



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday April 18, 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 4:59 pm)

Council Members Not Present: 1 Vacancy

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; John Broilo, ABQCA STEM Instructor

Minutes: Andrea Kepple, ABQCA Executive Assistant

I. CALL MEETING TO ORDER

The meeting was called to order at 4:57 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of April 18, 2017 Agenda

Rhonda Seidenwurm made a motion to move agenda item D. "Optics Presentation," to item B. to allow the guest staff and students an earlier time to present their material.

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

B. Optics Presentation – John Broilo, ABQCA STEM Instructor

Mr. Broilo and 2 of his students gave a demonstration of the school's new laser optics equipment in the lab. They showed how math is used to measure wavelengths/concentric rings of light diffracted through a pinhole. Mr. Broilo explained that although many of the experiments in the workbook that came with the equipment are beyond the scope of this class, this is a good way to get students to start to understand trigonometry by seeing it in action.

C. Approval of March 14, 2017 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.

D. Approval of March 28, 2017 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.

E. Approval of three (3) new ABQCA Policies

Student Protection



Immigrant Students Regardless of Documented Status Safe Schools and Relations with Law Enforcement Authorities

These are current policies APS has in effect and recommended we adopt. We followed their format and adjusted them for our school. The Council was in agreement with them.

John Rodarte asked for a motion to approve all three (3) policies together. Rhonda Seidenwurm made a motion to approve the new policies. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

F. ABQCA Governing Council Member Vacancy

The Council discussed several individuals they have in mind for the vacancy:

- Thomas Piper – former Numeracy Instructor and current APS Test Coordinator
 - Erik Bose shared with the Council that Mr. Piper had previously applied for employment with ABQCA but was not selected for hire.
- Ruby Ethridge - former APS administrator
- Dr. Seidenwurm would like to see a Teacher from another charter school on the Council.

It was suggested by Dr. Seidenwurm that each Council Member find one person to approach about being on the Governing Council, as the deadline to fill the position is fast approaching. She stated that each person interested should submit a letter of interest and a resume, and should understand that the selection for a new member will be made from a pool of people.

G. Updating Bank Signature Cards

John Rodarte asked for a motion to approve replacing Emily Salazar's name with Rhonda Seidenwurm's on the bank signature cards. Evalynne Hunemuller made a motion to approve the name change. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

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

- The combined Balance Sheet by Fund reflects that the school continues to retain healthy cash balances by Fund for Operational (\$618K), Instructional Materials (\$27K), HB-33 (\$155K) and SB-9 Local (\$182K) despite facilitating almost \$8K of temporary Inter-Fund loans.
- All liabilities other than those that are payroll-related were paid by month's end to ensure a clean Cash Basis quarterly report.
- Inter-Fund loans are minimal due to collection of all submitted RfRs, including the 3rd quarter Lease Assistance. To date, we have spent 97% of our Title I award and 100% of our IDEA-B award.

2. Highlights from the March 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:
 - 3/20/17: #7995 to CDWG for Business Office Wireless Access Point - \$317.44
 - 3/22/17: #7997 to CES for annual PowerSchool hosting/support - \$3,150.00



3/27/17: #8002 to NMACES for LDD to install CAT6 connections to classrooms/offices - \$4,978.95

- Facility Maintenance Expenditures:
3/07/17: #7976 to NMACES for February projects completed - \$3,928.03
- Other One-Time/Infrequent Expenditures of Note:
3/01/17: #7968 to Edith Partners for Business Office March rent/security deposit - \$4,300.00
3/15/17: #7988 to Innovative Moving for ABJC furniture/equipment retrieval/storage - \$3,683.96
3/31/17: #8006 to Innovative Moving to deliver/return computer carts for inventory - \$321.94
3/31/17: #8009 to BookWorks for Library G.O. Bond materials - \$1,526.40
3/31/17: #8010 to NM Coalition of Charter Schools for FY18 discounted renewal - \$2,980.00
3/31/17: #8012 to ABQ Convention Center for KIVA Auditorium rental - \$1,800.00
3/31/17: #8013 to Innovative Moving to retrieve/deliver work desk for Business Office - \$334.82
- Voided Checks:
#7998 for CNM Bookstore (reissued via #8002)
- Other Clarifications
3/6/17: #7974 to Matthews Fox, PC for legal review of the 2 property leases we looked at
Two payments to Cooperative Educational Services for Ancillary Services
 - These payments are higher now because we added as Social Worker to work at a part-time equivalency
 - We have also advertised for a new FTE Social Worker for next year. The Leadership Team has narrowed the selection down to 6 applicants.

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.

B. NMPSIA Part-Time Resolution for FY18

We currently do not have any part-time employees who fit the qualifications for or need this insurance allowance. We update this formality every year, in case we hire someone during the school year that needs it.

John Rodarte asked for a motion to approve the NMPSIA Part-Time Resolution. Jacob Kennedy made a motion to approve the resolution. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

Council Members signed the official copy of the Resolution.

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

- BAR 1617-0013-I: populates the necessary Object Codes to reflect our FY17 SB-9 State Match award in the amount of \$6,921.00 for Fund 31700. This will roll over to the next budget year.
- BAR 1617-0014-D: reflects (\$52,843) of State Equalization Guarantee based on our audited FY17 Operational Cash Balance carryover. See attachments for details regarding the calculation.
 - Mr. Bose shared that there is speculation there will be another cut in the new school year.

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

D. FY18 Draft Budget

Mr. Szarek presented a preliminary draft version of the budget for the 2017-18 school year to the Council.

