



**Minutes of the**

**GOVERNING COUNCIL MEETING**

**Tuesday, May 9, 2017**

**5:00 pm**

**ABQ Charter Academy**

**405 Dr. Martin Luther King Jr. Blvd. NE**

**Albuquerque, NM 87102**

**Council Members Present:** Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy

**Council Members Not Present:** President John Rodarte, 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

Chandra McCray – Governing Council member candidate

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

**I. CALL MEETING TO ORDER**

The meeting was called to order at 5:04 pm by Vice President Evalynne Hunemuller.

**II. OPENING ACTIVITIES**

**A. Approval of May 9, 2017 Agenda**

Vice President Hunemuller asked for a motion to approve the agenda. Jacob Kennedy made such motion. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

**B. Approval of April 18, 2017 Minutes**

Vice President Hunemuller asked for a motion to approve the minutes. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

**C. Approval of ABQCA 2017-18 School Calendar**

Erik Bose stated that APS was in agreement with our moving to a 4-day school week and that the calendar was submitted to PED. Mr. Bose added that moving to the 4-day week and having our staff Professional Development days on Fridays, when there won't be class, means that we won't have to close school in order to accomplish our PD.

Vice President Hunemuller asked for a motion to approve the ABQCA 2017-18 School Calendar. Mr. Kennedy made a motion to approve the calendar. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

**D. Governing Council Meeting Dates for 2017-18**

The meeting dates for the 2017-18 school year were distributed in the Council's packets. Council had decided to keep the current meeting day and time in place for next year.

**E. ABQCA Governing Council Member Vacancy**

Approval of Chandra McCray, Business Manager at Albuquerque Sign Language Academy.



Vice President Hunemuller asked for a motion to approve Chandra McCray as the new Governing Council Member. Mr. Kennedy made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

Welcome, Chandra McCray!

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

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

The April 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 April 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 (\$599K), Instructional Materials (\$26K), HB-33 (\$158K) and SB-9 Local (\$142K) despite facilitating \$18K of temporary Inter-Fund loans.
- Inter-Fund loans are minimal due to collection of all submitted RfRs. To date, we have spent 97% of our Title I award, 100% of our IDEA-B award, 90% of our Title III award, and 43% of our Title II award. It is anticipated that the \$15,310 balance of our Title II award will carry over into next year.

##### **2. Highlights from the April 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:  
4/14/17: #8048 to Millennium Communications for labor and materials to install new Business Office voice/data network - \$5,922.99 (SEG funds were used because it is not a public building.)  
4/28/17: #8071 to NETOP Tech for Vision Pro Campus annual renewal - \$1,040.00  
4/28/17: #8072 to Rosetta Stone for annual license renewal (Title III) - \$2,235.00
- Facility Maintenance Expenditures:  
4/14/17: #8051 to NMACES for March projects completed - \$41,506.12
- Other One-Time/Infrequent Expenditures of Note:  
4/03/17: #8019 to Allied 100 for a Defibtech Lifeline AED school package - \$2,113.00  
4/03/17: #8020 to Amsterdam Printing for ABQCA logo stress balls - \$1,239.20  
4/07/17: #8035 to Innovative Moving to move Business Office to 301 Edith - \$1,004.45  
4/24/17: #8064 to BookWorks for Library G.O. Bond books - \$2,298.80
- Voided Checks:  
4/07/17: #8033 to Grainger for Barracuda Intruder Defense System sample (reissued via #8034)  
4/20/17: #8009 from 3/31/17 for Library G.O. Bond books (reissued 4/24/17 via #8064 listed above)
- Other Clarifications  
4/14/17: #8051 Facilities Maintenance costs higher than usual due to \$33,000.00 payment for the LED lights upgrade project

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

- BAR 1617-0015-I in the amount of \$5,351 which reflects collection of revenue other than Equalization. The BAR populates various Object Codes in the Instruction Function which increases available budget to the Object Codes identified.
- BAR 1617-0016-M is a Maintenance BAR for our Title II award. The net result of the BAR is zero and the accompanying backup reflects how available budget is redistributed.



- BAR 1617-0017-M is a Maintenance BAR for our Operational Fund which nets to zero. The BAR is the result of projected Expenditures that fall within Function 2100 through 2600 and adjusts budget for all Object Codes identified based on projections using the school's financial reporting through April 30<sup>th</sup>.
- BAR 1617-0018-T is the only Operational Fund Transfer BAR for this year. The BAR reallocates available budget from Restricted Expenditures to Function 1000 to accommodate final projected Salaries along with corresponding FTEs and anticipated Pay for Performance.
- BAR 1617-0019-T is a Transfer BAR for Capital Outlay HB-33 Fund (31600) which allocates available budget from Function 4000 to Function 2300. This ensures the County Tax Collection Costs Object Code retains sufficient budget to allow for any Revenue received in excess of original amounts projected.
- BAR 1617-0020-T is a Transfer BAR for Capital Outlay SB-9 Local Fund (31701) which, like the HB-33 BAR above, allocates available budget from Function 4000 to Function 2300. This ensures the County Tax Collection Costs Object Code retains sufficient budget to allow for any Revenue received in excess of original amounts projected.

