



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, March 15, 2016

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr Blvd NE

Albuquerque, NM 87102

Council Members Present: President Rhonda Seidenwurm, Vice President Evalynne Hunemuller, Treasurer Jacob Kennedy

Council Members Not Present: Secretary John Rodarte, Member Emily Salazar

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; 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 5:12 pm by President Rhonda Seidenwurm.

OPENING ACTIVITIES

1. Approval of March 15, 2016 Agenda

Evalynne Hunemuller made a motion to approve the agenda. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

2. Approval of February 16, 2016 Meeting Minutes

Evalynne Hunemuller made a motion to approve the minutes. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

3. Approval of January 19, 2016 Meeting Minutes

Jacob Kennedy made a motion to approve the minutes. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

FINANCE COMMITTEE REPORT

1. Business Manager Report – Curt Szarek

The February 2016 Financial Statements and Check Register were distributed electronically to the Council prior to the meeting and were included in hard copy in the Council's meeting packets.

- Mr. Szarek handed out a revised January Financial Statement, explaining that an adjustment for Salaries and Benefits for our Social Worker was reallocated from the Operational Fund to IDEA-B Entitlement.
- Mr. Szarek called attention to the February Balance Sheet and noted the following:
 - The Operational Fund Cash is healthy with a balance of \$758K



- The Operational Fund reflects an excess of receipts over disbursements of approximately \$98K. The school will be utilizing most of this to do a computer refresh by the end of the fiscal year. This was a planned expense during the budget process and sufficient budget exists to easily accommodate the expenditure.
- Mr. Szarek moved to the review of the February Check/Voucher Register included in the Council packets. A comment on the nature of the \$2,985.17 payment to NMACES reflected that this is for the monthly billing from LDD Consulting in connection with their annual Managed Network Service Agreement to maintain all aspects of the network infrastructure including classroom connectivity.
- Correspondence from CliftonLarsonAllen addressed to the Governing Council was distributed for review. Mr. Szarek shared this is for informational purposes only and basically supplements communication during the charter school's exit conference.
- We will have our annual APS monitoring visit on Monday, March 21st
- The NMASBO Spring Budget Workshop will be held March 30th to April 1st. Both Mr. Szarek and Mr. Bose will be in attendance to get information that will be useful during the FY17 budget preparation.
- The budget for the next school year is due to PED on April 20th. Mr. Szarek will have a draft for the Council to review and discuss at the April 19th meeting.
- There will be two meetings held in April to solicit public input which is a requirement for the budget process. The meetings will be posted in the Legals section of the Albuquerque Journal for compliance.
- Mr. Szarek will be attending an APS Grants Management workshop on April 11th.
- The next Finance Committee Meeting is scheduled for April 27th.
- The PED external audit for both the 2013/2014 and 2014/2015 fiscal years was released and all over the press today. There has been a lot of buzz about this as it shows an extraordinary amount of findings and six charter schools received disclaimer opinions.

2. BARs

Dual Credit/Enrollment BAR 0015-D - This BAR is for a decrease of \$712.00. There was a small time frame to spend our allocation once it was approved and we were only able to spend \$2,063 by the Request for Reimbursement (RfR) submission deadline which results in the decrease.

Title I BAR 0016-M – Mr. Szarek explained that this is a Maintenance (clean-up) BAR which essentially moves available budget from Object Codes already fully expended. As a result, the Title I budget will reflect \$1,067 still remains for the BlackBoard Connect software which is used in connection with Parental Involvement.

Entitlement IDEA-B BAR 0017-M – This is also a Maintenance BAR. Funds were moved from a contracted Social Worker line item to the Salaries and Benefits line item since we no longer have the contracted entity.

Capital Improvements SB-9 BAR 0018-I – This BAR is a resubmission of a previous BAR which was submitted in December and erroneously disapproved due to not having an award letter attached. Mr. Szarek argued there are no award letters issued for Property Tax revenues



received and he was eventually directed to submit a new BAR for approval. This BAR reflects the estimated SB-9 Local Revenue as indicated on a spreadsheet prepared by the PED Capital Outlay bureau and anticipated Expenditures. Mr. Szarek shared that the SB-9 Maintenance BAR that was listed on the agenda was rolled into this BAR.

