



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, March 14, 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 5:02 pm)

**Council Members Not Present:** 1 Vacancy

**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

#### I. CALL MEETING TO ORDER

The meeting was called to order at 4:59 pm by President John Rodarte.

#### II. OPENING ACTIVITIES

##### **A. Approval of March 14, 2017 Agenda**

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

##### **B. Approval of February 21, 2017 Minutes**

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

##### **C. ACES – Discussion about what services ABQCA can provide for itself**

Erik Bose and Curt Szarek provided a PowerPoint presentation and a handout demonstrating the services provided to the school through ACES and the costs for each service.

Highlights:

- Maintenance work orders fall under 1 of 2 categories: Preventive Maintenance or Corrective Action
  - We have submitted 38 work orders this year, 4 of which were Preventive
  - We do our best to have repairs scheduled over school breaks
  - Repairs are usually done in a timely manner; emergency repairs done within 24 hours
    - One exception – our current lighting fixture job has still not been completed
- Before we started contracting with ACES, Mr. Bose would have to do all of the legwork to get repairs done (research, bids, services provided...). He feels that using ACES has saved him a lot of time. He tells ACES what services we need and they check vendor contracts, submit bids to us, answer questions and provide recommendations.
- CES only provides vendor listings and their contact information. We would still need to research and contact the vendors ourselves if we were to utilize CES.



- Mr. Szarek creates one Purchase Order per year for ACES maintenance services, not to exceed \$60,000.00
- LDD has been our IT provider since the school's beginning. By contracting with them through ACES, we get a little bit of a discount on their services.
- The monthly fee for database administration that gets paid to ACES is \$600 per month. All other charges are paid back to the vendors.
  - School Dude is required by PSFA but they won't pay for it for charter schools. We pay for it out of SB-9 funds.

The Council expressed concerns regarding:

- Relationships with vendors could be established directly by us, especially since we are located in Albuquerque. The Council recognized that it is time consuming at start-up but once those relationships and schedules are in place, the process becomes easier.
- There is concern that our business relationship with ACES could be an audit risk, since Mr. Bose is on their board.
  - Mr. Bose stated that approximately 68 schools utilize ACES' services. From what he has seen, their business practices have been extremely transparent.
  - ACES' audit should be finalized within the next few days

#### **D. ABQCA Governing Council Member Vacancy**

Mr. Szarek explained that a replacement is needed prior to June 30, 2017 to remain in compliance. If we don't fill the position, PED is at liberty to appoint someone if they so choose. Mr. Bose stated that he has 2 people in mind and described each candidate to the Council. The Council favored one candidate over the other and **asked Mr. Bose to approach him and see if he is interested.**

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

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

The February 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. Financial Statements for February 2017 (*sent electronically for review*)**

- The combined Balance Sheet by Fund reflects the school retains robust cash balances by Fund for Operational (\$647K), Instructional Materials (\$28K), HB-33 (\$154K) and SB-9 Local (\$185K) despite facilitating \$62K of temporary Inter-Fund loans.
- We have already accumulated sufficient cash in our HB-33 Fund to facilitate our annual \$150K principal reduction on the building loan, which will be issued in June.
- Inter-Fund loans are higher than expected since APS reimbursements January Title I (\$11,080) and IDEA-B (\$5,986) RfRs were received in March after the month-end. In addition, a January 2017 Title II RfR in the amount of \$1,755 has not yet been processed by APS.

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

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

- Technology Related:
  - 2/9/17: #7937 to VLCM for cutover of existing network to new CAT6E infrastructure - \$5,662.62
  - 2/9/17: #7938 to VLCM for the non-ERate portion of our new CAT6E network rewiring - \$6,896.10
  - 2/3/17: #7922 to edHelper for annual subscription renewal - \$299.85
  - 2/10/17: #7941 to CES for TIENET (PowerSchool) SpED license renewal - \$773.08
  - 2/27/17: #7949 to Road Narrows, LLC for Webots Robotics EDU software license - \$384.00



- Facility Maintenance Expenditures:  
2/2/17: #7913 to NM ACES for January projects completed - \$1,776.37  
2/27/17: #7952 to Heights Lock & Key for stairwell exit alarm - \$390.03
- Other One-Time/Infrequent Expenditures of Note:  
2/9/17: #7936 to NM Coalition of Charter Schools for online Council training - \$1,200.00  
2/27/17: #7949 to Newport Corporation for Science Projects in Optics/Metrics kit - \$7,414.04
- Voided Checks:  
#7928 for CNM Bookstore (rolled over to #7929)

Other Clarifications:

- VCLM is the contractor that did our rewiring.
  - Check #7938 in the amount of \$6,896.10 was for our portion of the \$45K that ERate didn't cover
  - 49 additional drops were added to our original request – this was a learning curve for us, we weren't sure how many we would need
- Check #7934 in the amount of \$858.38 to Matthews Fox was for research & policy/procedure writing for simultaneously having 1) a service dog on campus, and 2) a student who is allergic to dogs.

