



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, August 15, 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

**Council Members Not Present:** Treasurer Jacob Kennedy, Member Chandra McCray

**Guests:** Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; Deb Moya, ABQCA Assistant Principal & Special Services Director

**Presenters:** Joseph Escobedo, APS Director of Charter Schools; Dr. Sandy Roth, ABQCA Director of Curriculum and Assessment

**Minutes:** Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

#### I. CALL MEETING TO ORDER

The meeting was called to order at 5:00 pm by President John Rodarte.

#### II. OPENING ACTIVITIES

##### **A. Approval of August 15, 2017 Agenda**

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

##### **B. Approval of July 18, 2017 Minutes**

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

##### **C. Presentation by Joseph Escobedo, APS Director of Charter Schools**

Mr. Escobedo began his presentation by letting all in attendance know that he has been in his position with APS for one year. He stated that APS sees ABQ Charter Academy as an enhancement to its offering of charter schools.

- 25 charter schools within APS
- 54 charter schools within the Albuquerque area

APS intends to work in collaboration with charter schools and not have the schools and APS be in confrontational relationships. APS appreciates the unique designs that make up charter schools. Mr. Escobedo commended ABQCA on its leadership and asked that we let him know when something is needed from the school in the way of furthering collaboration.

Mr. Escobedo distributed a copy of ABQCA's 2016-17 Performance Framework. The school met all the Academic Performance requirements except one in the "Exception from Site Visit" category. The reason is for not having a parent volunteer present on the audit committee. The school is actually in compliance with this, however. Mr. Escobedo stated that the review was released before the correction was made. We should see it correctly going forward.

Mr. Escobedo concluded by presenting ABQCA with a plaque, distinguishing the school as one authorized by APS.



#### **D. Presentation by Dr. Sandy Roth, ABQCA Director of Curriculum and Assessment**

Dr. Roth provided a curriculum update and explained that ABQCA is not an online school. She detailed the differences between online learning and blended learning.

- “Blended learning vs. Online courses” video from Wikipedia
  - Online learning consists of lessons and lectures being viewed from a computer device
  - Blended learning combines online materials with in-class instruction
- Dr. Roth also showed a video from one of Cathe Sanchez’s English classes, showing how each student was working on something unique and how Ms. Sanchez instructed each student individually. Computers in her classroom (as are those in all classrooms at ABQCA) are used for utilizing online media, not for instruction.
- Only about one (1) student per year at ABQCA needs to access a completely online course; and then, it is for a unique circumstance.
- We have pretty much met our goal of teacher-created curriculum
  - Teachers have published custom courses in Plato and Blackboard
  - Each course takes several hours to develop; many teachers have worked on this from outside ABQCA
    - Teachers do not receive any monetary compensation for doing so
  - Three (3) teachers have become certified Blackboard Teachers (also with no compensation)
  - Math courses stayed in Plato due to its similarities to PARCC

Dr. Seidenwurm asked if there were any resources the teachers needed at this time. Dr. Roth stated that she tries to procure them as they become necessary. Dr. Seidenwurm then asked what the process is for teachers who aren’t willing to get on board with the “new classroom” style. Amy Roble explained that Dr. Roth’s position is as a liaison between the teachers and administration. Dr. Roth meets monthly with each teacher for supportive coaching sessions. During those sessions, it is easy to see if the staff are in line with ABQCA’s visions. Of the one or two times instructional staff have not been in sync, and couldn’t be coached into seeing another way, the staff left by their own will.

Dr. Hunemuller wanted to discuss this further with Dr. Roth. The two shall meet at a mutually agreeable time. Dr. Roth also invited all other Council members to call on her at any time they have questions or want information about the school’s curricula.

President Rodarte asked Dr. Roth to let the staff know how much the Council appreciates all of their hard work.

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

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

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

- The draft combined Balance Sheet by Fund shows the school has the following cash balances by fund: Operational (\$393K), Instructional Materials (\$28K), HB-33 (\$69K) and SB-9 Local (\$166K).
- Operational Fund Cash is historically low at the end of the first month of every fiscal year as a result of the following one-time front-loaded expenditures: NMPSIA annual Risk Premium (\$49K), and annual curriculum and other license fees itemized in the Check Register recap below (\$60K).

#### **2. Highlights from the July 2017 Check Register** *(sent electronically for review)*

At a glance - business as usual except for these one-time, non-recurring, or notable Expenditures:

- Curriculum/Technology Related:  
7/03/17: #8191 to BorderLAN Security for our annual iBoss license and next business day hardware replacement warranty - \$1,870.00



7/03/17: #8193 to Respondus for our annual campus-wide lockdown browser license - \$2,195.00  
7/03/17: #8198 to R-Tech for annual Microsoft Windows and Office license renewals - \$1,312.00  
7/11/17: #8211 to BrainPOP for School, Combo 24/7 and ESL annual licenses - \$3,090.00  
7/14/17: #8212 to Edmentum for annual Plato Courseware bundle licenses - \$ 29,816.60  
7/19/17: #8223 to Blackboard or annual K-12 State Standards bundle licenses - \$22,207.57

Mr. Szarek will send information on Respondus to Dr. Hunemuller.

