



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, August 16, 2016

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr Blvd NE

Albuquerque, NM 87102

Council Members Present: President Rhonda Seidenwurm, Vice President Evalynne Hunemuller, Secretary John Rodarte, Treasurer Jacob Kennedy (arrived at 5:19 pm)

Council Members Not Present: Member Emily Salazar

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

CALL MEETING TO ORDER

The meeting was called to order at 5:00 pm by President Rhonda Seidenwurm.

OPENING ACTIVITIES

A. Approval of August 16, 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.

B. Approval of June 14, 2016 Minutes

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

C. 2016-2017 Governing Council and Officers

Rhonda Seidenwurm suggested changing up the appointments of the council officers a bit, to keep things fresh. She proposed the following roster:

President – John Rodarte
Vice President – Evalynne Hunemuller
Treasurer – Jacob Kennedy
Secretary – Rhonda Seidenwurm

All were in favor of the new roster which will go into effect after this meeting. John Rodarte made a motion to approve the new Governance Council roster for the 2016-2017 School Year. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The June, 2016 Financial Statements and Check Registers for June and July, 2016 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 only hard copies of the Check Registers and Financial Committee Meeting Minutes to the members.

1. Mr. Szarek stated that we ended the 2016 School Year with a balance of \$590,651.00 in Operational Cash

- \$638K was projected but the expected \$55K from the approved Lease Assistance and Robotics RfRs were not distributed to us until the last week of July

2. Highlights from the June and July Check Registers: *(sent electronically for review – June's was included as there was no meeting last month)*

Technology Upgrades

- **6/24/16: #7498** for \$28,445.90 to NMACES for LDD services
- **6/24/16: #7499** for \$1,026.00 to NMACES for LDD services
- **6/24/16: #7500** for \$17,700.12 to NMACES for LDD services
- **6/24/16: #7501** for \$1,417.27 to NMACES for LDD services

Facility Maintenance

- **6/1/2016: #7463** for \$578.81 to ThyssenKrupp for elevator maintenance
- **6/15/16: #7488** for \$9,125.50 to NMACES for completion of May maintenance projects
- **6/29/16: #7511** for \$10,975.55 to NMACES for completion of June maintenance projects

Annual Software Renewals

- **7/5/16: #7522** for \$4,009.80 to R-Tech
- **7/5/16: #7524** for \$775.00 to BorderLAN Security
- **7/6/16: #7525** for \$22,025.00 (Title I) to Edmentum
- **7/11/16: #7528** for \$2,840.00 to BrainPOP
- **7/11/16: #7529** for \$1,995.00 to Respondus
- **7/18/16: #7546** for \$21,150.05 (Title I) to Blackboard
- **7/26/16: #7559** for \$3,054.45 to Renaissance Learning

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.

3. A Finance Committee Meeting was held on July 27, 2016 to review financial reporting for both the quarter and year ending June 30, 2016. Copies of the minutes were provided in the Council packets.

4. Other Items for Discussion

- **2015-2016 Audit**
 - The entrance conference was held July 26, 2016 and we had 5 attendees to represent us.
 - Audit fieldwork took place August 10th and 11th. The Business office had originally selected the week of August 24th but CLA had to change the dates.
 - An Audit Committee meeting was held the afternoon of the 11th. Rhonda Seidenwurm was present to represent the Governing Council. Audit Committee member participation via telephone is being allowed for the first time.
 - As a result of recently publicized events at other charter schools, Mr. Szarek had some concerns about what to expect as far as the scope of the audit - he was not disappointed. He felt the scope was much wider this year than in prior years which meant there were significantly more questions about transactions and operations in general. Even with the widened scope, Mr. Szarek stated the school was well prepared and that he remains optimistic about the outcome.
- An email was received late Friday night from the Public School Facilities Authority informing everyone that decisions on all FY17 Lease Assistance awards will be postponed until after their meeting on September 26th.



B. Revised Asset Capitalization Policy

Mr. Szarek asked that this policy be tabled until the next meeting as he has not finalized a draft for review. Before a draft is finalized, he would like to get professional input from Pepper Cooper who is the CPA on our Audit Committee.

John Rodarte made a motion **to table the revision of the Asset Capitalization Policy until the September meeting.** Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

C. Revised Cellular Telephone Policy

Mr. Szarek stated that our cell phone reimbursements received some attention during our audit. As a result of recommendations received during the audit fieldwork, he felt a policy revision was necessary.

- A copy of the existing policy was distributed which highlighted changes with strikethroughs and highlighted text to make it easier to follow and compare to the revised policy.
- With regard to a passage that stated “*Only one payment per month will be allowed,*” Rhonda Seidenwurm expressed some concerns about extenuating circumstances when an employee may not be able to submit their cell phone bill by the due date due to illness, accident, etc. She offered taking the auditor’s recommendation and also adding verbiage to the effect of “*unless otherwise approved by the Executive Director for more than one payment per month.*”
- Evalynne Hunemuller had some concerns regarding IRS guidelines. Mr. Szarek shared that the IRS recently relaxed the rules with regard to cellular telephones which they now consider a “De Minimis Fringe Benefit.” In addition, the revised policy still contains a reference to Publication 15 to ensure compliance.

