



**Minutes of the  
GOVERNING COUNCIL MEETING**  
**Tuesday, June 14, 2016**  
**5:00 pm**  
**ABQ Charter Academy**  
**405 Dr. Martin Luther King Jr. Ave. NE**  
**Albuquerque, NM 87102**

**Council Members Present:** President Rhonda Seidenwurm, Vice President Evalynne Hunemuller, Secretary John Rodarte, Treasurer Jacob Kennedy (arrived at 5:23 pm)

**Council Members Not Present:** Member Emily Salazar

**Guests:** Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, Principal; 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 5:04 pm by President Rhonda Seidenwurm.

**OPENING ACTIVITIES**

**1. Approval of June 14, 2016 Agenda**

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

**2. Approval of May 10, 2016 Minutes**

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

**3. 2016-17 Open Meetings Act Resolution #2015/2016-002**

Evalynne Hunemuller made a motion to approve the agenda. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously. The Act was signed by President Rhonda Seidenwurm and Secretary John Rodarte.

**4. 2016-2017 Governing Council and Officers**

This discussion/action item was tabled until the next meeting. The Council needs some time to see what Emily Salazar's intentions are for the next year. Rhonda Seidenwurm stated that it is also healthy to look at a new president and/or members periodically.

**5. Documents for 2016-2017 Governing Council**

Documents for the next School Year were signed by the present Council members.

- Letter of Commitment
- Code of Ethics
- Conflict of Interest
- 2016-2017 Governing Council Meeting Dates - distributed



## FINANCE COMMITTEE REPORT

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

The May, 2016 Financial Statements, Check Register 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 summary report (included with these minutes) and hard copies of the Check Register and summary documents to the members.

- The school continues to maintain healthy cash balances in the following funds:
  - Operational \$746K
  - HB-33 \$162K
  - SB-9 \$171K
- An annual \$150K principal reduction payment on our building obligation was made in June utilizing HB-33 Funds.
- We will be cleaning up balances by Fund as reflected in our Federal Stimulus Fund account via a check to each Fund's respective Operational account.
- Final RfRs for flow through accounts have been submitted and approved so we expect to close out the fiscal year with zero Due To/From activity.
- The Business Office is very busy and in good shape to close out the end of the fiscal year and getting P.O.s ready for the next fiscal year which begins on July 1.

### **2. Check Register for May 2016** *(sent previously to the Council electronically with backup)*

Notable expenditures:

- 5/3: #7409 Media Education Foundation, annual fee for unlimited online library \$2,000.00
- 5/5: #7420 MakerBot 3-D printer and accessories for zSpace lab equipment \$3,001.00
- 5/13: #7437 NMACES for monthly maintenance projects completed \$5,445.29 (for facility services that CES doesn't provide; APS requires School Dude)
- 5/13: 7432 to Shawna Wright – payroll check staff stipend for teaching Dual Credit course (different teachers taught in previous years)
- 5/19: #7446 NMACES for LDD Consulting – facilitate computer refresh \$1,929.38
- 5/19: #7447 NMACES for LDD Consulting – Business Office computer refresh \$3,799.54
- 5/19: #7448 NMACES for LDD Consulting – additional RAM for EliteOne 800 computer refresh \$1,788.84
- 5/20: #7452 Robotis for Darwin OP2 unit (balance of the Robotics Grant Award) \$9,975.28 (we hope to receive this approved reimbursement request by June 30th)

### **3. BARs** *(sent previously to the Council electronically with backup)*

- **BAR 0031-M Operational Fund Maintenance items within Function 2000** – Maintenance only; net effect of the BAR is zero.
- **BAR 0032-M Title I Maintenance items** – Net effect of the BAR is zero.
- **BAR 0033-M Robotics Maintenance** – Net effect of the BAR is zero.
- **BAR 0034-I SB-9 Local Funds** – Adjusts for SB-9 Property Tax Revenues received and corresponding Expenditures incurred for the months of April and May in the amount of \$9,842.00.
- **BAR 0035-M Title I IASA Maintenance items** – BAR adjusts the Parental Involvement Object Code balance to the approved APS Budget Call amount.



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

Mr. Szarek asked if there were any questions on any of 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.

#### **4. Other Items for Discussion**

- Mr. Szarek reported he had an extensive telephone conversation with Ralen Randall from the State Auditor's Office with regard to the disposal paperwork that was approved at the May Council meeting. Mr. Randall clarified the State Audit Rule change with regard to dispositions that took effect March 15<sup>th</sup> 2016. After several questions to get familiar with our disposal, he had no problem with it and he offered several recommendations to follow in connection with any future disposition paperwork.
- Mr. Szarek provided the Council with a "staff impact budget," which identifies the projected costs for each position as requested at the last meeting.
- Mr. Szarek clarified a question with regard to HB-33 funding allocations and explained those are based on our 40-Day count of previous year.
- Evalynne Hunemuller asked what our projected Operational Cash carryover is expected to be. Mr. Szarek replied we are on target to meet the \$638K as reflected in our budget.

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

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

#### **1. Highlights**

- Graduation is this Thursday
  - There are 86 Graduates who were former high school dropouts
  - John Rodarte will be able to attend
  - The graduation goal in our charter renewal was 100 but was revised downward to 75 in the APS performance agreement as a result of the loss of the Job Corps partnership. Our performance goal in this category next year will most likely be 75
- Students
  - The enrollment count as of today is 301
  - There are 6 Job Corps students left on the roster
- Executive Director's Meetings
  - Mr. Bose will be at the LESC meeting tomorrow
  - He attended the Alternate Accountability meeting today
    - First time there has ever been unity on the platform for a strategic plan for education
    - Looking at NMCCS being involved as a member
    - Superintendents are very involved
    - The relationship of the Districts and Charters is becoming more positive
  - Mr. Bose will be at the Advocacy Conference in Washington, DC next week
  - Mr. Bose was invited to the NMBRT Educational Summit starting July 12
- School
  - We are implementing new Dual Enrollment and Reading and Math Intervention programs in the new School Year



- New Staff:
  - Jennie Trinkaus, Administrative Assistant to the Principal (we received 75 applications for this position)
  - Michelle Langdon, Educational Assistant (20+ applications for this position)
- Facility
  - Mr. Bose is getting quotes on solar panels/covered parking panels
  - The outdoor lights around the building are now all LED
    - Cost about \$2,500 to get all the halogen lights switched out; we will receive a 60% rebate from PNM
- Summer Break is from June 18 to July 18

## **2. Professional Services Agreement for FY17 Legal Fees**

The presentation of this document was primarily for review and signature for the new school year. There have been no changes to the agreement. Attorneys receive \$220/hour, contract attorneys are \$190/hour, and paralegals receive \$110/hour. A question was asked as to how much the school has spent for legal fees in the current fiscal year. Mr. Szarek responded the financial statements reflect that between July 2015 and May 2016, the school spent around \$4,300.

Jacob Kennedy made a motion to approve The Professional Services Agreement for Legal Services. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously. The Agreement was signed and approved.

### **PUBLIC COMMENT**

No public comments were made.

### **ANNOUNCEMENTS**

The Council opted to cancel the July meeting, as it falls over Summer Break. The next meeting is scheduled for August 16, 2016 at 5pm.

### **MEETING ADJOURNED**

Jacob Kennedy made a motion to adjourn the meeting. Evalynne Hunemuller seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 6:02 pm.