



**Minutes of the**

**GOVERNING COUNCIL MEETING**

**Tuesday, October 17, 2017**

**5:00 pm**

**ABQ Charter Academy**

**405 Dr. Martin Luther King Jr. Blvd. NE**

**Albuquerque, NM 87102**

**Council Members Present:** President John Rodarte, Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy (arrived at 5:14 pm), Member Chandra McCray (arrived at 5:05 pm)

**Council Members Not Present:**

**Guests:** Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; Deb Moya, ABQCA Assistant Principal & Special Services Director

**Minutes:** Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

**I. CALL MEETING TO ORDER**

The meeting was called to order at 5:00 pm by President John Rodarte.

**II. OPENING ACTIVITIES**

**A. Approval of October 17, 2017 Agenda**

President Rodarte asked for a motion to approve the agenda. Dr. Hunemuller made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

**B. Approval of September 19, 2017 Minutes**

President Rodarte asked for a motion to approve the minutes. Dr. Seidenwurm made such motion. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

**C. Approval of TCG Voluntary Pre-tax Retirement 403(b) Plan - (Resolution # 2017/2017-001)**

Ms. Roble explained that staff showed an interest in wanting a voluntary retirement contribution account. This is the same benefit that all other APS employees have and there would be no fee to the school for establishing one.

President Rodarte asked for a motion to establish a voluntary retirement contribution account. Dr. Hunemuller made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

Council signatures were obtained where required.

**D. New Mexico ESSA Plan – Presentation by Amy Roble**

Ms. Roble presented information on the changes to the ESSA Plan for the coming years. She will send her PowerPoint slides to the Council.

**Highlights:**

- 66% of working-age New Mexicans will have a college degree or post-secondary credential by 2030
- PED Strategic Plan 2017-20 Goals



- Benchmarks in proficiency in ELA and Math increase from 50% to 60%
- More than 80% graduate from high school
- Count Days will go away; data will be available in real time
- English Language Learners (ELL)
  - Proficiency defined as composite score of 5 or better on ACCESS
  - PED will offer assessments in other languages only if more than 10% of the tested population needs it.
    - Currently, Spanish speakers make up 17%
    - Next highest is Navajo with 3%
- Special Education
  - “ESSA standards and requirements apply to students with disabilities with the same rigor and expectations as all students.”
- Consolidated Funds Application
  - One consolidated application for all grant programs (Title I, II, III)
- School Grades
  - Expanding the report card to meet all federal requirements of ESSA.
  - New report card will be published alongside current report card in 17-18 with new report card taking effect in 18-19.
- Graduation Calculations/Weighting
  - Graduation rate will have additional emphasis on improvement on the 4 year rate
- English Language Proficiency (ELP)
  - ELP growth targets are a measure of the extent to which students are gaining ELP over a ‘reasonable period of time’
  - Research: ELs generally require 4-7 years in developing academic language proficiency – while ESSA requires reporting of ELs who have not attained proficiency within 5 years of initial classification
  - Metric for report card will be whether or not ELs meet their growth targets on ACCESS
- Absenteeism
  - Expand methodology to account for all absences, both excused and unexcused because both represent a loss of instructional time. Schools currently only report 10 or more absences.
- Data
  - No minimum group size (n) is applied for accountability calculations that determine a school’s grade.
  - N-size of 20 is used for high stakes decision making
- CSI and TSI Determinations
  - If not successful after 3 years, PED has the option to:
    - Close school
    - Close school and reopen it under a charter operator selected through a state process.
    - Champion and Provide Choice? “May include creation and expansion of voucher programs”
    - Significant Restructure and Redesign- staff with only highly effective or exemplary teachers

### **III. FINANCE COMMITTEE REPORT**

#### **A. Business Manager Report – Curt Szarek**

The September 2017 Financial Statements and Check Register were distributed electronically to the Council prior to the meeting. As requested by the Council, not all documents were provided in hard copy in the Council’s packets. Instead, Mr. Szarek provided a summary report and only hard copies of some financial documents to the members.

1. **Draft Financial Statements for September 2017** *(sent electronically for review)*



- The draft combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$291K), Instructional Materials (\$26K), HB-33 (\$71K) and SB-9 Local (\$149K).
- As mentioned in last month's report, Requests for Reimbursement (RfRs) totaling \$73,291 were expected to be received by the end of September but were not received until October 2<sup>nd</sup>. That, coupled with the fact that we have not been able to request reimbursement yet for our anticipated FY18 PSFA Lease Assistance award, means we have \$141K in Inter Fund Receivables at the end of this reporting period. Therefore, our Operational Fund Cash is not as robust as expected.
- September RfRs for Title I - ESEA (\$19,556) and IDEA-B Entitlement (\$7,249) have been submitted and already approved so we will start to see our Operational Cash balance improve in the coming months. Our FY18 Instructional Materials allocation of \$8,150 was received October 10<sup>th</sup>.

