



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, June 13, 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, Member Chandra McCray

Council Members Not Present:

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/STARS Coordinator

I. CALL MEETING TO ORDER

The meeting was called to order at 5:03 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of June 13, 2017 Agenda

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

B. Approval of May 9, 2017 Minutes

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

C. Approval and Signing of 2017-18 Open Meetings Act Resolution #2016/17-002

No changes from last year; just dated for the next school year.

President Rodarte asked for a motion to approve the Open Meetings Act. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

Council signed the document where indicated.

D. Signing of 2017-18 Governing Council Forms

No changes from last year; just dated for the next school year. Council signed the documents where indicated.

- Letter of Commitment
- Code of Ethics
- Conflict of Interest

E. Approval of Revised ABQCA Staff Attendance Policy for 2017-18 School Year, and

F. Approval of Revised ABQCA Leaves of Absence Policy for 2017-18 School Year

Erik Bose explained that the revisions to the policies are more encouraging and less punitive to staff and are aligned with PED's Teacher Attendance requirements.



Both Dr. Hunemuller and Dr. Seidenwurm initiated a conversation concerning the proposed policy revisions, which morphed into concerns with regard to staff salary schedules as well. Their concerns stem from the fact that the school reduced the schedule from a five-day week to a four-day week and the portion that is identified as Personal Leave was only reduced by two days. In addition, they are of the opinion that the school staffing and salaries are greater than other schools of similar size or makeup. Mr. Bose commented that it is hard to compare us to any other school since our population and program are unique. Discussion continued along the lines of what make us unique, such as: teachers having to create multiple lesson plans to address the diverse population in each of the classrooms, being able to accommodate high student mobility as a result of our open entry/open exit dropout recovery program, and having to operate as a mini-district without the resources/departments that districts have in place.

Mr. Bose further shared that the staff is still working longer hours per day incurring 1,352 hours of instructional time and having to attend professional development days one Friday every month as a result of switching to the four-day week.

Dr. Seidenwurm asked Curt Szarek to reach out to his cohort of Business Managers and ask them what their staff leave policies are like. Dr. Hunemuller requested a work-study session to further discuss this topic, before approving the above policies. Mr. Szarek asked that the work-study not happen before October to allow time for completion of the annual audit and other submissions.

President Rodarte asked for a motion to **table the approval of the revised Staff Attendance and Leaves of Absence policies**. Mr. Kennedy made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

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

- The combined Balance Sheet by Fund reflect the school continues to retain healthy cash balances by Fund for Operational (\$587K), Instructional Materials (\$24K), HB-33 (\$174K) and SB-9 Local (\$147K) despite facilitating \$31K of temporary Inter-Fund loans.
- The robust Cash Balance in our HB-33 Fund has allowed for the annual \$150K principal reduction payment on the building in June.
- Inter-Fund loans are minimal due to timely submission and collection of RfRs. To date, we have spent 99% of our Title I award, 100% of our IDEA-B award, 90% of our Title III award, and 43% of our Title II award. Additional awards for IDEA-B and Title II have recently been received and will be addressed in the BARS section of this report.

2. Highlights from the May 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:
5/05/17: #8100 to Blackboard for renewal of Connect which is our notification system used in connection with Title I Parental Involvement - \$1,049.88
5/18/17: #8120 to Media Education Foundation for streaming channel annual renewal - \$2,000.00
- Facility Maintenance Expenditures:
5/23/17: #8124 to NMACES for April projects completed - \$2,853.68



- Other One-Time/Infrequent Expenditures of Note:
5/04/17: #8019 to Millennium Communications for Shoretel annual VoIP support - \$1,428.33
5/10/17: #8107 to Grainger for Barracuda Intruder Defense Systems - \$3,969.00
- Voided Checks:
5/05/17: #8102 not issued to any Vendor; warrant was left in printer tray while a report printed

Mr. Szarek asked if there were any additional 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 1617-0022-I in the amount of \$14,421 which reflects our final Title II award for FY17. The BAR allocates additional budget in the Instruction Function to each of the Object Codes identified. Since we are at the end of our current fiscal year, there will be no Expenditures allocated since the deadline for RfRs has passed. The approval is necessary in order for the award to carry over into the 2017/2018 budget.
- BAR 1617-0023-I in the amount of \$6,306 which reflects our final IDEA-B award for FY17. This BAR allocates additional budget in the Support Services - Students Function to each of the Object Codes identified. Since we are at the end of our current fiscal year, there will be no Expenditures allocated since the deadline for RfRs has passed. The approval is necessary in order for the award to carry over into the 2017/2018 budget.
- BAR 1617-0024-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 1000 and adjusts budget for all Object Codes identified based on the school's financial reporting through May 31st.