- He is still waiting on our allocations for flow-through funding, IDEA-B and Title I for next year
- Projected cash carryover from this year is \$483,965.00



- Mr. Szarek stated that he aggressively projected the new FTE Social Worker with the highest amount of salary and benefits for that position. Amy Roble stated that none of the 6 applicants would meet those projections.
 - Mr. Szarek pointed out that for next year, we will be up 2 FTE positions from 2015-16. We need to be cognizant of this, especially if we think there may be more cuts to the budget.
- The student population drives the units for funding.
- The Council asked for re-clarification of the pay-for-performance incentive program. Mr. Bose explained that this 4th quarter incentive program is also based on student attendance, TABE score and graduation rate. Any monetary pay for goals achieved is distributed across the board, to all salaried staff.
 - Dr. Hunemuller asked Mr. Bose to send her a copy of the plan.
- Mr. Szarek and Mr. Bose met at a public meeting to discuss the budget last Friday. They were the only 2 attendees. The next meeting is scheduled for Friday, April 21st at 9am. Dr. Seidenwurm stated that she will attend.
- The budget needs to be approved by the Council before it is submitted to APS on May 15th. Ms. Roble suggested we change May's Governing Council meeting from the 16th to the 9th to accommodate this process.

Mr. Szarek reiterated that he is available to answer Council's questions at any time, and that they should feel free to call or stop by his (new) office at any time.

IV. EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

Highlights:

- We received an email from PED asking us to verify our survey data. When Mr. Bose went to the website, our data was blank. He received word from Qian Cao at PED that APS is still uploading their information.
- Mr. Bose received communication from Melissa Hernandez regarding testing compliance
- The Title I – SIG worksheet was supposed to be due April 21st. Mr. Bose received a phone call yesterday (the 17th) that it was due...yesterday. Mr. Bose and Mr. Szarek immediately met and completed the plan by the deadline.
- Mr. Bose, Ms. Roble and Ms. Deb Moya will be getting recertified by PED again this year to be teacher evaluators
- Changing school schedule to a 4-day week
 - Staff surveys have been completed
 - Student/parent surveys will close on Friday the 21st
 - So far, out of 60 responses:
 - 58% are for a 4-day week
 - 24% are good with either a 4 or 5-day week
 - Dr. Hunemuller voiced that she is not comfortable with a 4-day week. Ms. Roble agreed that it is a fairly new concept and shared some research that she has found. While a 4-day week does not seem to benefit elementary age scholars, high schools do benefit from:
 - Having a better way to accommodate dual credit and independent study scholars;
 - Increased attendance from both scholars and staff;
 - ❖ ABQCA's regular Friday attendance average is 86.5 students absent
 - ❖ ABQCA's regular Thursday attendance average is 68.1 students absent



- The only caution Ms. Roble found was that students missing 1 day out of a 4-day week would miss more work/class time than a regular week. However, shortening the length of our week would actually add more instructional time per week.
- It was also noted that Gordon Bernell has already been utilizing a 4-day school week for some time.
- Mr. Szarek pointed out that although it wouldn't be significant, moving to a 4-day workweek would also present some facility-based cost savings.
- Dr. Seidenwurm stated that she is supportive of the change to a 4-day week and feels that it is on track with the needs of our unique student population.
- Ms. Roble stated that the Leadership Team will meet on Friday to make a decision based on what the scholars express that they want. This decision will drive the school calendar for next year, which is also due very soon.
- Mr. Bose distributed to the Council a copy of PED's "Charter School Governing Body Training Requirements" which go into effect July 1, 2017. The most notable changes include: upping the mandatory number of training hours for continuing governing members from 5 hours to 8 hours per year; requiring new governing members to complete 10 hours of training during their first year of service, and prohibiting new governing members from voting on governing body business until they have completed 7 specific hours of department provided training.

B. Disposal of Obsolete Equipment

Mr. Bose included a copy of our letter to the NM State Auditor with backup detailing the obsolete technology equipment in the Council's packets.

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

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

Rhonda Seidenwurm 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. Jacob Kennedy 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 6:00 pm.

VI. RECONVENE TO OPEN MEETING

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:07 pm. Motion made by Rhonda Seidenwurm and seconded by Jacob Kennedy. Vote in the affirmative by individual members Jacob Kennedy, Evalynne Hunemuller, Rhonda Seidenwurm and President John Rodarte.

VII. STATEMENT OF CLOSURE

President John Rodarte stated that the ABQ Charter Academy Governing Council met in closed session April 18, 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. APPROVAL OF NEW CONTRACT FOR ABQCA EXECUTIVE DIRECTOR

John Rodarte asked for a motion to approve the contract for ABQCA's Executive Director for the 2017-18 school year. Rhonda Seidenwurm made a motion to approve. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

IX. PUBLIC COMMENT

No public comments were made.

X. ANNOUNCEMENTS

John Rodarte asked for a motion to approve changing the next Governing Council meeting from May 16th to May 9th, to accommodate approving the school budget before it is due to APS. Evalynne Hunemuller made a motion to approve the new meeting date. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

The next ABQCA Governing Council meeting is scheduled for Tuesday, May 9, 2017 at 5:00 pm.

XI. MEETING ADJOURNED

President John Rodarte asked for a motion to adjourn the meeting. Rhonda Seidenwurm made such motion. Evalynne Hunemuller seconded the motion. The motion carried unanimously. President John Rodarte adjourned the meeting at 6:08 pm.