John Rodarte made a motion to approve the revised Cellular Telephone Policy with the inclusion of verbiage reflecting Rhonda Seidenwurm’s suggestion. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

1. Students

- Mr. Bose stated that we are currently at 203 students; 30 more are being processed for enrollment and there are about 200 on the wait list
- We project having about 270 students by the 40 Day Count – October 12th
- About 24 students are enrolled in the various Dual Enrollment classes
- We have had 100% growth in students complying with CCR hours/tracking
- The 2016-17 Graduation Ceremony will be held at the Kiva Auditorium on Friday, June 16, 2017 at 10:30 am
- Count Days this year are:
 - 40 Day – October 12, 2016
 - 80 Day – December 1, 2016
 - 120 Day – February 8, 2017
 - EOY – June 16, 2017

2. Politics

- Mr. Bose will be presenting on the topic of “At-Risk Calculations” at the LESC meeting tomorrow in Alamogordo
- Unity amongst the groups continues to be a focus as we prepare for the legislative session



- Mr. Bose was on a conference call this afternoon where the topic was Secretary Skandera's wanting to create a technical work group to "standardize and streamline" ADCs – we will be involved in those discussions
 - Student results are supposed to be in the mail and will be available this week to teachers in "Pearson Access Next"
 - Teachers' scores will be out in September
 - The survey PED sent out with an August 1 deadline was only met with 50% compliance – probably due to the fact that many teachers/administrators were on Summer Break
 - The outline for grade scoring that will be implemented starting in 2018 will be out in the next few weeks
3. Highlights
- Our new Robotics program started this week; 7 robots have been built and the students are very excited
 - ABQCA Open House & Title I Parent Meeting will be September 13th from 5-6:00 pm
 - Mr. Bose stated that we had an internet security issue last Friday due to a student using VPNs. The Leadership Team met over the weekend and has worked with LDD to secure the network. The student involved will be directed to an ethical internet usage program before being permitted back onto school computers. Student computers will now be configured to only open designated programs.
 - We are wrapping-up our computer/printer refresh project and are starting the equipment disposal process
4. Job Corps
- We do not have any more JC students
 - All that is left for us to do is donate/dispose of the equipment and furniture left at the JC campus – the plan is still to donate it to Gordon Bernell
5. Building
- The patio and flagpole projects have been completed; we just need to purchase furniture for the patio
6. Mr. Bose also presented the Council with the following documents/handouts:
- ABQ Charter Academy Planner 2016-2017
 - Mission Specific Indicators (used in evaluating the school's academic performance)
 - Report of the External Review Team for ABQ Charter Academy – AdvancED
 - **Evalynne Hunemuller asked Mr. Bose to present this report and information at the September meeting – it will be added to the agenda**

B. Obsolete Technology Equipment & Furniture Disposition

The final draft of the documentation to the NM State Auditor regarding the disposition of our obsolete equipment and furniture was provided to the Council.

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

Mr. Szarek provided final documents for the Council's signatures.

C. Covered Parking & Solar Electricity Project

1. Mr. Bose explained that we have three (3) bids for a contractor for the solar project
 - Staff are helping select and decisions are split 50/50 between two (2) of the contractors
 - Consolidated Solar will charge \$262K for 83 kilowatts – this is more of an expenditure on the front end but will result in higher monthly savings



- Affordable Solar offers two (2) options:
 - \$145K for 41 kilowatts
 - \$244K for 70 kilowatts
 - The optimal time to do the project is over Winter Break
 - Mr. Bose feels this is an important project because energy costs are going to do nothing but increase over time; moving to solar energy now would save the school money in the future
2. Mr. Szarek stated that we could spend the money on this project now, and go from a projected Cash Operations carryover of \$600K at the end of FY 2017 to \$400K, but he is still concerned about the delay in the lease assistance money.
- It would be easy to pay for this out of Operations funds through CES
 - Mr. Bose commented that he wants to do the pending LED lights project out of capital outlay
 - \$32K to change every light fixture in the building over to LED with a dimmer switch in each classroom
 - Mr. Szarek would like to make some calls and get information to make sure we comply with all necessary procedures to do the procurement correctly with CES involvement
 - Jacob Kennedy stated that he would like to see the financial analysis of the project. **He and Mr. Bose will coordinate a meeting.**
 - Evalynne Hunemuller stated that she would like a short presentation (20 minutes) from the favored contractor at the next meeting. **Mr. Bose will set this up.**
 - Being that this project would be paid for out of instructional funds, the Council wants to make sure that the anticipated savings will accrue ASAP
 - Ms. Roble stated to the Council that all teachers'/instructors' classroom needs have been met and that she, too, is comfortable with using these funds for this project at this time
 - The Council suggested tabling the approval of this project until they have had time to go over more of the financial analysis, attend the presentation and give the decision serious consideration.

Jacob Kennedy made a motion **to table the approval of the Covered Parking & Solar Electricity Project until the September meeting.** Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

PUBLIC COMMENT

No public comments were made.

ANNOUNCEMENTS

The next GC meeting is scheduled for Tuesday, September 20, 2016 at 5:00 pm.

MEETING ADJOURNED

Evalynne Hunemuller made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 6:10 pm.