Unit Value Increase BAR 0019-I – This BAR reflects an increase of \$6,544 of State Equalization Guarantee (SEG) to be received through the remainder of this fiscal year. It is being allocated to the Operations & Maintenance of Plant Function to accommodate the portion of the Lease Assistance that is not subject to reimbursement.

Mr. Szarek asked if there were any questions on the BARs or any other 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.

Jacob Kennedy made a motion to approve all of the BARs in one motion. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

- Students
 - To date we have 49 graduates with 50 more students at 80% or better toward completion
 - Waiting list is at 262 – we are currently in an “enrollment freeze” until PARCC testing is over
 - Job Corps students = 38
 - 25 Students are taking dual credit courses
 - The max amount of enrolled students we can accommodate comfortably is 300
- The Legislative Session is over. Bill SB141 did not go through, so far. Charter schools were targeted in this bill – raises civil rights issues. The Coalition (NMCCS) is trying to get as many people/schools together as possible to discuss small school funding structures, as well as other topics.
- Title I
 - Our Title I visit went well.
 - A Title I Parent Engagement meeting will be held at the school on Thursday, March 17th
- We are applying for targeted funding for SY17 in the areas of Truancy, STEM, College Counselors and Science Programming.
- SBA Testing starts next week
- Projects
 - We are working on plans to develop a school garden and patio. Both will be “outdoor classrooms” and will be used for educational purposes.
 - We have a signed maintenance agreement with ACES and already have some outdoor/indoor maintenance work lined up.
 - We are also looking into having the entire building rewired. This will make the offices and classrooms more efficient.



- Staff
 - A contracted E-Rate Consulting firm has been hired to assist with the necessary filings.
 - We will be looking into the possibility of hiring an assistant to the Principal for the next school year.
- Mr. Bose attended the NASSP Conference in Orlando from February 24th - 28th

2. ABQCA Technology Plan

The Technology Plan was emailed to the Council prior to this meeting and was also included in hard copy in the Council's packets. The Plan now includes revised information from our IT services provider and E-Rate consultant.

Evalynne Hunemuller made a motion to approve the new ABQCA Technology Plan. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

3. Preventative Maintenance Plan

The Preventative Maintenance Plan was provided to the Council in both hard copy and electric format. Mr. Bose explained that this Plan is being provided to the Council for discussion and review, and only contains the first seven (7) of several sets of policies. As each set of policies is approved, we will receive the next set. This first set of policies covers:

- 1.) What the Maintenance Plan Is
- 2.) Goals
- 3.) Organizational Chart
- 4.) Work Orders
- 5.) Inventory
- 6.) List of Systems
- 7.) Housekeeping Responsibilities

Mr. Bose stated that this part of the Plan will be presented to the Council at the next meeting on April 19th for approval.

CLOSED/EXECUTIVE SESSION

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

Evalynne Hunemuller 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 the Executive Director's evaluation. Jacob Kennedy seconded the motion.

President Rhonda Seidenwurm 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 evaluation with Council Members Evalynne Hunemuller and Jacob Kennedy. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 5:45 pm.



Reconvene to Open Meeting

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:04 pm. Motion made by Evalynne Hunemuller and seconded by Jacob Kennedy. Vote in the affirmative by individual members Evalynne Hunemuller, Jacob Kennedy and President Rhonda Seidenwurm.

Statement of Closure

Rhonda Seidenwurm stated that the ABQ Charter Academy Governing Council met in closed session March 15, 2016 to discuss the evaluation of ABQCA's Executive Director, and that no discussion was made during closed session other than the limited personnel matters as stated on the agenda. No action was taken.

PUBLIC COMMENT

No public comments were made.

ANNOUNCEMENTS

The next meeting will be held on April 19, 2016

MEETING ADJOURNED

Evalynne Hunemuller made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 6:04 pm.