5: SYNCHRONY Bank is Amazon – online purchases for instructional materials and hard-to-find supplies
- The next Finance Committee Meeting is Wednesday, January 27th
- The School's Component Unit Financial Statements which are part of the APS audit were included in the Council's packets.
 - Shows a deficit of (-\$2,087,770.00) due to all schools and government entities being required to report their net pension liability estimates. This is the first time this has been required to be reported and is a result of a GASB68 implementation.
 - The school received no findings – this is year 6 of the past 11 with no findings noted.

Mr. Szarek asked if the Council had any questions and stated again that he is always available if any questions/concerns come up at a later time.

2. Further Discussion of Curriculum

Rhonda Seidenwurm asked Mr. Bose what he thought the possibility of the Coalition taking up Ms. Roth's recommendation regarding a shared Blackboard-type curriculum is.



- Mr. Bose stated that the Coalition currently consists of 3 people; they would need to dedicate/hire someone to head the project, most likely with a small staff; would require about 3-4 people and a really good IT consultant
- Would most likely not be possible for at least a year
- The project could be grant-funded but even that takes time and work to get into place
- If the Coalition could get 100% membership from charters, it would be more feasible

Rhonda Seidenwurm asked if Mr. Bose thought charters would up their membership if this curriculum project was possible.

- Mr. Bose thought it would be if memberships could be presented/bought as packages with different prices based on access/use levels
- It would cost around \$1M for 80-90 schools; this would be an expensive project to start up but would quickly become efficient and is a worthy endeavor
- Rhonda Seidenwurm agreed that it would probably need an investment to get started
- Mr. Szarek asked if the money that schools are currently budgeted to use for software licenses, etc., can be applied to this
- John Rodarte commented that many administrators don't even realize they need someone like Ms. Roth or this level of curricula at their schools

3. Executive Director Report – Erik Bose

A copy of the Executive Director's report was included in the Council Member packets.

- Students
 - 44 Graduates as of last week
 - 289 Students reported at 80 Day; 120 Day Count will be close to same (Feb. 10)
 - We are bringing in new students daily
 - Dual Enrollment class is at 31 students
- NMCCS Spring Conference is March 2 & 3 – Governing Council hours are available
 - [Rhonda Seidenwurm will bring her certificate from the Children's Law Conference to the next meeting](#)
 - Jacob Kennedy needs another copy of his certificate (Andrea Kepple has sent to him)
- Legislative Session starts today –
 - Mr. Bose will be in Santa Fe Monday and Thursday of next week and several other days between now and February 18th.
 - PED is not supporting the small school size adjustment – 50% of schools won't be able to survive the 5-year phase-out.
- We are looking to hire an E-Rate Consultant which would be a contracted position.

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 PURPOSE OF DISCUSSING A PERSONNEL MATTER



John Rodarte 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 a school personnel matter. Jacob Kennedy seconded the motion.

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 a school personnel matter with Council Members John Rodarte, Jacob Kennedy and ABQCA Executive Director Erik Bose. All Council Members voted in favor of the motion. Council Members and Mr. Bose met in closed session beginning at 6:33 pm.

Reconvene to Open Meeting

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:48 pm. Motion made by John Rodarte and seconded by Jacob Kennedy. Vote in the affirmative by individual members John Rodarte, Jacob Kennedy, and President Rhonda Seidenwurm.

Statement of Closure

Rhonda Seidenwurm stated that the ABQ Charter Academy Governing Council met in closed session January 19, 2016 to discuss limited personnel matters and that no discussion was made during closed session other than the limited personnel matters as stated on the agenda. No action was taken.

PUBLIC COMMENT

No public comments were made.

ANNOUNCEMENTS

The next meeting will be held on February 16, 2016

MEETING ADJOURNED

Jacob Kennedy made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 6:49 pm.