



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, July 18, 2017

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

Council Members Present: President John Rodarte, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy, Member Chandra McCray

Council Members Not Present: Vice President Dr. Evalynne Hunemuller

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; 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 5:02 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of July 18, 2017 Agenda

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

B. Approval of June 13, 2017 Minutes

Dr. Seidenwurm asked for clarification of the timeframe for the work-study session on staff leave. Curt Szarek replied that he asked that the session commence after the school's audit is complete; not before October.

President Rodarte asked for a motion to approve the minutes. Dr. Seidenwurm made such motion. Chandra McCray seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of Revised ABQCA Staff Attendance Policy for 2017-18 School Year – *tabled at last meeting*

Erik Bose shared that of the schools he polled for number of staff leave days, staff receive anywhere between 6 and 32 days of leave. ABQCA staff are currently receiving 18 days of leave for this year, which is right in the middle of the range.

Amy Roble presented the old policy and the revised one, stating that:

- What can be changed – that was not written in staff contracts – is the section about staff being allowed to sell back unused personal leave
- Last year, staff received 10 days of sick leave and 10 days of personal leave; this year they get 6 days of sick leave and 12 days of person leave
 - Ms. Roble explained that teachers can use up to 6 days of sick leave without being “dinged” by PED in their evaluations – which is a matter of semantics between “sick” and “personal.” If a teacher used 6 days of sick leave and 10 days of personal leave, that would not have a negative



impact on the attendance portion of their evaluation. If they used 7 days of sick leave and 10 days of personal leave, it would.

- Ms. Roble further explained that staff are still receiving the same amount of leave time as last year, it just looks different because last year's totals were based on an 8-hour day and now we work a 9-hour day. We did not change their amount of leave without approval from the Council.
 - Last year's 20 days of leave x an 8-hour work day = 160 hours of leave
 - 160 hours / by our new 9-hour work day = 17.78 hours of leave, rounded up to 18 hours
- Staff are not working any less hours than last year; they just look different. Staff are also only getting half an hour of lunch and half an hour of prep time – last year they utilized an hour of each.
- If this policy is not approved at this meeting, the only consequence is that staff will not be able to sell back any unused personal leave until after the Governing Council holds its work-study session. Staff wouldn't be able to sell back leave until the end of the year (June 2018), anyway.

Ms. McCray stated that just by looking at the numbers presented:

- ABQCA staff work 25% more time than APS' expectations
- Leave time is about 50% above APS'

She also stated that this *should not* be looked at as a straight comparison. Charter School staff expectations are very different from those for regular public school staff. Ms. Roble added that teachers are also only getting half an hour of lunch and half an hour of prep time – last year they utilized an hour of each.

Dr. Seidenwurm asked which classrooms were computer-driven as opposed to teacher-driven. Ms. Roble stated that it really varies – English classrooms are mostly teacher-driven, Math is heavier on the computer-side due to current training the teachers are doing with the scholars and Science is about a 40-60 split.

President Rodarte asked for a motion to once again **table the Staff Attendance Policy until after October or whenever the Council can initiate the work-study session**. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

D. Approval of Revised ABQCA Leaves of Absence Policy for 2017-18 School Year – *tabled at last meeting*

Ms. Roble explained the revisions:

- Added “grandparents,” “grandparents-in-law” and “domestic partner” as immediate family members in the medical leave and bereavement sections of the policy
- Added “funeral services” to bereavement leave (for cases when the services are arranged for some time after a family member has passed)
- Removed section on rolling leave days over – not replaced (This is in the staff handbook.)
- Removed section on requesting doctors' notes – Ms. McCray stated that this might just need to be mentioned in the staff handbook

Ms. Roble clarified that bereavement leave is in addition to staff sick and personal leave time. Dr. Seidenwurm expressed that she wasn't sure why we would include grandparents in this leave.

- Ms. McCray stated that it is very important in this day and age, where many people are being raised by their grandparents, that they are included as immediate family members.
- President Rodarte added that grandparents are vital to the matriarchal and patriarchal families within our NM culture, and agreed that they should be added as immediate family members in our policies.

President Rodarte asked for a motion to approve the ABQCA Leaves of Absence policy as amended. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.



III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The June 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. Draft Financial Statements for June 2017 *(sent electronically for review)*

- The draft combined Balance Sheet by Fund shows the school will close the 2016/2017 fiscal year with cash balances of Operational (\$514K), Instructional Materials (\$28K), HB-33 (\$67K) and SB-9 Local (\$165K).
 - Mr. Szarek stated that we have money to spend for instruction and classrooms. Mr. Bose added that part of the reason we pay our teachers what we do is because our budgets are so well balanced.
- Collection of flow through RfRs for Title I (\$1,050), and 4th quarter Lease Assistance (\$39,282) in June results in a small Interfund Payable/Receivable of \$2,298.80 for our April 30, 2017 Library G.O. Bond. The school received the RfR on July 3rd.

