



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, September 20, 2016

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 Evalynne Hunemuller, Treasurer Jacob Kennedy (arrived at 5:06 pm), Secretary Rhonda Seidenwurm, Member Emily Salazar (via phone)

Council Members Not Present:

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; Deb Moya, ABQCA Assistant Principal/Special Services Director; Shawn Burich, ABQCA Instructor; Kelly Shelton, ABQCA Social Worker
Mack MacReady & Anthony Libaridian, Consolidated Solar Technologies

Minutes: Andrea Kepple, ABQCA Executive Assistant

CALL MEETING TO ORDER

The meeting was called to order at 4:59 pm by President John Rodarte.

OPENING ACTIVITIES

A. Approval of September 20, 2016 Agenda

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

B. Approval of August 16, 2016 Minutes

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

SOLAR PROJECT PRESENTATION

Mack MacReady and Anthony Libaridian of Consolidated Solar Technologies gave a presentation on what they can offer if we use them to install solar panels in our parking lot. They provided handout information including a Performance & Financial Analysis, Annual Production Report and a Module Comparison Sheet.

It would cost approximately \$250,000.00 for this project. Mr. Szarek shared that ideally his preference would be to use Capital Outlay when sufficient funds are available instead of considering Operational Funds. Evalynne Hunemuller stated that she is not comfortable moving forward with this project at this time. (More discussion in Executive Director's Report section of these minutes.)

DEPRESSION AWARENESS CURRICULUM PRESENTATION

ABQCA Staff Shawn Burich (Instructor) and Kelly Shelton (Social Worker) gave a presentation to the Council on new Depression Awareness Curriculum. ABQCA Staff recently went through the training. Ms. Burich and Ms. Shelton will be providing the training to students, starting later in the semester. The goal is to provide the training once per month in order to reach as many students as possible. Students will receive .25 credit for participating. Handout information was provided.



FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The August 2016 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 (included with these minutes) and only hard copies of some documents to the members. The Council stated that they are happy with Mr. Szarek's summary reports and the current way of providing meeting information.

1. Financial Statements for August, 2016 (sent electronically for review)
 - The school is carrying healthy cash balances in Operational (\$548K), Instructional Materials (\$46K), HB-33 (\$59K) and SB-9 (\$174K) despite facilitating temporary Inter-Fund loans of \$134K.
 - Inter-Fund loans are larger than normal as we are continuing the practice of spending our flow through money up front. RfRs have been created and submitted for Title I IASA (\$27K), IDEA-B (\$9K), and Title I SIG (\$43K). Once the SB-9 State Match Permanent Cash Transfer to SB-9 Local is approved, \$23K will move back to the Operational Fund.

2. Highlights from the August 2016 Check Register: *(sent electronically for review)*
 - Technology/Equipment Upgrades:
8/23/16: #7606 to CDW Government for MakerBot 3D Printer/Scanner - \$7,206.77

 - Facility Maintenance:
8/30/16: #7619 to NMACES for July/August projects completed - \$25,293.98

 - Annual Software License Renewals:
8/15/16: #7594 to NMACES for annual Deep Freeze licenses - \$680.75
8/17/16: #7600 to iLearn for annual iPass Math bundle license (Title I) - \$4,999.00
8/25/16: #7608 to Robomatter for 30 VEX 4.X Perpetual seat licenses - \$599.00

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. SB-9 Permanent Cash Transfer

As a result of splitting SB-9 Local Funds from SB-9 State Match, a new Fund was created effective July 1, 2016. ABQCA's SB-9 Cash balance carryover from FY16 to FY17 is \$173,916.05 which currently resides in Fund 31700. The PED memo distributed prior to the meeting acknowledges it serves as PED's approval to process a permanent cash transfer from Fund 31700 to 31701, as soon as the board formally approves it during a public meeting. Further, the memo states their approval is in lieu of having the school submit a "Cash Transfer Request" which streamlines the process.

Evalynne Hunemuller made a motion to approve the SB-9 Permanent Cash Transfer. Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

4. Title II Increase BAR

BAR 1617-0001-I for Title II increase in the amount of \$11,323.00. (Reference hard copy of BAR for distribution detail.)

Rhonda Seidenwurm made a motion to approve the Title II Increase BAR. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.



