



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, April 19, 2016

4:15 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 (left at 4:50 pm), Secretary John Rodarte, Member Emily Salazar (via phone)

**Council Members Not Present:** Treasurer Jacob Kennedy

**Guests:** Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Deb Moya, ABQCA Assistant Principal/Special Services Director (left at 4:25 pm)

**Minutes:** Andrea Kepple, ABQCA Executive Assistant

#### CALL MEETING TO ORDER

The meeting was called to order at 4:15 pm by President Rhonda Seidenwurm. Due to changing the time of the meeting without sufficient time to repost notification in the Albuquerque Journal, no actions were taken at the meeting.

#### OPENING ACTIVITIES

1. **April 19, 2016 Agenda** – presented, no action taken
2. **March 15, 2016 Meeting Minutes** – presented, no action taken

#### SANDY ROTH – DIRECTOR OF CURRICULUM AND ASSESSMENT

*(Report, "Governing Council: Update on ABQCA Testing Procedures to Ensure Compliance with Federal and State Law" was provided in Council packets.)*

Ms. Roth gave a presentation to the Council on ABQCA's testing procedures, showing that the school is in compliance with Federal and State Law.

- A major point of interest is the discrepancy in the way ABQCA's testing participation rate is reported. Due to unique factors of ABQCA's students, including the rate in which students earn credits, PED sees our participation rate as much lower than it really is. For example, last year we reported 100% participation and PED calculated it as 34%. Ms. Roth has been in communication with Joslyn Overby and Cindy Gregory (both with PED) to see how we can resolve this issue going forward.
- The Council encouraged Ms. Roth to send the school's testing procedures to NMPED, in hopes of clarifying the correct way to calculate our school's rate.



### 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. John Rodarte 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, Emily Salazar (via phone) and John Rodarte. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 4:25 pm.

### RECONVENE TO OPEN MEETING

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 5:06 pm. Motion made by John Rodarte and seconded by Emily Salazar (via phone); Evalynne Hunemuller left at 4:50 pm. Vote in the affirmative by individual members Emily Salazar (via phone), John Rodarte and President Rhonda Seidenwurm.

### STATEMENT OF CLOSURE

Rhonda Seidenwurm stated that the ABQ Charter Academy Governing Council met in closed session April 19, 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.

### FINANCE COMMITTEE REPORT

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

The March, 2016 Financial Statements and Check Register, the 2016-17 School Draft Budget, and BARs 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 2-page summary report and only hard copies of the Check Register and summary documents of the 2016-17 Draft Budget to the members.

- We have been spending down our flow through grant funds and receiving timely reimbursements from APS. Our strong Operational Cash position and anticipated Operational Cash carryover indicates the school will have no trouble meeting its obligations.
- Highlights from the Check Register include one-time (non-recurring) Expenditures:
  - #7302 for our PowerSchool annual maintenance/support - \$1,551.00
  - #7309 to the ABQ Convention Center for final payment on June graduation facility (Kiva Auditorium) - \$1,159.45
  - #7331 to SEAS Education for the Achieve SpED IEP Management System - \$9,200.00

#### **2. BARs (sent to the Council electronically with backup for review)**

- **BAR 0020-I for Instructional Materials final allocation**



Adjusts for final 2015/2016 allocation of \$1,229 based on spreadsheet downloaded from the PED Instructional Materials website.

- **BAR 0021-I for Title II Increase**

Adjusts for Title II increase of \$11,323 per award letter from APS dated March 18, 2016. Since this award was received so late in the current fiscal year, it may be allowed to carry over.

- **BAR 0022-I for Operational Fund Increase**

Adjusts for the \$13,883 difference in actual Operational Fund cash carryover compared to budgeted amount.

- **BAR 0023-I for SB-9 Local Increase**

Adjusts for actual SB-9 Property Tax Revenue and corresponding Expenditures for the period July 1<sup>st</sup> through March 31<sup>st</sup> in the amount of \$49,455.

- **BAR 0024-I for SB-9 State Match Increase**

Adjusts for 2015/2016 State Flowthrough award in the amount of \$6,253 which we plan to use for classroom technology.

- **Unassigned BAR #1 (pending) for Title I Parental Involvement Increase**

APS has not created this BAR in OBMS yet but we are being asked to have our Governing Council approve the increase in the amount of \$257 so when the BAR is created we can populate and submit. The increase will allow for renewal of our Blackboard Connect software which is used as our parent notification system.