## 2. Highlights from the September 2017 Check Register (sent electronically for review)

At a glance - business as usual except for these one-time, non-recurring, or notable Expenditures:

- Curriculum/Technology Related:  
9/06/17: #8304 to Actively Learn for our annual license renewal - \$8,400.00  
9/11/17: #8213 to ACES for LDD annual software license renewals - \$2,073.75  
9/30/17: #8344 to Naviance for CCR bundle license renewal - \$4,215.00
- Facility Maintenance Expenditures:  
9/13/17: #8322 to ACES for August Maintenance performed - \$6,312.16
- Other One-Time/Infrequent Expenditures of Note:  
9/05/17: #8301 to WYRevolution for staff in-service professional development - \$3,075.46  
9/26/17: #8335 to Outcomes, Inc. for quarterly EAP services - \$1,911.75
- Voided Checks:  
None

Mr. Szarek asked if there were any additional questions on any of the financial information as presented. Not hearing any, he stated that he is always available if questions or concerns come up any time after the meeting.

## 3. Other Items for Discussion

- Our FY17 audit exit conference was held on Thursday, September 28<sup>th</sup> at CliftonLarsonAllen's offices. Chandra McCray was present to represent the Council and Clarissa Rocha was present as a parent/student representative. A huge thank you is in order to both Mr. Bose and Ms. Roble for recruiting quality representatives from the student body to represent the school at the meetings.
- As of this writing, draft financial statements for the year ending June 30, 2017 have not been distributed by the auditors so there are no updates. We expect to have a draft received any day.
- The next meeting of the Finance Committee is scheduled for Wednesday, October 25<sup>th</sup> to perform a review of the September 30<sup>th</sup> financial reporting and supporting documentation.

## B. Approval of Cash Disbursements for September 2017

Ms. McCray stated that she was impressed with our Science classes' participation in the Near Space Challenge balloon experiment.

President Rodarte asked for a motion to approve September 2017 Cash Disbursements. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

## C. BARS (sent electronically for review and included in Council packets)

- BAR 0006-I, in the amount of \$157,468 which establishes our 2017/2017 PSCOC Lease Assistance award. The award letter, which was recently received and dated October 2, 2017, outlines the award details and accompanies the BAR for review. The original was delivered to APS' Charter School Office on October 12<sup>th</sup> and will be signed by Joseph Escobedo, or his designee. APS will deliver the signed award letters to PSFA by the October 20<sup>th</sup> deadline.



- To be generated BAR 1718-0007-I (*this may actually be renumbered to 0008*), in the amount of \$3,434 which establishes the budget for our FY18 Dual Credit award. Supporting documentation in the form of the award notification from APS dated 10/10/17 accompanies the BAR for review. APS/PED will generate the BAR once the adjustment is presented and approved at the next APS Board of Education meeting scheduled for October 18th. Approval at our meeting tonight will allow for population of Expenditure Object Codes and final submission for PED approval.

President Rodarte asked for a motion to approve all of the BARS as presented. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

#### **IV. EXECUTIVE DIRECTOR REPORT – ERIK BOSE**

##### **A. A copy of the Executive Director's Report was included in the Council Member packets.**

###### **Highlights:**

###### Politics

- Mr. Bose was invited by LESC to participate in a workgroup on school grading; will meet Oct. 31<sup>st</sup>
- He is also on a panel for educators – meeting at NMSU in Las Cruces this Thursday

###### ABQCA

- Students
  - 286 scholars enrolled on our 40 Day count day
  - 22 scholars taking 29 CNM dual credit courses
  - Wait list is at 266
  - 6 graduates to date
  - Average attendance rate at 40 Day is 73.3%
- The Near Space Challenge activity was a great experience for our scholars. The tracking equipment from our balloon, however, is somewhere between the East Mountains and Galisteo.
- Our rescheduled APS site visit has now been postponed and is currently not scheduled
- As part of our Site Safety Plan, Mr. Bose spoke with NM State Police about providing training on emergency situations and passed a FEMA course on Active Shooters. SSP will be completed by Nov. 2<sup>nd</sup>.
- More staff are joining the Mindful Stretching class being offered every other week over lunch.

###### Building

- Received 4 quotes for an updated security system; booking the work this week
- Back Flow Preventer is now up to code

##### **B. Approval of 2017-22 Preventive Maintenance Plan**

Mr. Bose explained that this is the same plan as our last one, just updated for the next 5 years. It is a general plan which can be modified as the need arises.

President Rodarte asked for a motion to approve the 2017-22 Preventive Maintenance Plan. Mr. Kennedy made such motion. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

Council signatures were obtained where required.

##### **C. Board Effectiveness – Discussion**

Mr. Bose explained that as part of our performance framework, we need documentation that shows our governing council ensures its own effectiveness, is evaluated and then takes proactive steps to improve its performance. We need to have this in place when our renewal comes up next year.

Dr. Seidenwurm suggested hiring Hugh Prather to facilitate the self-assessment. We have used him in the past and he has done a great job of getting to an end product that is useable.



#### **V. PUBLIC COMMENT**

1. The 2nd work-study session on Staff Leave Time and Salary Schedules will be held on Wednesday, November 1<sup>st</sup> at 5:00 pm at ABQCA.
2. Dr. Seidenwurm asked for the procedure for awarding staff bonuses. We will email it to her.

#### **VI. ANNOUNCEMENTS**

The next ABQCA Governing Council meeting is scheduled for Tuesday, November 21, 2017 at 5:00 pm.

#### **VII. MEETING ADJOURNED**

President Rodarte asked for a motion to adjourn the meeting. Dr. Hunemuller made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:06 pm.