



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, September 19, 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 (arrived at 5:10 pm), Member Chandra McCray (via phone)

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal;

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 September 19, 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 August 15, 2017 Minutes

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

C. Approval of Revised Instructional Hours Policy for 2017-18

The only change to this policy is the days of the week – went from 5 days to 4 days to reflect the 2017-18 school schedule.

President Rodarte asked for a motion to approve the policy. Dr. Seidenwurm made such motion. Ms. McCray seconded the motion. Dr. Hunemuller abstained from voting, stating that she would like to see attendance data regarding moving from a 5-day school week to a 4-day school week before voting to approve the policy. It was explained that with our ongoing enrollment events, it would be difficult to calculate attendance rates at this point but the data should be obtainable after the 40-Day Count (October 11th). There was no further discussion. The motion carried by majority vote.



D. Approval of 2017-18 School Wellness Program/Policy

President Rodarte asked for a motion to approve the 2017-18 School Wellness plan and program policy. Dr. Hunemuller 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 August 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 August 2017 *(sent electronically for review)*

- The draft combined Balance Sheet by Fund shows the school has the following cash balances by fund: Operational (\$349K), Instructional Materials (\$27K), HB-33 (\$71K) and SB-9 Local (\$155K).
- Operational Fund Cash is not as robust as it was at year-end as a result of the one-time front-loaded expenditure for our NMPSIA annual Risk Premium (\$49K), along with temporary inter-fund loans of \$102K pending reimbursement.
- We have already submitted \$73K in RfRs for flow through funds, which we expect to collect before the end of September. This will boost our Operational Cash balance for the quarter end reporting.

2. Highlights from the August 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:
8/02/17: #8249 to iLearn for our annual iPass Math (Title I) license renewal - \$4,999.00
- Facility Maintenance Expenditures:
8/15/17: #8264 to ACES for July Maintenance performed during break - \$11,928.38
- Other One-Time/Infrequent Expenditures of Note:
8/02/17: #8250 to ABQ Convention Center for graduation facility rental payment #1 - \$1,098.00
8/15/17: #8261 to Mindful Schools for online staff training - \$1,125.00 (optional Professional Development course for staff; trains on being responsive instead of reactive)
8/29/17: #8280 to CliftonLarsonAllen for progress billing on FY17 audit - \$7,788.38
- Voided Checks:
8/24/17: #8275 which was the result of a printer jam and replaced by #8278
8/24/17: #8276 which was the result of a printer jam and not replaced

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. Other Items for Discussion

- Unfortunately, a charter school suspected of embezzlement is in the news again which does not bode well for all of us who are trying to do a good job. It is expected that this issue will be a hot topic during the next legislative session.
- As of this writing, draft financial statements for the year ending June 30, 2017 have not been finalized by the auditors so there are no updates. It is likely we will have a draft by the October 17th council meeting.
- Ms. McCray shared that the following topics may be a focus of next year's audit:
 - Who is responsible for entering vendor information
 - Who is responsible for writing checks
 - Cancelled checks



- Out-of-state conferences and travel - she told us to keep up the good work on our documentation
 - Mr. Szarek explained the conference/travel process at ABQCA:
 - Staff makes a written request to attend the conference
 - Mr. Bose or Ms. Roble approve (or deny) the request
 - Request then gets processed at various steps by Andrea Kepple, Sonya Vigil and Mr. Szarek
- Ms. McCray will be present at the audit meeting on September 28th

B. Approval of Cash Disbursements for August 2017

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

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

- **To be generated BAR 1718-0005-D**, in the amount of (\$559) which adjusts our FY17 IDEA-B allowable carryover to actual as determined by the APS Grants Management department. Supporting documentation in the form of the notification dated 8/22/17 and an internally prepared spreadsheet, which shows the distribution, accompanies the BAR for review. APS/PED will generate the BAR once the adjustment is presented and approved at their next Board of Education meeting scheduled for September 20th. Approval at our meeting tonight will allow for population of Expenditure Object Codes and final submission for PED approval.
- **To be generated BAR 1718-0006-I**, in the amount of \$15,310 which adjusts our FY17 Title II allowable carryover to actual as determined by the APS Grants Management department. Supporting documentation in the form of the notification dated 8/22/17 and a modified Revenue and Expenditure statement showing the distribution accompanies the BAR for review. APS/PED will generate the BAR once the adjustment is presented and approved at their next Board of Education scheduled for September 20th. Approval at our meeting tonight will allow for population of Expenditure Object Codes and final submission for PED approval.

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

IV. EXECUTIVE DIRECTOR REPORT – ERIK BOSE

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

Highlights:

Politics

- Meeting with OCR on September 25th regarding facilities and policies
- Met with Matt Montano at PED regarding changes to DTC (most are on board with not changing)
- PED rule hearing on science standards will be October 16th
 - Earth age –to be removed from text
 - Climate change – will become “climate fluctuations”
 - Evolution – to be removed from text
- Mr. Bose received a 133-page site-safety plan from PED – due December 1st
 - A security upgrade will be part of our plan

ABQCA

- Students
Count is currently at about 270; goal for 40-Day is 280



AM session is full
Wait list is at 257

- The NMCCS will move into the office space at our building on Edith this Thursday
- Mr. Bose has reached out to other schools regarding their PTO and sick leave policies. He has also spoken to our lawyer regarding this topic. He will provide more information at the GC's work-study session next Tuesday.

Other

- Handouts:
 - Documents from Parent Title I meeting
 - School Grade – they only counted data from a very small sampling of our students because they based the information on students enrolled for a full academic year; this is very frustrating for us because it greatly skews our grade in a negative direction
 - Ms. Roble stated that the school grading process is changing for next year. She will put together a presentation for October's meeting.

B. Approval of Disposition of Obsolete Furniture/Equipment

Since these are non-capital assets, this document is not required to go to the State Auditor and will be kept as an internal document.

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

The Governing Council signed and dated the disposition where designated.

V. PUBLIC COMMENT

No public comments were made.

VI. ANNOUNCEMENTS

1. Tuesday's work-study session was moved to the Business Office located at 301 Edith. Mr. Bose will organize lunch.
2. The next ABQCA Governing Council meeting is scheduled for Tuesday, October 17, 2017 at 5:00 pm.

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 5:56 pm.