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

C. Approval of Uniform Grant Guidance Policies

- Formally adopted in December 2014, the new Uniform Grant Guidance (UGG) consolidates eight separate Office of Management and Budget (OMB) circulars into the Code of Federal Regulations (CFR). The resulting CFR is designed to ease administrative burdens, increase efficiency and effectiveness of federal awards, and strengthen the oversight of federal funds to reduce the risks of waste, fraud, and abuse.
- It was initially believed that all agencies who receive federal grants would have to create a separate set of Internal Control Policies that are aligned with the new guidance. After conducting extensive online research and attending a presentation at the Spring Budget Workshop conducted by Michael Brustein of the Brustein and Manasevit law firm, information I have been able to glean suggests only the following Policies and Procedures are required:

Policies (requires Council approval):

- Conflict of Interest - § 200.318(c)
- Travel - § 200.474(b)

Procedures (do not require Council approval):

- Cash Management - § 200.302(b)(6) and § 200.305
- Allowability - § 200.302(b)(7)
- Procurement - § 200.319(c)
- Time and Effort - the exact language is "Records". § 200.430(i) dictates charges for Salaries must be based on records that accurately reflect the work performed which is incorporated into the official records. "Records" is the same as "documented procedures."
- In lieu of formal policies, several charter schools have adopted a policy statement containing verbiage that alludes to each of the required Policies and Procedures identified above, which may be sufficient for



compliance. We are taking a similar approach through issuance of a Federal Awards Administration Policy in addition to the two listed above.

President Rodarte asked for a motion to approve the 2017-18 Uniform Grant Guidance Policies. Dr. Seidenwurm made such motion. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

D. Other Items for Discussion:

The Business Office will be working through break to close the fiscal year and begin formatting PBC and other schedules for the upcoming audit fieldwork.

Mr. Szarek will still need check signers while Mr. Bose is on Summer Break. Dr. Seidenwurm stated that she would be available until July 1st.

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 this Friday, June 16th at the Kiva Auditorium at 10:30 am
- OCR facilities check – will be back in October to see if we are in compliance with ADA requirements and not liable for any lawsuits based on discrimination
 - ABQCA, RFK and SV Academy were the only schools at the meeting
 - Our school population was flagged in STARS – not doing anything wrong, they want to work with us to make sure we don't
- Mr. Bose is working with APS and PED on getting correct Title I forms filled out for the next school year
- We have hired a new School Counselor for the 2017-18 school year, Ms. Amelia Garcia
- The PD focus for the year was on Poverty and Trauma Awareness. Sandy Roth does PD surveys at the end of every year. A summary was distributed to the Council.
- We are still waiting for APS' report on our site visit, which was conducted a couple of months ago
- Parent surveys: 50% of parents surveyed replied. Copies of the survey results were distributed to the Council.

B. Approval of FY18 Professional Services Agreement

Updated agreement for our legal services with Matthews Fox for the 2017-18 School Year.

President Rodarte asked for a motion to approve the Professional Services Agreement with Matthews Fox. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

C. Updated Staff Incentive Goals & Staff Salary Schedules

1. Incentive Goals

- Goals 2 and 3 were met; Goals 1 and 4 were partially met
- TABE Reading showed huge gains
- TABE Math also showed good gains
- Absences decreased by 15%

Mr. Bose stated that he is very proud of his staff – the “village” it takes to help our scholars succeed. We usually do better in growth than achievement; this year, that flip-flopped.

Dr. Hunemuller said she would like to see the test results. Mr. Bose stated he has already sent them to her but he will send them again.



2. Salary Schedules

Mr. Bose provided a scatter graph of the staff salaries, stating that there weren't any "wild horses" in the mix. There will be further discussion about this at the next Governing Council meeting.

V. PUBLIC COMMENT

No public comments were made.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for Tuesday, July 18, 2017 at 5:00 pm.

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Ms. McCray seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:26 pm.