



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, November 28, 2017

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

**Council Members Present:** President John Rodarte (5:17 pm via phone), Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy

**Council Members Not Present:** Member Chandra McCray

**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 5:12 pm by Vice President Evalynne Hunemuller.

#### II. OPENING ACTIVITIES

##### **A. Approval of November 28, 2017 Agenda**

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

##### **B. Approval of October 17, 2017 Minutes**

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

#### III. FINANCE COMMITTEE REPORT

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

The October 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 October 2017 (sent electronically for review)**

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$355K), Instructional Materials (\$33K), HB-33 (\$72K) and SB-9 Local (\$147K).
- We received our 1st quarter Lease Assistance reimbursement of \$39K on November 6th, so it will show up on the November financial statements. October RfRs for Title I (\$11K), and IDEA-B (\$7K) were submitted on November 1st and have already been approved by APS. October Inter-Fund Receivables are \$81K and this amount will be significantly reduced now that we are current with RfR collections.

##### **2. Highlights from the October 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:  
10/16/17: #8388 to the Bach Company for TI perpetual volume licenses - \$680.00  
10/30/17: #8403 to the Bach Company for additional TI perpetual volume licenses - \$740.00
- Facility Maintenance Expenditures:



10/10/17: #8380 to ACES for September Maintenance items - \$2,367.96

- Other One-Time/Infrequent Expenditures of Note:

10/23/17: #8396 to Sporleder Consulting for staff in-service professional development - \$7,000.00

- Voided Checks:

10/24/17: #8399 was in the printer tray when a report was processed instead of a check

10/25/17: #8401 was issued in error for a future reimbursement

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

- During the last work-study session, a question came up with regard to Fund Balance and the fiscal health of the operation. To that end, reports are in everyone's packets showing cumulative Fund Balances over the last three fiscal years and another report contrasting the percentage of Salaries and corresponding Benefits for the Operational Fund over the last three years.
- In addition to the reports mentioned above, APS Charter Viability Reports for the last two years are included in everyone's packets for review. Charter Viability Reports are public documents and can be found on the APS website:  
<http://www.aps.edu/finance/accounting/charter-school-reports>
- The draft audit financial statements for the year ending June 30, 2017 were received the week of November 1<sup>st</sup> and thoroughly reviewed. Financial statement notes along with the required supplementary information (RSI) and management representation letter were received the week of November 13<sup>th</sup> and were also thoroughly reviewed and completed. CliftonLarsonAllen timely submitted the APS audit on November 15<sup>th</sup> as indicated on the NM State Auditor website. More information will be discussed during the closed session.
- In connection with the status of our building loan, as of this report the school has paid \$1,070,275 in Principal against the original note of \$2,350,000. The remaining Principal balance is \$1,279,725 and the school is on track to have the obligation paid off in July 2022.
- The minutes of the Finance Committee meeting which was held on October 25<sup>th</sup> are included in everyone's packets for review.
- In connection with the Business Manager transition, ads will be placed in December both in print and electronic format for the position. A transition timeline might look something like this- accept applications through the end of December or a date to be determined, set up interviews during January after break, and have the selected candidate start in February.

### **B. Approval of Cash Disbursements for September 2017**

Vice President Hunemuller asked for a motion to approve the October 2017 Cash Disbursements. Mr. Kennedy made such motion. Dr. Seidenwurm 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

- OCR is reviewing our facility and policies; working on some changes based on their 42-page form
- NM PED is accepting input on additions to the NM Administrative Code on the definition of Early College High Schools – meeting is December 4th

##### ABQCA

- Students
  - Current enrollment is 274
  - Wait list is at 265
  - 14 graduates to date



- Our APS site visit is still currently unscheduled
- A-Tech will be upgrading our security system over the next few weeks
- Looking at our FMAR with PSFA and ACES to make sure we are in compliance with PSFA & our site – new tool for ADA Compliance
- Mr. Bose and Mrs. Roble will attend APS' Student Information System Q & A meeting on Thursday
- Staff – we are looking at hiring a .5 FTE school nurse

#### Building

- Working on getting our Fire Suppression System certified
- Looking into improving the safety of our stairway railing

#### **B. Staff Salary Schedules**

Mr. Bose distributed draft staff salary schedules to the Council, based on their recommendations. Dr. Seidenwurm stated that the Business Manager schedule now looks more appropriate. She also noted that it is still possible (with the new schedules) for an EA to earn more than a Level I Teacher.

#### **V. 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 REVIEWING THE RESULTS OF THE FY17 AUDIT**

Dr. Hunemuller made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) for the purpose of reviewing the FY17 Audit. Mr. Kennedy seconded the motion.

Vice President Evalynne Hunemuller requested a vote of Council Members, which resulted in agreement of Council Members to convene in closed session for the purpose of reviewing the results of the FY17 Audit with Council Members John Kennedy, Rhonda Seidenwurm, President John Rodarte and Evalynne Hunemuller. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 5:34 pm.

#### **VI. RECONVENE TO OPEN MEETING**

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 5:38 pm. Motion made by Rhonda Seidenwurm and seconded by Jacob Kennedy. Vote in the affirmative by individual members Evalynne Hunemuller, Rhonda Seidenwurm, Jacob Kennedy and President John Rodarte.

#### **VII. STATEMENT OF CLOSURE**

Vice President Evalynne Hunemuller stated that the ABQ Charter Academy Governing Council met in closed session November 28, 2017 to discuss the results of the FY17 Audit, and that no discussion was made during closed session on any topics other than the FY17 Audit, as stated on the agenda. No action was taken.

#### **VIII. PUBLIC COMMENT**

No public comments were made.

#### **IX. ANNOUNCEMENTS**

The ABQCA Governing Council agreed to cancel the meeting scheduled for Tuesday, December 12, 2017 at 5:00 pm. **The next meeting will be held on Tuesday, January 16, 2018 at 5:00 pm.**

#### **X. MEETING ADJOURNED**

Vice President Hunemuller asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. Vice President Hunemuller adjourned the meeting at 5:47 pm.