



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, October 18, 2016

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 Evalynne Hunemuller (arrived at 5:14 pm, left at 5:43 pm), Treasurer Jacob Kennedy (via phone), Secretary Rhonda Seidenwurm, Member Emily Salazar (via phone)

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

CALL MEETING TO ORDER

The meeting was called to order at 5:01 pm by President John Rodarte.

OPENING ACTIVITIES

A. Approval of October 18, 2016 Agenda

John Rodarte stated that Curt Szarek clarified there will not be an action necessary on agenda item E. under the Finance Committee Report, "FY17 SEG Reduction BAR." Only discussion is required.

John Rodarte asked for a motion to approve the agenda. Rhonda Seidenwurm made a motion to approve the agenda. Emily Salazar seconded the motion. There was no further discussion. The motion carried unanimously.

B. Approval of September 20, 2016 Minutes

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

FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The September 2016 Financial Statements, Check Register, and current BARs 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 (included with these minutes) and only hard copies of some documents to the members.

1. Financial Statements for September, 2016 (*sent electronically for review*)

- The school still retains healthy cash balances in Operational (\$459K), Instructional Materials (\$44K), HB-33 (\$60K) and SB-9 Local (\$149K) despite \$145K of temporary Inter-Fund loans.
- Inter-Fund loans are larger than normal as we are continuing the practice of spending our flow through money up front.



2. Highlights from the September 2016 Check Register: (sent electronically for review)

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

- Technology/Equipment Upgrades:
 - 9/12/16: #7643 to NM ACES for HP M477fdn Printer - \$577.69
 - 9/12/16: #7645 to NM ACES for HP EliteBook 850 G3 Notebook/case - \$1,252.91
 - 9/16/16: #7654 to LDD Consulting for Bretford Notebook Carts - \$2,250.14
 - 9/16/16: #7656 to LDD Consulting for HP M452dn and M477fdn Printers - \$5,834.83
 - 9/30/16: #7675 to LDD Consulting for HP ProBook 450 G2 Notebooks/Warranties - \$29,431.23
- Facility Maintenance:
 - 9/29/16: #7674 to NM ACES for August projects completed - \$1,592.85
- Annual Software License Renewals:
 - 9/29/16: #7672 to Actively Learn for 1yr. Reading Program/Content License - \$8,400.00

Jacob Kennedy asked what check #7628 to CliftonLarsonAllen in the amount of \$7,774.79 was for. Mr. Szarek explained that it was payment for the progress billing for the 2016 field work audit.

3. BARS (sent electronically for review)

- BAR 1617-0002-I - for Dual Credit Instructional Materials in the amount of \$3,610. Backup included.
- BAR 1617-0003-M - for Title I IASA Maintenance. The net effect of the BAR is zero and reallocates budget for Professional Development to Software to accommodate purchase of the Actively Learn interactive reading program identified in the check register above. Backup included.
- BAR 1617-0004-I - for FY17 Lease Assistance award in the amount of \$157,129, which covers 95% of our annual lease payment of \$166,273. The balance of \$9,144 will be borne by the school's Operational Fund. After significant delay, the award letter was received in the mail on October 11, 2016. Backup is included with the attached BAR.
- BAR for FY17 SEG Reduction. (Discussion only)

The documentation for this BAR has not been received from PED at the time of this writing so it will be populated and distributed to the Council for review and approval during the meeting if information becomes available by then.

 - Erik Bose stated that we are anticipating a reduction of about 1.5%, unilaterally across all K-12 schools

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

John Rodarte asked for a motion to approve all of the BARs requiring the Council's action. Jacob Kennedy made a motion to approve the BARs. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

President John Rodarte stated for the record that it is the Governing Council Chair that asks for the motions.

4. Other Items for Discussion

- As of this writing, there are no draft government-wide financial statements available for review. There is a delay in receiving the net pension liability reconciliation from the ERB which means it will be a major effort for the auditors to get everything finalized, have drafts thoroughly reviewed by Business Managers, and make any necessary corrections by the November 15th submission date.



- Information received during our audit exit conference on September 29th will be discussed during the closed session.
- The next Finance Committee meeting is scheduled for Wednesday, October 26, 2016 to review September, 2016 quarterly financial reports, Journal Entries, and Bank Reconciliations.
 - Rhonda Seidenwurm and Jacob Kennedy have confirmed they will be in attendance.
- We are conservatively projecting 267 members for the projected membership in the 2017-2018 school year

EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

1. Demographics of 1st Count Day for 2016-17

Amy Roble put together a list of student demographics based on our first reporting period.

Highlights include:

- Total scholars = 288
- ELL count = 26
- Average age = 19.7 years (this is older than our historical average)
- Oldest current scholar = 41 years old
- Age 26 or older = 25 scholars
- Top zip code scholars are from = 87121

2. Politics

- Our lease reimbursement has been approved and we are in good standing
- Legislation is not focusing on our budget at present time but we are not out of the woods yet
- NMCCS
 - Alternative Accountability workgroups are slowly making progress
 - Mr. Bose is working on a bill with the Coalition and Senator Ivey-Soto on Oct. 19th
 - Senator Ivey-Soto wants to amend the charter school law, including capping student age at 26
- NMBRT Educational Summit will be November 14th, free event, website: www.nmbree.org
- Mr. Bose and Sandy Roth have a follow-up meeting with Matt Pahl, PED, on Oct. 24th regarding graduation requirements; PED has been very open to discussion

At this time, the meeting moved into closed session as Evalynne Hunemuller needed to leave early.