- **Unassigned BAR #2 (pending) for IDEA-B Increase**

Similar to the one above, APS has not created this BAR in OBMS yet but we are being asked to have our Governing Council approve the increase in the amount of \$6,256 so when the BAR is created we can populate and submit. The increase will be assigned to offset some of the costs of the SEAS Achieve SpED IEP Management System.

### **3. NMPSIA Part-Time Resolution for 2016/2017** *(sent electronically for review)*

This is the required annual resolution to authorize participation in benefit coverage for any employee(s) that work at least 15 hours per week and not less than 20 hours per week.

### **4. Proposed Budget for 2016/2017** *(sent electronically for review)*

- OBMS printout compares/contrasts 2015/2016 Estimated and 2016/2017 Proposed.
- Reflects step increases for Teachers, Educational Assistants, Administration, and Support Staff itemized on Worksheet IV and V. (Curt will email the salary schedules to the Council.)
- Accounts for an 8.3% NMPSIA Medical only premium increase beginning October, 2016.
- The multi-year comparison highlighting the Operational Fund only reflects stable FTE's and Salaries/Benefits as a percentage of Equalization.
- Both the Estimated and Proposed Equalization reflect similar Program Units generated.
- The Proposed budget will be uploaded through OBMS along with all of the supporting documentation itemized on the checklist will be sent to our budget analyst via email after tonight's meeting in advance of our Wednesday, April 20<sup>th</sup> 8:00 a.m. deadline.



## 5. Other Items for Discussion

- The next Finance Committee meeting will be held Wednesday, April 27<sup>th</sup> at 5:00 p.m. As Ms. Seidenwurm's schedule allows for meeting earlier in the afternoon during scheduled meeting dates, John Rodarte asked Mr. Szarek to extend an invitation to Evalynne Hunemuller in case she has availability to meet when Ms. Seidenwurm is in attendance to go over the proposed FY17 budget in detail.
- Mr. Szarek will review the Quarterly Reports for March, 2016, Journal Entries, and Bank Reconciliations in detail with committee members. In addition, ample time will be allocated to the FY17 proposed budget so committee members have a thorough understanding of all of the factors that drive the numbers.
- Mr. Szarek shared that he received an email from CliftonLarsonAllen offering training on various finance topics beginning May 17<sup>th</sup> which is open to all charter school Business Managers and other interested parties, including council members.

Mr. Szarek asked if there were any questions on 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. The Council appreciated the new format for the Financial review portion of the meeting.

No action was taken by the Council on any of the Financial information presented.

## EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

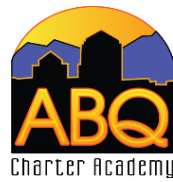
**1. Facilities Master Plan** – will be presented at the next meeting for Council's approval

### **2. Disposition of Refreshed Computers**

- Mr. Bose provided a draft of a letter ("Disposition of Obsolete Computer Equipment") addressed to the State Auditor for the Council's review. The correspondence is aligned with the protocol necessary when any disposition of technology equipment containing hard drives is being considered. An Excel spreadsheet itemizing the equipment being considered for disposal was also included in the handout.
- A final determination for the Method of Disposition will need to be identified on Page Two. Once verification of hard drive erasure is complete, we will try to donate our old computers; if they are determined to be obsolete, they will go to recycling.

### **3. Highlights**

- We are at 56 graduates with 42 more students at 80% or better to complete
- New students start enrolling on Monday
- Waiting list is at 310; goal is to enroll 100 more before Summer Break
- JC student count is at 23
- LESC Meetings
  - Supportive of charters
  - PED's schedule was not flexible (1-hour time limit)
- Title I Meeting on the 25<sup>th</sup>
- We are working on performance goals for next year – will lead to better reporting
- PARCC testing is up & running



- With regard to our obsolete furniture still in E Building at AJCC, Mr. Bose inquired of Kimberlee Hansen at Gordon Bernell if they might be willing to accept the donation of furniture
  - If so, we will need to fill out a formal disposal letter and have that be an action item on a future council agenda
- Building
  - Outdoor lights will switch to LED – PNM will pay for
  - Mr. Bose is getting quotes for solar panels
  - All Form 471s re: E-Rate need to be in by May 26<sup>th</sup>
- Next In-Service day is May 27th

### **PUBLIC COMMENT**

No public comments were made.

### **ANNOUNCEMENTS**

The next meeting will be held on May 10, 2016 at 5pm (instead of May 17<sup>th</sup>).

### **MEETING ADJOURNED**

John Rodarte made a motion to adjourn the meeting. Emily Salazar (via phone) seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 5:55 pm.