- Facility Maintenance Expenditures:  
None billed in this period
- Other One-Time/Infrequent Expenditures of Note:  
7/03/17: #8189 to SMG (ABQ Convention Center) for graduation parking charges - \$364.00  
7/03/17: #8190 to AdvancED for annual accreditation fee - \$900.00  
7/03/17: #8183 to Design Silk Screen Printers for new door/window signage- \$922.50
- Voided Checks:  
7/14/17: #8196 to American Outback Adventures for the team-building event at our first in-service which ended up becoming a wire transfer - \$3,500.00  
7/17/17: #7871 originally issued 1/17/17 as reimbursement for art classroom supplies - \$86.92

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. Approval of Cash Disbursements for July 2017**

As discussed and noted in the minutes of the July meeting, even though the Council thoroughly reviews and discusses the submitted check registers monthly, it is recommended that a formal approval take place and be duly noted in the minutes. Mr. Szarek shared there is a statute governing formal approval of cash disbursements during monthly board meetings so this will be a regular item on the agenda going forward.

President Rodarte asked for a motion to approve the July 2017 Cash Disbursements. Dr. Hunemuller made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

#### **C. BAR (sent electronically for review and included in Council packets)**

BAR 1718-0004-I, in the amount of \$1.00 which adjusts our Library G.O. Bond carryover to actual as determined by the PED Capital Outlay division. Supporting documentation in the form of the OBMS notification received on August 4th accompanies the BAR for review.

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

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

- The school's annual audit field work took place last Wednesday and Thursday. The audit committee met on Thursday at 3:00 and a parent/student was able to be in attendance. In addition to Mr. Bose and Mr. Szarek, committee member Pepper Cooper and Council member Rhonda Seidenwurm were present as well. The CliftonLarsonAllen team did a good job and were very thorough. The Business Office will still be involved with many aspects of the audit, which is expected to be finalized by November 15th which is also the due date to the State Auditor.
- Minutes of the quarterly Finance Committee meeting which was held on Wednesday, July 26th are in the Council member packets for review. All committee members were in attendance to conduct due diligence through review of the year-end reporting, Cash Report, Journal Entries, and bank reconciliations. All required year-end filings were timely submitted and no issues are expected.
- Dr. Seidenwurm asked what the plans are for the transition of Mr. Szarek's position at the end of the school year.
  - The Leadership Team intends to hire another Business Manager. While discussion for a transition is still in the early stages, it is possible the position may be advertised in November which will allow the new



Business Manager to train with Mr. Szarek for the last 6-7 months of this school year. Mr. Szarek shared that he would be available to assist with the audit fieldwork after the end of the school year.

- The school's charter renewal comes up next year – October 2018.

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

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

###### Highlights:

###### Politics

- PED wants to do away with the District Test Coordinator position and run this through APS; Mr. Bose is trying to work with PED to rethink this change

###### ABQCA

- Students
  - We have 3 graduates so far this year
  - 180 students enrolled; new enrollment events are being conducted weekly - up to 25 students
  - 25 Dual Credit students
  - 319 students on the wait list
- Mr. Bose has been in contact with a charter school who has an immediate need for our obsolete furniture/equipment in storage. We still need to put together the itemized list for Council approval. Mr. Bose thinks the non-capital items may be able to be transferred to the potential recipient in the interim but that needs to be researched since there are statutory requirements. The Council suggested Mr. Bose and Mr. Szarek conduct research as to what is allowable in order to finalize the process. Once a definitive answer is available, the Council will be asked for formal approval of the disposal.
- Open House/Family Night is scheduled for Thursday, September 14<sup>th</sup> from 5-6pm

###### Other

- The Governing Council will meet for a work-study session to discuss "Staff PTO/Sick Leave" and Salary Schedules on Tuesday, September 26<sup>th</sup> at 1pm at ABQCA. No actions will be taken at this meeting.

##### **B. Approval of Lease for NMCCS – Amy Roble**

A copy of the sublease reviewed by our legal counsel was distributed to the Council.

- October 1<sup>st</sup> is the earliest that the Coalition would be able to start renting
- They will provide their own insurance for liability, etc. Mr. Szarek will research whether the school will need to get TULIP coverage through POMS.

President Rodarte asked for a motion to approve the sublease with NM Coalition for Charter Schools. Dr. Hunemuller made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

President Rodarte signed and dated the lease where designated.

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

No public comments were made.

#### **VI. ANNOUNCEMENTS**

The next ABQCA Governing Council meeting is scheduled for Tuesday, September 19, 2017 at 5:00 pm.

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

President Rodarte asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Dr. Hunemuller seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:15 pm.