5. Other Items for Discussion

- No updates on the status of our FY16 audit as of this writing. Mr. Szarek is expecting a draft anytime which should include the estimated Net Pension Liability based on the most recent ERB audit. He will let Audit Committee members know when CliftonLarsonAllen plans on having the audit exit conference so all can plan accordingly.
 - At the meeting Mr. Szarek announced the exit will be next Thursday but he has not been informed of the time yet.
- The status of our Lease Assistance award for FY17 has not yet been determined as PSFA will be meeting on September 26th to review applications and discuss a course of action for all applicants. Our application calculates the FY17 award to be \$157,128 using \$736.25/MEM.
- The next Finance Committee meeting is scheduled for Wednesday, October 26, 2016 to review September 2016 quarterly financial reports, Journal Entries, and Bank Reconciliations.
- Mr. Szarek will be attending the annual ASBO International Conference in Phoenix, AZ September 22nd through September 26th.

B. Revised Asset Capitalization Policy

This discussion/action item was not included on the agenda as a draft has still not been finalized.

John Rodarte made a motion **to table the revision of the Asset Capitalization Policy until the finalized draft is ready for review**. Evalynne Hunemuller 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. Politics

- Mr. Bose attended the LECS meeting where Lease Reimbursement was discussed
 - The issue has to do with “leasing with option to purchase” – the option to purchase the property doesn’t come until the last payment vs. intending to purchase from the landowner while leasing. Either way, we are in good standing
 - The next Public School Capital Outlay Committee (PSCOC) meeting is Sept. 26th. Lease reimbursements (and partials) should come after that. We aren’t able to submit our next one until that first one is received.
- The NMCCS work groups working on the Alternative Accountability and Funding are making slow progress
- Mr. Bose attended the NMBRT Educational Summing Sept. 13th – he wrote a white paper to the leadership team with his thoughts about priorities/solutions that they reviewed
- He is working on the ADC (Alternate Demonstration of Competency) reform with Sandy Roth (ABQCA) and Matt Pahl (PED)
 - The date for changing the graduation requirement of a PARCC passing score of 3 to a score of 4 or 5 is still undetermined but may start with the 2020 class
 - Mr. Bose had a good meeting with Jamie today regarding that

Rhonda Seidenwurm asked Mr. Bose to provide the Council with a list of all of his affiliations.

2. Students

- Enrollment at 241
- 19 to start this week; wait list at 220
- Graduates – 4

3. ABQCA Highlights

- Our Open House and Title 1 meeting was last week – it was the best turn-out we have ever had
 - One of our parents has volunteered to sit on the audit committee
- Refresh of computers/printers is complete



- We held two test days with extended hours – not many students participated

B. School Health Advisory Committee

The HAC met and reviewed the School Wellness Policy. The Committee went through the recommended checklists, updated the plan and revised the Policy which was presented to the Governing Council for review and approval.

Jacob Kennedy made a motion to approve the revised policy. Emily Salazar seconded the motion. There was no further discussion. The motion carried unanimously.

C. Covered Parking & Solar Electricity Project

1. Mr. Bose stated that a more pressing issue has come up that must be remedied with regards to our parking lot – we don't have enough parking spaces for staff and students.

- 52 spaces are available but 65 are needed on a daily basis
- Staff have been parking along the side-streets
- The Jackson Wink building next door has become busier as well, and can no longer offer us overflow parking
 - They are adding additional parking spaces behind their building and may be interested in leasing some of them to us
- We could purchase available nearby lots and make more parking

2. Mr. Szarek suggested we hold off on the solar project for a year until the parking issue is resolved. He stated that that would also allow us time to build up the SB-9 funds.

3. **The Council agreed not to take any action on the solar project at this time.** The parking issue will be further discussed at next month's meeting.

D. Report of the External Review Team for ABQ Charter Academy – AdvancED

Mr. Bose presented information on the conclusion of our review.

Positive highlights:

- We have extremely positive relationships with our students
- Students have access to current technology
- Feel of the school
- Good interactions between, staff-staff, staff-students, everyone

Challenges:

- Parent involvement
- Gathering long range data – due to student movement in/out of school

ABQCA's overall score was much higher than the average.

PUBLIC COMMENT

Amy Roble announced that Curt Szarek was our most recent Staff of the Month. ☺

ANNOUNCEMENTS

The next GC meeting is scheduled for Tuesday, October 18, 2016 at 5:00 pm.

MEETING ADJOURNED

Evalynne Hunemuller made a motion to adjourn the meeting. Rhonda Seidenwurm seconded the motion. The motion carried unanimously. John Rodarte adjourned the meeting at 6:32 pm.