



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, May 10, 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, Secretary John Rodarte, Treasurer Jacob Kennedy

Council Members Not Present: Member Emily Salazar (was to be available for call-in, did not answer phone when calls were attempted)

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 4:58 pm by President Rhonda Seidenwurm. John Rodarte called Emily Salazar but she did not answer the phone.

OPENING ACTIVITIES

1. Approval of May 10, 2016 Agenda

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

2. Approval of April 19, 2016 Minutes

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

3. Approval of April 19, 2016 Agenda

Evalynne Hunemuller made a motion to approve the agenda, which was discussed at the April 19th meeting. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

4. Approval of March 15, 2016 Meeting Minutes

Evalynne Hunemuller made a motion to approve the minutes, which were discussed at the April 19th meeting. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

APPROVAL OF EXECUTIVE DIRECTOR'S EVALUATION

President Rhonda Seidenwurm met with Jacob Kennedy after last month's meeting, and updated him on what was discussed in the closed session regarding the Executive Director's evaluation. Approval of the ED's evaluation comes with a one-year contract for School Year 2016-17.



John Rodarte made a motion to approve the Executive Director's evaluation. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

At this time, the Council placed a second call to Emily Salazar. She did not answer.

FINANCE COMMITTEE REPORT

1. Business Manager Report – Curt Szarek

The April, 2016 Financial Statements and Check Register along with the 2016-17 draft School Budget and new 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 summary report (included with these minutes) and only hard copies of the Check Register and summary documents of the 2016-17 Draft Budget to the members.

- Operational Cash balance is \$752K.
- Even after the \$84K expenditure for staff/student computer refreshes, the Operational Fund YTD Revenue is \$56K.
- We are planning to spend about \$40-50K for network switches/wireless upgrades by the end of this fiscal year.
- At this time, the Business Office is focusing on finalizing expenditures/drawing down funding for the end of the year
- Highlights from the April Check Register: *(sent electronically for review)*
 - **4/5/16: #7354** for our pro-rata share of a SAM Accountability Study which was paid to the New Mexico Coalition for Charter Schools - \$1,000.00. The total expenditure was agreed to and shared equally by the six charter schools who have been given a SAM designation.
 - **4/5/16: #7355** for VEX CORTEX Robotics Academy training - \$1,998.00 (Title II). Randy Valles and John Broilo are attending this training which will help with teaching STEM concepts.
 - **4/6/15: #7360** to KIPR for Robotics Grant supplies - \$2,494.04
 - **4/13/16: #7375** to VEX Robotics for Robotics Grant supplies - \$3,772.72. Both the KIPR and VEX expenditures are part of a Robotics grant that we are spending down. The balance of approximately \$10K has already been obligated and should be fully expended once the remainder of the products arrive which should be any day.
 - **4/20/16: #7383** for Apple interactive classroom monitors - \$1,831.60
 - **4/29/16: #7399** to NMACES for partial staff laptop computer refresh - \$4,777.21
 - **4/29/16: #7401** to NMACES for classroom/staff workstation computer refresh - \$79,366.40

2. BARs from April 19th Meeting *(sent previously to the Council electronically with backup)*

There was an adjustment to one of the BARs presented at the April meeting.

- **BAR 0020-I (Revised) for the FY15 Instructional Materials** final and special allocation in the amount of \$3,667. This BAR adjusts for our 2015/2016 final allocation of \$1,229 and a special Legislative allocation of \$2,438 pursuant to spreadsheets contained on Instructional Materials Bureau website. During the April meeting, this BAR was presented/discussed reflecting only our final 2015/2016 allocation in the amount of \$1,229.
- **BAR 0021-I for Title II Increase (\$11,323)**



- **BAR 0022-I for Operational Fund Increase (\$13,883)**
- **BAR 0023-I for SB-9 Local Increase (\$49,455)**
- **BAR 0024-I for SB-9 State Match Increase (\$6,253)**
- **BAR 0025-I (formerly presented as Unassigned BAR #2) for IDEA-B Increase (\$6,256)**
- **BAR 0026-I (formerly presented as Unassigned BAR #1) for Title I Parental Involvement Increase (\$257)**

Jacob Kennedy made a motion to approve all of the BARs that were discussed but not approved at last month's meeting. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

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

Evalynne Hunemuller made a motion to approve this Resolution that was discussed but not approved at last month's meeting. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek informed the Council that he will provide the official Resolution for Council Members' signatures at the end of the meeting and will forward to NMPSIA to be included on their next available Board agenda for approval.

