



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, December 13, 2016

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr Blvd NE

Albuquerque, NM 87102

Council Members Present: President John Rodarte, Secretary Rhonda Seidenwurm, Treasurer Jacob Kennedy (arrived at 5:56 pm)

Council Members Not Present: Vice President Evalynne Hunemuller, Member Emily Salazar

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; Sandy Roth, ABQCA Director of Curriculum and Assessment

Kris Houde, Community Member (CICM)

Minutes: Andrea Kepple, ABQCA Executive Assistant

Due to a delay in waiting for a quorum, the Council members in attendance agreed to start hearing agenda items that did not require any action. In addition, a discussion took place with regard to confirming meeting attendance. It was recommended that **it is imperative that Council Members confirm their attendance for each meeting, as has been requested via email on the Friday prior to each meeting, to prevent delays like this from happening in the future.**

PUBLIC COMMENT

We had our first ever member of the public present for a Governing Council meeting - Kris Houde, President of the Citizens' Information Committee of Martineztown. Ms. Houde shared the following thoughts with the Council:

1. She witnessed a group of teenagers misusing playground equipment in the area, and being rude to their chaperone. She assumed they were ABQCA students but later found out that they were not.
2. She is aware of our parking issue and has noticed our students parking on streets in the community. They have been polite – no complaints.
3. Ms. Houde also sits on the ABQ Housing Committee. The community loves having our school in the neighborhood. She stated that it is much better than having our building empty.
4. Ms. Houde asked how she could help us, with regard to her presence within the community and on her committees. She would be happy to attend meetings to represent ABQCA when needed (funding, etc.).

Rhonda Seidenwurm shared that we could use support in the following areas:

- Whenever needed to show that we are a good neighbor;
- To let legislators know that ABQCA is a public school and to advocate for us, and
- To advocate for PED not capping the age when diplomas can be awarded.

REVIEW OF FALL SHORT CYCLE ASSESSMENT DATA – SANDY ROTH

Ms. Roth presented a PowerPoint review of graduation data.

Highlights:

- Our school goal is that graduates gain 2.0 GLE (Grade Level Expectations) per year in Reading and Math. We exceed every year.



- Our unique student mobility and attendance make it difficult to track all students (not just grads) but Ms. Roth created a spreadsheet with specialized formulas to capture this data.
 - Students who enter our school under HS level (9-12 grade) are given a goal of 1.5 GLE per 220 school days.
 - Students who enter at a HS level have a goal of 1.0 GLE per 220 days.
 - The spreadsheet calculates each student's Reading and Math goal percentages on a daily basis. This is also pro-rated based on the number of days each student is in school.
 - Currently, 48% of students are reaching their daily goal in Reading, as compared to 65% in Math.
 - If you look at only graduating students, those percentages go up to 83% in Reading and drop to 60% in Math; this is skewed though, since we currently only have 6 graduates.
- 2015 Data
 - Math – majority of students came in under a HS level (the grade average) and the percentage dropped for older students
 - Reading – showed more fluctuation
- 2106 Data
 - Our student population has changed – no more Job Corps students and we are seeing an influx of students from Amy Biel HS
 - The number of students who are fully proficient in Reading upon entry is notable – showing a huge increase in this area
 - Math entry levels are pretty much the same
 - Other things affecting current data:
 - The Pre-Algebra course was eliminated for this school year
 - Not all students are in an English (Reading) or Math course at a given data snapshot

Rhonda Seidenwurm expressed her appreciation of Ms. Roth's data review. John Rodarte stated that her spreadsheet/formulas for capturing the data was impressive. **Ms. Roth said that she would share some additional information with John Rodarte on graduation requirements** as far as what federal law mandates. She also suggested he look at the "ADC Guidelines" put out by PED.

CALL MEETING TO ORDER

The meeting was called to order at 5:59 pm by President John Rodarte.

OPENING ACTIVITIES

A. Approval of December 13, 2016 Agenda

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

B. Approval of November 15, 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.

C. Instructional Minutes Policy



Amy Roble explained that this policy was created as a result of findings another charter recently received for not following correct procedures, and as a way for us to ensure that we are documenting students' instructional hours. Ms. Roble worked with our legal counsel in drafting the policy.

Highlights:

- The State requires high school students to have 1,080 hours of instruction per school year.
- A formula was created for our school, reflecting our 10-month calendar, holidays, hours of class time per day/week, Dual Credit courses, Independent Study Students, service learning and work credits.
 - Students at ABQCA are expected to earn at least 1 credit per month – which has been determined to be equivalent to 180 seat (instructional) hours.
 - A student enrolled for a full year at ABQCA should earn at least 8 credits, the equivalent of 1,440 instructional hours for the year, exceeding the State mandate of 1,080 hours.
- Student progress is tracked on a monthly basis, with staff acknowledging students who are on track (or exceeding) and reaching out to those who are struggling to see what interventions or assistance can be implemented.

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

D. Change of Governing Council Meeting Start Time

As Jacob Kennedy cannot meet before 5pm, Rhonda Seidenwurm suggested keeping the meetings scheduled as they are for 5:00 pm.