Vice President Hunemuller asked for a motion to approve all of the BARS as presented. Dr. Seidenwurm made a motion to approve the BARS. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

#### **C. Approval of ABQCA 2017-18 Budget**

Mr. Szarek presented a revised version of the budget for the 2017-18 school year to the Council for approval. Changes:

- Additional \$8,150.00 in Instructional Materials
- Additional \$10,120.00 in Title II Teacher/Principal Training
- Additional \$1,432.00 in Prior Year Balances – Library GO Bond 2012 SB-66
- Additional \$89,838.00 in SB-9 Ad Valorem Taxes – School District

Mr. Szarek stated that he is still waiting for the allocations for HB-33 and IDEA-B.

Dr. Seidenwurm initiated a discussion with regard to the salary schedules and worksheets that were included as part of the budget submission.

Vice President Hunemuller asked for a motion to approve the ABQCA 2017-18 School Budget. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek obtained the required signatures from the Council. Dr. Seidenwurm thanked Mr. Szarek for all of his meticulous work.

#### **D. Other Items for Discussion:**

A Finance Committee meeting was held on Wednesday, April 26<sup>th</sup> to review the school's financial reporting, March 31<sup>st</sup> quarterly reports, journal entries, bank reconciliations, and to review the draft budget. The Agenda and Minutes from the meeting was included in all Council member's packets for review.

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

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

Highlights:

- Graduation is Friday, June 16<sup>th</sup> at the Kiva Auditorium at 10:30 am
- One of our current graduates received a \$16,000.00 scholarship to NMSU – the largest scholarship for one of our students, ever!
- Enrollment is currently at 246; we will have 2 enrollment groups before the end of the year. Wait list is at 264.



- We have an opportunity to sublease some of the offices at our new building to the NM Coalition for Charter Schools, which would help off-set the cost of our lease. Mr. Bose commented that only one employee of the Coalition would be there on a regular basis, so our use of the parking spaces (which was the reason we leased this building in the first place) would not be compromised. Mr. Bose stated that Patti (legal) has agreed to write the sublease with the stipulation that Amy Roble is part of the negotiations, as Mr. Bose is on the Coalition's board. Mr. Bose asked if the Council was in agreement with his moving forward with this plan – all were in agreement.
- Mr. Bose was in discussion with GC President John Rodarte earlier today regarding E-Rate documents for next year.
- Mr. Bose has been asked to join the NMPED Charter Advisory Committee, as a participant only – he has accepted
- Mr. Bose has resigned from the ACES board
- New for school year 2017-18: Staff leave sell-back
  - Ms. Roble & Mr. Bose explained that they would like staff to be able to “sell back” a portion of their unused leave at the end of the year (starting in 2018) at their daily salary rate. They stated that this would encourage staff to not use all of their leave (thus being present in the classroom) and would also positively impact PED's teacher attendance requirement for evaluations. Details regarding how many days could be sold back and how many leave days can roll over to the next year still need to be worked out.
  - Dr. Seidenwurm agrees with this idea as long as it is only personal leave/days (not sick leave) that staff can sell back.
  - Chandra McCray offered that her school gives staff 6 sick days and 6 personal days. Unused sick days roll over to a “short term leave bank” which can accrue up to 30 days and can be used in circumstances similar to those that would qualify for FMLA time; the difference being that the employee would get paid when they use those days.

#### **B. Lease Assistance Application for FY18**

Mr. Bose presented the application and the Council signed where required.

#### **C. Approval of ABQCA 2017-18 ESSA Title II Consolidated Application**

These funds cover professional development costs for staff – conference and travel fees. Mr. Bose spoke to PED for some clarifications regarding making changes to the plan after the school year starts. He was advised that we would just need to send PED an amendment.

Vice President Hunemuller asked for a motion to approve the 2017-18 ESSA Title II Consolidated Application. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

#### **V. PUBLIC COMMENT**

No public comments were made.

#### **VI. ANNOUNCEMENTS**

The next ABQCA Governing Council meeting is scheduled for Tuesday, June 13, 2017 at 5:00 pm.

#### **VII. MEETING ADJOURNED**

Vice President Hunemuller asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Dr. Seidenwurm seconded the motion. The motion carried unanimously. Vice President Hunemuller adjourned the meeting at 6:08 pm.