4. New BARs *(sent electronically for review)*

- **BAR 0027-D** which adjusts for a \$397 decrease to our Instructional Materials Restricted Cash Balance carryover as a result of FY15 actual vs. FY16 budgeted amount.
- **BAR 0028-I** which adjusts for a \$42,717 increase in our HB-33 Unrestricted Cash Balance carryover as a result of FY15 actual vs. FY16 budgeted amount. The difference was due to the fact that an anticipated FY15 construction expenditure did not happen and another was expected to be billed and paid before the end of the last fiscal year but wasn't billed until 1st quarter of our current fiscal year.
- **BAR 0029-I** which adjusts for a \$941 increase in our SB-9 Unrestricted Local Cash Balance carryover as a result of FY15 actual vs. FY16 budgeted amount.
- **BAR 0030-M** for Operational Fund Maintenance items within the Instruction (1000) Function only. This is simply a clean-up bar which nets to zero reflecting no financial gain or loss.

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

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

- Mr. Szarek explained there are two changes to the budget that was submitted during the April 19th meeting:
 - The revision reflects inclusion of the 2016/2017 Instructional Materials initial allocation in the amount of \$14,423.
 - The SB-9 Fund has now been split into two Funds: 31700 for State-Match Revenue and allowable Expenditures in the amount of \$18,259 and 31701 for Local Property Tax Revenues and allowable Expenditures in the amount of \$233,219.
- Mr. Szarek reviewed the 3-year budget comparison with the Council and reiterated the salient points from the April 19th meeting.



- **During the discussion on the comparative presentation, Dr. Hunemuller asked if there was an analysis that shows what the Salaries and Benefits are by employee. Mr. Szarek answered there is not but he can create one and distribute to the Council which will detail these items and show the total budget impact by position.**
 - Understanding that the FY17 budget reflects another healthy Unrestricted Operational Cash carryover, the Council gave kudos to the Leadership Team for facilitating the transition from SIATech, moving the operation into a new facility, and sustaining enrollment levels.
 - As a result of breaking away from SIATech, there have been considerable cost savings over the last couple years which have contributed to our bottom line and allow for an efficient program model.
 - Mr. Szarek commented that we have effectively managed our resources which allows the program activities to drive the budget in contrast to not having enough resources whereby the budget would drive the program. There are no strains on the operating budget whatsoever which allows the school to fulfill its mission and maintain a safe and sustainable environment.
 - The discussion ensued as to what might happen if the small school size adjustment were to go away. Mr. Szarek shared that the small school size equates to approximately \$550K of our annual budget and if it were to go away all at once (which is unlikely), then the school would have enough reserves to continue for one more fiscal year. After that, possible budget scenarios to keep the school sustainable could include an entirely different staffing model and a completely different program. The Council discussed several different hypothetical scenarios and will await further information from future legislative sessions.
 - There was a brief discussion about the possibility for future Educational Retirement contribution rates going up for both the employer and employee. The discussion revolved around the fact that the low rate of investment return is not sufficient to sustain payout of future benefits.
 - The discussion moved to the proposed 2016/2017 calendar. Mr. Szarek explained that the school calendar as presented for next year will have seven (7) fewer contract days than the current year. Despite this fact, the school provides more than the statutory minimum number of instructional hours required. The factors that contribute to three (3) fewer Instructional days and four (4) fewer in-service days are due to:
 - Four (4) more in-service days were built into the 2015/2016 calendar for implementation of new curriculum and rollout of new technology.
 - The 2015/2016 calendar reflects an additional Instructional day due to a leap year (February 29th).
 - The 2016/2017 calendar reflects an accommodation for network infrastructure work that needs to be done which will require staff being off premises.
- President Rhonda Seidenwurm stated that she had no issue with staff working fewer days next school year as the calendar will always have the tendency to fluctuate.
- Mr. Szarek shared that the Finance Committee has reviewed all aspects of the proposed budget and did not express any issues or concerns.
 - Ernestine Romero, our PED Budget Analyst who replaced Beverly Aguilar, has thoroughly reviewed our proposed budget and calendar. As she is new she had many questions in order to get familiar with our operation to prepare her review report. Once her report is reviewed by David Craig (School Budget/Finance Analysis Unit Director), we will receive a copy and Mr. Szarek will forward it to the Council.



