



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, November 15, 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, Secretary Rhonda Seidenwurm

**Council Members Not Present:** Treasurer Jacob Kennedy, Member Emily Salazar

**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 4:58 pm by President John Rodarte.

#### OPENING ACTIVITIES

##### **A. Approval of November 15, 2016 Agenda**

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

##### **B. Approval of October 18, 2016 Minutes**

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

#### FINANCE COMMITTEE REPORT

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

The October 2016 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 (included with these minutes) and only hard copies of some documents to the members.

##### **1. Financial Statements for October 2016 (*sent electronically for review*)**

- The school still retains healthy cash balances in Operational (\$506K), Instructional Materials (\$44K), HB-33 (\$60K) and SB-9 Local (\$147K) despite \$157K of temporary Inter-Fund loans
- Good progress is being made on our submitted RfRs for IDEA-B (\$15K) and Title II (\$4K) which were received in the current reporting period. Our Title I School Improvement RfR in the amount of \$43K was received in November.
- A Title I RfR in the amount of \$55K through October 31<sup>st</sup> was finalized and submitted prior to this meeting.
- Our 1st quarter RfR for our lease assistance in the amount of \$39,282.25 has been submitted. It should be received before the end of November.



## 2. Highlights from the October 2016 Check Register: *(sent electronically for review)*

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

- **Technology/Equipment Upgrades:**  
10/20/16: #7717 to Workspace Dynamics for Mimio interactive teaching system - \$1,865.49
- **Facility Maintenance:**  
10/20/16: #7716 to NM ACES for September projects completed - \$1,892.60
- **Annual Software Licenses:**  
10/10/16: #7695 to Naviance for Next Step Plan/CCR Licenses/Prof. Dev. - \$6,990.00  
This software is new for the school. It links students with individual colleges for information, applications, etc., based on curricula.
- **Other**  
10/10/16: #7696 to Matthews Fox, P.C. for legal services (NMPSIA, researching our lease reimbursement, policy writing) - \$729.16

Evalynne Hunemuller asked if teachers were writing all curricula now or if we were still using Plato. It was explained that while we do have a lot of newly written curricula, we still use Plato for Math, electives and some singular courses (Criminology, Psychology, Healthcare, etc.).

Mr. Szarek asked if there were any 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

- Drafts of the FY16 audit have been reviewed by the Business Office. The Management Representation Letter should be ready for signature by Monday. That is the last step before submission on the Nov. 15<sup>th</sup> due date.
- A Finance Committee meeting was held on Friday, October 28<sup>th</sup>. Mr. Kennedy was not present for this meeting and Mr. Szarek has not heard from him. Minutes from the meeting were sent to the Council electronically.

## EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

#### 1. Students

- 5 Graduates and we are waiting on some Dual Credit grades from CNM
- Total students = 270

#### 2. Politics

- Mr. Bose provided an updated list of his affiliations
- NMCCS work groups on Alternative Accountability are progressing slowly but surely
- Mr. Bose attended the Educational Summit on Nov. 14<sup>th</sup>
- Follow-up meeting on ADC reform with Sandy Roth and Matt Pahl of PED went well

#### 3. ABQCA Highlights

- We are working on creating policies for school directed programs and dual enrollment courses
- CEC doing well
- College Fair was well attended and **all** students followed-up with applying for the FAFSA
  - Mr. Bose is attending a PED meeting on Dec. 1<sup>st</sup> regarding DC requirements – **will forward information to Evalynne Hunemuller**

#### 4. Job Corps

Final step is to dispose of/donate our furniture – will be on the December agenda

#### 5. Building

- The wiring is still being upgraded; it was causing issues because IT had only upgraded certain sections. When completed, the whole building will have upgraded wiring.



- Patio furniture has been installed
- Working with ACES to have elevator certified on a quarterly basis
- Had to adjust contract for switching lighting over to LED as some bulbs

## **B. Update on ABQCA Parking Needs**

### **1. Cost Analysis**

The owner of the building is working on a feasibility study for building a 2-3 level parking area in our current lot

### **2. Student Suggestions**

The most interesting suggestion Mr. Bose heard was to charge students for parking

### **3. Other**

- We are going to meet with our neighbors at the laser facility to see if we can use some of their spots for staff
- Mr. Bose has been calling the realtor of the building on Edith for discussion but no one is returning his calls
- Mr. Bose has been updating the Council weekly on this issue

## **PUBLIC COMMENT**

1. Rhonda Seidenwurm commented on the fact that the Executive Director position is a one-year contract that is awarded in June of each year. She would like to discuss changing those parameters with the Council. She will coordinate a discussion.

2. John Rodarte will reach out to Jacob Kennedy regarding his unresponsiveness to meeting requests.

3. Evalynne Hunemuller would like the topic of changing the GC meeting start time to 4:30 pm added to next month's agenda.

## **ANNOUNCEMENTS**

The next GC meeting is scheduled for Tuesday, December 13, 2016 at 5:00 pm.

## **MEETING ADJOURNED**

President John Rodarte asked for a motion to adjourn the meeting. Evalynne Hunemuller made such motion. Rhonda Seidenwurm seconded the motion. The motion carried unanimously. John Rodarte adjourned the meeting at 5:40 pm.