2. Highlights from the June 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:
 - 6/01/17: #8138 through #8141 to NMACES for LDD recurring monthly managed network agreement, website hosting/updates/backup/cloud storage, and remote access application for May, 2017
 - 6/20/17: #8162 through #8165 to NMACES for LDD recurring monthly managed network agreement, website hosting/updates/backup/cloud storage, and remote access application for June, 2017
- Facility Maintenance Expenditures:
 - 6/20/17: #8169 to NMACES for May projects completed - \$1,171.04
 - 6/29/17: #8178 to NMACES for June projects completed - \$2,561.60
- Other One-Time/Infrequent Expenditures of Note:
 - 6/01/17: #8133 to RM405, LLC for annual Principal reduction on building note - \$150,000.00
 - 6/30/17: #8183 to Design Silk Screen Printers for new door/window signage- \$922.50
- Voided Checks:
 - None

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 1718-0002-I, in the amount of \$41,903 which reestablishes our FY18 Title I School Improvement Grant which was zeroed out by PED at the end of our fiscal year. We included this award as part of our council-approved FY18 budget since the grant application was received and submitted independently of the budget upload on April 24th. We received an email from PED Priority Schools Bureau on June 6, 2017 stating the award was approved. However, no PED Program or Fund Manager got around to approving it in OBMS by the June 30, 2017 deadline. This award accommodates the annual payment for our online Edmentum and Blackboard curriculum. Supporting documentation accompanies the BAR for review.
- BAR 1718-0003-I, in the amount of \$4,419 which reflects our revised final FY17 Instructional Material allocation based on unspent private school surplus. We received these funds in our bank account on June 22nd and the attached memorandum from PED states we are able to budget the entire amount in our FY18 budget through issuance of a BAR since we were unable to secure council approval prior to the June 30 year-end. Supporting documentation accompanies the BAR for review.
- BAR 1718-0001-D is not submitted for approval since it is a Decrease BAR that APS had to initiate in order to remove our Title I SIG award reflected on BAR 0002-I from their budget. There is no effect on our end since we never received the award as part of our FY18 approved budget. This BAR was voided as instructed in the APS award letter used as backup for BAR 1718-0002-I



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

C. Other Items for Discussion

- The APS charters annual audit entrance conference will take place at APS Uptown Blvd. offices on Wednesday, July 19, 2017 at 9:00 a.m. inside the John Milne Boardroom. Mr. Szarek will be present along with Pepper Cooper, CPA from KPMG, who has agreed to continue as an audit committee member. We will need a Governing Council member present for that meeting.
 - Dr. Seidenwurm and Mr. Kennedy said they would be present.
 - Mr. Bose said he would also be present and that we would find a parent to attend.
- Our audit fieldwork is scheduled for Wednesday, August 9th and Thursday, August 10th. We have scheduled an audit committee meeting for 3:00 p.m. the afternoon of August 10th which is when we expect to have our field work completed. The Business Office has made a lot of progress on the PBC list items so we expect to have all required documentation uploaded through the CLA web portal in advance of the fieldwork.
- Mr. Szarek stated that the monitoring review seems to suggest the Governing Council is not formally approving our check registers via a motion during monthly meetings. Mr. Szarek shared he inquired about the requirement during an audit years ago and the information he received was as long as the report is being reviewed and discussed we were fine since full disclosure was verifiable. Ms. McCray agreed with that and stated that she didn't think it was a statute to have the check register approved. Ms. McCray said she would be happy to research the issue. Mr. Kennedy shared he is on the Finance Committee and regularly reviews our charges and purchases after committee meetings. The Council stated it is happy with the current procedure.
- A quarterly Finance Committee meeting is scheduled for Wednesday, July 26th at 5:00 p.m. at the Business Office to review the year-end reporting, cash report, journal entries, bank reconciliations, and any address any other relevant items for discussion.
- Mr. Szarek shared that some mail wasn't being brought to the main desk at the Post Office for pickup over break as requested. The school has installed an outside mailbox and he is working with the post office on making sure we receive all of our mail timely.
- Dr. Seidenwurm asked if we ended up subletting office space in our new building. We have not.

IV. EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

Highlights:

Politics

- Mr. Bose stated there has been a rumor circling about us moving. ABQ Collegiate Charter, which applied to open in August 2018, used our address on their charter application. Mr. Bose will follow-up with PEC to get it straightened out.
- OCR is reviewing our facilities and policies. We anticipate having to make some changes based on their 42-page form.
- Working with Sam Ornelas at PED and Laurie Everhart at APS to figure out how they want us to collect and validate our Title I data so we get funded for our scholars who attend.
- LESC Interim dates – July 26-27 Gallup, Aug. 30-Sept. 1 Taos, Sept. 27-29 Artesia, Oct. 25-27, Nov. 15-17, Dec. 6-8 Santa Fe.
- Mr. Szarek asked if there was any news on the 20% lease reduction. Mr. Bose stated that the hearing is coming up in September



- Mr. Bose's last week as President of the NMCEL is this week. He then has to serve 2 years as "Past President" before his commitment is up

ABQCA

- Today was registration day for returning students; only 19 were unaccounted for as of this meeting
- Staff installed a new crisis app on their phones for school use
- Mr. Bose informed the Council that he will give his leave time research to them as soon as they are ready to start the work-study session
- Our new School Counselor, Amelia Garcia, started yesterday

Building

- Dr. Seidenwurm asked that we make getting the furniture from the Job Corps building that we are paying to have in storage more of a priority to get rid of or donate. Mr. Bose and Mr. Szarek will find out exactly how we can do this – it is a little tricky as it was purchased with Federal Stimulus money.

Other

- Dr. Seidenwurm asked for clarification on staff contracts
 - The Executive Director and Principal have the same contracts as Teachers but are "at will – as needed" employees and usually work more than the contracted hours
 - It was explained that the Business Manager is the only staff person with an extended contract of 242 days, which is also noted on the salary schedule for that position.
 - She also commented about the "hold harmless" section of the contracts, asking if we could hold people outside the range at the salaries they are at – or go to \$1/year raises
- Mr. Szarek asked if anyone heard any updates on the new number of training hours for the school governing councils. No one had.

V. PUBLIC COMMENT

No public comments were made.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for Tuesday, August 15, 2017 at 5:00 pm.

President Rodarte stated that he will not be able to attend this meeting.

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 6:16 pm.