Mr. Szarek asked if there were any additional questions on any of the budget information, 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.

Evalynne Hunemuller made a motion to approve the ABQCA 2016-17 School Budget. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek stated that he will need the Council Members to sign three (3) originals of the 901BCS-10, which he will then provide to APS for approval at their next Board of Education Meeting. He stated he will provide the documents for signature at the end of the meeting.

6. Other Items for Discussion

- A Finance Committee meeting was held on April 27th and minutes of the meeting were provided in the Council packets.
- Mr. Szarek remembered that the 2016/2017 Lease Assistance application that he has been working on does require Governing Council signatures. He forgot to bring those pages to tonight's meeting and will be in contact with Council members for signatures. The applications are due to APS as our authorizer by Monday, May 16th. APS will collect all of their charter school applications and have them signed by a representative and hand deliver to PSFA before the May 23rd deadline.

EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

1. Highlights

- Graduation
 - We are at 62 graduates; our goal is 100. We are a bit behind due to the lack of JC students who were on a "fast track" to graduate. As these numbers will continue to decline, we may need to change our goals for next year.
 - Academy students are much more prepared than JC students for graduation; we see 5 & 6-year gains with them at 18 months in our school.
 - Rhonda Seidenwurm plans on attending the graduation ceremony. Mr. Bose told the Council to let him know if anyone else wants to attend, he has free parking passes.
- Students
 - Current student count is 225
 - 40 new students have started over the last 3 weeks
 - 14 students are signed up for Dual Credit/Enrollment for the summer – this has been our most successful DC semester ever
- Program Changes for Next Year
 - Focus on Dual Credit – offer more support, encouragement and course options
 - Add an Educational Assistant position to the DC program
 - Will move two (2) teachers to help focus on remedial needs/interventions (Math/Reading)
- LESC – Mr. Bose provided the website link to the Summer schedule/plan for accomplishments
- Mark Tolley is leaving APS
- We were not awarded the Target Funding grant we applied for
- We will continue to work with NMCCS regarding Alternative Accountability & Funding
- We are down to 19 Job Corps students. The new lead at AJCC has never met with us.



- E-Rate deadline is Friday
- Next In-Service day is May 27th
- Mr. Bose will attend the NMASSP Advocacy Conference in Washington, D.C. June 20-23

2. Approval of Assets Taken Out of Service for Disposal

This approval request is only for the disposal of obsolete computer equipment as discussed at the April 19th meeting. A complete itemization is attached as backup and all hard drives are required to be sanitized. Mr. Bose and Mr. Szarek explained that ABQCA will still need to complete paperwork for the donation/disposition of obsolete furniture and equipment we left at Job Corps. As the process is time-consuming and requires extensive/detailed paperwork, it will be a separate approval scheduled at a future Council meeting.

John Rodarte made a motion to approve the draft letter to the NM State Auditor describing the disposition of obsolete computer equipment, which was discussed at the April 19th meeting. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

3. Approval of Preventative Maintenance Plan and Policies

Evalynne Hunemuller made a motion to approve the plan and policies, which were discussed at the April 19th meeting. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

PUBLIC COMMENT

No public comments were made.

ANNOUNCEMENTS

1. Ronda Seidenwurm will visit with Emily Salazar and discuss her intent/interest in remaining on the Council.
2. The next GC meeting will be held on June 14, 2016 at 5pm (instead of June 21st).

MEETING ADJOURNED

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