CLOSED/EXECUTIVE SESSION

CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1 (H) - AUDIT ACT, SECTION 12-6-5) FOR PURPOSE OF DISCUSSING ELEMENTS OF THE ANNUAL AUDIT

John Rodarte asked for a motion to move to closed session pursuant to the Open Meetings Act_NMSA 1978 § 10-15-1 (H) for the purpose of discussing elements of the Annual Audit. Rhonda Seidenwurm made a motion to adjourn to closed session. Evalynne Hunemuller seconded the motion.

President John Rodarte requested a vote of Council Members which resulted in agreement of Council Members to convene in closed session for the purpose of discussing elements of the Annual Audit with Council Members John Rodarte, Jacob Kennedy (via phone), Emily Salazar (via phone), Rhonda Seidenwurm and Evalynne Hunemuller. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 5:26 pm.



RECONVENE TO OPEN MEETING

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 5:43 pm. Motion requested by John Rodarte, motion made by Rhonda Seidenwurm and seconded by Jacob Kennedy (via phone). Vote in the affirmative by individual members Emily Salazar (via phone), Jacob Kennedy (via phone), Evalynne Hunemuller, Rhonda Seidenwurm and John Rodarte.

STATEMENT OF CLOSURE

President John Rodarte stated that the ABQ Charter Academy Governing Council met in closed session October 18, 2016 to discuss elements of ABQCA's Annual Audit, and that no discussion was made during closed session other than the Annual Audit, as stated on the agenda. No action was taken.

Evalynne Hunemuller left at 5:43 pm.

Back to Executive Director's Report

Rhonda Seidenwurm asked what Senator Ivey-Soto's position was with regard to students over 26 years old. Mr. Bose explained that the Senator felt those students should be funded through adult education, which pays \$281.00 per student.

Rhonda Seidenwurm thanked Mr. Bose for providing the list of his affiliations that she had requested at the last meeting.

3. ABQCA Highlights

- We have been working on our e-rate planning for next year
- Mr. Bose stated that we have identified a school to donate all of our old computers and printers to

4. Job Corps

- We are still planning on donating our furniture left at Job Corps to Gordon Bernell

5. Building

- Patio furniture will be delivered on Friday and secured to the patio
- LED lighting is being installed this week
- Fiber and cable/wiring installation will take place over the next 3-4 weeks

B. Update on ABQCA Parking Issue

1. Mr. Bose stated that we need more parking spaces and we also have maximized all of the office space in our building
2. Rental space on the top floor of a nearby law office has been identified
 - Right around the corner on Edith
 - We could move the Business Office to this location, opening up 2 offices for ancillary services that we need to add
 - The lease includes the parking lot, which has about 15 parking spots where staff could park and some spaces in the street around the building
 - Price is \$1,800/month
 - Office space needs work; the owner has offered to do/pay for some of the renovations but we would need more detailed information about what this entails

Rhonda Seidenwurm stated that she would be agreeable to the Business Office staff moving to a different location but no one else. She commented on the effort it took to get everyone all together in the current building.



3. Other Options/Research

- We could purchase one of the nearby homes for sale and raise it to make a parking lot
 - Since this is a historical district, that might not be easy to get approval on
- Mr. Bose looked into renting spaces at the Convention Center parking lot
 - Spaces are available but cost over \$560 per space, per month
 - Mr. Bose received more information on this after the meeting. The price he was given originally was for multiple spots and the price is only \$84 a month for a single space; however, all the spaces are taken and there is a waiting list.
- Lovelace Hospital has many spaces but they are designated for patients only
- Longfellow Elementary is also running into a parking shortage
- Jackson Wink's new spaces won't be ready for several months

Emily Salazar suggested we ask students for their input into possible solutions to our parking problem. She also recommended we ask them if they would coordinate shared rides if there was an incentive.

John Rodarte stated that he appreciates all of the research we have put into coming up with a solution. He said that he would support whatever decision turns out to be the most cost effective.

Mr. Bose and Mr. Szarek will put together a cost analysis and presentation for the next meeting. It will include feedback from our students.

C. NACSA Authorizer Evaluation Report

This item was not on the agenda.

Mr. Bose provided to the Council a draft copy of APS' *Strategic Plan from the NACSA Authorizer Evaluation Report*, which he just received yesterday.

- It details APS' plan for how they will oversee charter schools
- Main points detail:
 - Performance contracts
 - Charter renewals
 - Responsibilities
 - How to collaborate with charters and get action on the main points
- Lists APS' findings from their charter authorizer

PUBLIC COMMENT

No public comments were made.

ANNOUNCEMENTS

The next GC meeting is scheduled for Tuesday, November 15, 2016 at 5:00 pm.

MEETING ADJOURNED

President John Rodarte asked for a motion to adjourn the meeting. Rhonda Seidenwurm made such motion. Jacob Kennedy seconded the motion. The motion carried unanimously. John Rodarte adjourned the meeting at 6:10 pm.