John Rodarte asked for a motion to approve keeping the existing meeting time of 5:00 pm. Rhonda Seidenwurm made such motion. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The November 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 financial documents to the members.

1. Financial Statements for November 2016 (*sent electronically for review*)
 - The school still retains healthy cash balances going into December in Operational (\$568K), Instructional Materials (\$43K), HB-33 (\$60K) and SB-9 Local (\$147K) despite \$101K of temporary Inter-Fund loans
 - Inter-Fund loans will be dropping from previous levels as a result of current month collections for \$39K of Lease Assistance, \$6K of IDEA-B, and \$43K of Title I School Improvement.
 - APS has already approved an RfR for \$66K in Title I - IASA/PFS which we will collect in December. This will not only stabilize the Inter-Fund activity throughout future reporting but will also result in a robust Operational Cash balance for the December quarterly reporting.
 - The NM economy continues to struggle with an ongoing budget deficit expected for the remainder of FY17. The prevailing sentiment is the Legislature will definitely make a move to “sweep” \$120M of cash reserves from all district and charter schools in order to offset the deficit. School leadership has been meeting to address “What If” scenarios in order to be prepared and it is unclear what cash balance snapshot (i.e. balance as of July 1st, December 31st, or some other date) they will consider.
2. Highlights from the November 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:**
 - 11/30/16: #7783 to zSpace for 3D interactive Student workstations - \$7,268.46
 - 11/30/16: #7789 to Workspace Dynamics for Mimio Math interactive teaching system- \$2,607.34
- **Facility Maintenance/Upgrades:**
 - 11/11/16: #7761 to Barco Products for outdoor patio furnishings/sign - \$5,240.12
 - 11/15/16: #7771 to NM ACES for October projects completed - \$693.79
- **Other One-Time Expenditures of Note:**
 - 11/15/16: #7767 to Patrick Paasche, Jr. for removal/disposal of rolling file system. - \$2,292.60
 - 11/15/16: #7770 to Freedom Inc. for ten-week student motivational training - \$3,500.00
- **Voided Checks:**
 - 11/07/16: #7757

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. BARS

- A BAR for Equalization reduction, which was approved during the 2016 special legislative session as Senate Bill 9, was placed on the agenda in case PED sent out formal notifications. As of the date of this report, no notification with an exact figure has been received to initiate the BAR. The analysis reflects we may lose \$40,465.81, which is the result of a 1.5% reduction in the Unit Value.
- BAR 1617-0005-D is being presented to the Council for approval along with backup in the form of a Memorandum from Paul Aguilar at PED dated December 7, 2016 accompanied by a spreadsheet with district/charter adjustments. We will need to issue a check in the amount of \$991.94 made payable to PED to facilitate the reduction and the BAR and check must be submitted and received by PED no later than December 20th.

John Rodarte asked for a motion to approve BAR 1617-0005-D. Jacob Kennedy made such motion. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

B. Other Items for Discussion

Mr. Szarek has been asked to work with select students from Professor Norman Colter's Accounting classes at the UNM Anderson School of Management who are interested in pursuing careers as School Business Officials. He has agreed to volunteer his assistance on an as-needed basis after school hours and on weekends. His involvement will include providing a general overview of what students need to focus on in order to be successful in the field, along with some hands-on training based on individual skill sets.

EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

Highlights:

- Dual Credit Stats
 - Fall 2016 = of 30 scholars enrolled, 20 completed coursework
 - Spring 2017 = 47 enrolled with 4-5 more in the process; our biggest DC enrollment!



- DC is on the chopping block, even though it is currently a graduation requirement, for cost reasons. Superintendents are unanimously rejecting the idea of this change.
- Update on ABQCA Parking Options
 - We could rent a few spaces at the laser facility next door; these are available now
 - If we rent the offices/parking lot at the property on Edith, that would allow for more parking spaces but also more money and would take a few months before we could utilize them
 - Building a two-story parking structure in our existing parking lot will cost approximately \$450K
 - Mr. Bose has not heard back from anyone at the Jackson Wink facility for a few months. Their busy times of day are the same as ours, so parking might still be an issue if we go that route.
- Incentive Plan
 - We are mid-way through the school year and not where we want to be, goal-wise
 - Most importantly, number of grads is low
 - The Leadership Team has decided to reinstate the incentive plan that we had last year to increase student productivity. The plan is based on:
 - Daily attendance rate
 - Graduation rate
 - Reading gains
 - Math gains
 - Leadership Team will work with legal to create addendums to staff contracts.
 - Council members all agreed the incentive plan is a good idea.

B. Lease (for new building on Edith with office/parking space)

Mr. Bose asked if the Council had any direction to offer regarding initiating a formal lease. Council requested more information. **Mr. Bose and Mr. Szarek will provide more for discussion at the next meeting.**

ANNOUNCEMENTS

The next GC meeting is scheduled for Tuesday, January 17, 2017 at 5:00 pm.

MEETING ADJOURNED

President John Rodarte asked for a motion to adjourn the meeting. Jacob Kennedy made such motion. Rhonda Seidenwurm seconded the motion. The motion carried unanimously. John Rodarte adjourned the meeting at 6:27 pm.