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** (*sent electronically for review and included in Council packets*)

- BAR 1617-0012-D was included as a Discussion/Action Item on the February 21, 2017 agenda but no action was taken during the meeting. Mr. Szarek had hoped it would be approved by the Council in his absence so that we could stay within PED's timeline. He apologized if that was not clear in his report. The BAR was created on March 7th by APS and populated by Mr. Szarek for approval. As mentioned in his February 21st report, we were unable to spend the entire amount of our \$3,610 Dual Credit Instructional Materials award. We were only able to spend \$1,623 by the reimbursement deadline of January 6<sup>th</sup>, which meant the balance of the award (\$1,986) must revert back to APS and then to PED by March 10th.

John Rodarte asked for a motion to approve BAR 1617-0012-D. Rhonda Seidenwurm made a motion to approve the BAR. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

- BAR 1617-0013-D This BAR reflects the anticipated \$52K decrease from our FY17 budgeted Cash Balance carryover. Mr. Szarek had hoped the BAR would be created by PED in time for this meeting but it was not. Mr. Szarek distributed to the Council a Memorandum from David Craig, PED School budget and Finance Analysis Bureau, dated March 13, 2017 stating the amount of "cash balance credit" that will be taken against our remaining SEG distributions in FY2017. The memorandum shows a cash balance credit of \$52,842.74 – which has already been taken. The accompanying spreadsheet, "Attachment A," shows our "credit floor" at \$52,709.00.

It was agreed that this anticipated BAR would be tabled until PED provides the actual written BAR to Mr. Szarek.

4. **Other Items for Discussion**

- Budgets
  - Due to PED April 24



- Due to APS April 26
- Mr. Szarek attended a cyber-fraud training last week and found it very beneficial. He will be attending a different one this week.
- Uniform Grant Guidelines (UGG) policies need to be created and put in place; may total 15-17 policies. All APS charters are being required to have these and auditors will be looking for them. Amy Roble is working on them and they will be presented at the May Governing Council meeting for approval.
- Our old furniture that was left at Job Corps has been removed. It is being stored at Innovative Moving Systems until it can be inventoried and processed for disposal.

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

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

###### Highlights

1. Politics
  - This is the last week of the regular legislative session
  - HB-273 which reduces Small Size School Adjustment by 75% is dying
    - Superintendents are hoping to make SSSA illegal for charters
  - SB-457 and HB-412 are both tax bills which would require schools to pay an additional 5% Gross Receipts Tax; it would really hurt schools
  - Another bill wants to cap school's interest rates at 6%
  - Senate vetoed the bill regarding teacher attendance 😊
2. Students
  - Grads – 21
    - Goal is 75
    - There are quite a few students who are at 80% completion or better
    - We may need to rewrite our goals for next year; Job Corps was a much more consistent population
  - Enrollment – 278
  - Wait list - 242
  - Dual Credit Students – 58
  - Projected Summer Scholars – 35
3. ABQCA
  - Mr. Bose **reminded the Council to complete the survey he had sent around to them**
  - APS has suggested schools put into place a policy for student protections against ICE, etc. The Council agreed that this would be a good policy. **Mr. Bose will start working on it.**
  - Mr. Bose is taking collections for Emily Salazar's gift, which will be presented to her at June's graduation ceremony. **Mr. Bose will invite her, so that she has plenty of notice.**
  - Title I meeting is tomorrow
  - APS site visit is March 30<sup>th</sup>
  - Ms. Roble is attending a Trauma Informed School Training June 12-14 in St. Louis, MO. **Ms. Roble will forward the conference information to Evalynne Hunemuller.**
  - Mr. Szarek asked if our cash carryover from this year will be in jeopardy. Mr. Bose stated that there has been no mention of that and as of yet, no threshold has been established. He added that that doesn't mean it wouldn't be possible.

#### **V. CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1 (H) (2) LIMITED PERSONNEL MATTERS) FOR PURPOSE OF DISCUSSING THE EXECUTIVE DIRECTOR'S EVALUATION**



Jacob Kennedy made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) (2) for the purpose of discussing a limited personnel matter. 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 the Executive Director's annual evaluation with Council Members Evalynne Hunemuller, Rhonda Seidenwurm, Jacob Kennedy and John Rodarte. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 6:12 pm.

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

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:27 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**

President John Rodarte stated that the ABQ Charter Academy Governing Council met in closed session March 14, 2017 to discuss limited personnel matters for the purpose of discussing the Executive Director's evaluation, and that no discussion was made during closed session other than the limited personnel matters as stated on the agenda. No action was taken.

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

No public comments were made.

#### **IX. ANNOUNCEMENTS**

The ABQCA Governing Council has requested an additional closed session meeting on Tuesday, March 28, 2017 at 5:00 pm. The purpose of this meeting is to finish discussing the limited personnel matter of the Executive Director's evaluation.

The next regular ABQCA Governing Council meeting is scheduled for Tuesday, April 18, 2017 at 5:00 pm.

#### **X. 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. President John Rodarte adjourned the meeting at 6:31 pm.