

ABQ Charter Academy

Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, January 20, 2015

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd NE

Albuquerque, NM 87102

Council Members Present: Rhonda Seidenwurm, Jacob Kennedy, Evalynne Hunemuller, John Rodarte, Emily Salazar (arrived at 5:07 pm), Jacob Kennedy (arrived at 5:25 pm)

Council Members Not Present:

Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Amy Roble, ABQCA Principal; Sandy Roth, ABQCA Director of Curriculum and Assessment

Minutes: Donna Vanlandingham, ABQCA Administrative Assistant

CALL MEETING TO ORDER

The meeting was called to order at 5:02 pm by Vice President Rhonda Seidenwurm.

ACTION ITEMS

1. Approval of January 20, 2015 Agenda

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

2. Approval of December 16, 2014 Meeting Minutes

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

3. Title II Maintenance BAR

Mr. Szarek requested all the BARS be approved in one motion.

BAR 1415-00017-M was distributed to the council along with the expenditure distribution. A copy of the detail Revenue and Expenditures statement for this fund was included which shows exactly how the funds will be reallocated. These funds are used exclusively for travel and professional development activities in connection with retention and training of highly-qualified teachers and principals.

4. Operational Cash Balance Carryover BAR

BAR 1415-0013-I was distributed to the council along with the expenditure distribution which identifies what Object/Function Codes in the budget will be adjusted. The PED Cash Report for June 30, 2014 and a copy of the audit Schedule III Cash Reconciliation highlighting this fund

for the same period was also included. Evalynne Hunemuller inquired as to what the projected Cash Carryover for this fund is expected to be. Mr. Szarek replied that since the projections are in the early stages as part of the FY16 budget process, he is anticipating that the carryover would be in the \$150,000 range.

5. Instructional Materials Cash Balance Carryover BAR

BAR 1415-0014-I was distributed to the council along with the expenditure distribution reflecting how the budget will be adjusted. The PED Cash report for June 30, 2014 along with a copy of audit Schedule III Cash Reconciliation highlighting this fund for the same period was also included. Mr. Szarek's preliminary projections indicate approximately \$20,000 will be carried over for Instructional Materials funding to FY16. He reiterated that since the projections are in the preliminary stages at this point as part of the FY16 budget process, he will provide a report to the council that reflects where he expects each fund to end up, including the final funded enrollment.

6. Capital Outlay HB-33 Cash Carryover BAR

BAR 1415-0015-D was distributed to the council along with the detailed Revenue and Expenditure report for this fund showing what Object Codes are affected by the adjustment. Again, the PED Cash Report and Schedule III Audit Cash Reconciliation as of June 30, 2014 highlighting this fund was distributed. The council asked what the expected carryover is for these funds. Mr. Szarek responded it could be in the range of \$30,000 to \$35,000 which is after the annual principal reduction payment scheduled for the end of June. Both he and Mr. Bose explained there are several facility factors such as heating and cooling issues that still need to be resolved which may, or may not, affect any carryover. Once they meet with the building owner, architect and HVAC contractor they should have a better idea of what, if any, expenditures may be necessary. As mentioned previously, a report that shows projected carryover balances by fund will be presented to the council at a future meeting.

7. Capital Outlay SB-9 Cash Carryover BAR

BAR 1415-0016-D was distributed to the council along with the detailed Revenue and Expenditure report for this fund showing what Object Codes are affected by the adjustment. The PED Cash Report and audit Schedule III as of June 30, 2014 highlighting this fund was also distributed. Mr. Szarek anticipates around \$95,000 to \$100,000 to be carried over to FY16 for this fund.

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

President Emily Salazar began residing over the meeting.

DISCUSSION ITEM

1. Finance Committee Report/Business Manager Report – Jacob Kennedy/Curt Szarek

The November 2014 financial statements were sent out electronically to the council prior to the meeting along with the December check register. The December 2014 financial statements have been finalized and hard copies were distributed to the council during the meeting for review and discussion.

- Mr. Szarek explained there are very few liabilities reflected on the December financial statement so users are able to get a better idea on the status of balances by Fund. He was complimentary of APS for processing his Request for Reimbursements (RfR's) in a timely fashion. The fast turnaround helps with cash flow and benefits the financial reporting by reflecting only current Inter-fund Payable and Receivable activity.
- Mr. Szarek reported the property tax exemption application was filed with the Bernalillo County Assessor's Office on January 16th. Both he and Mr. Bose expect to hear something within the next 30 days and will keep the Council apprised on any developments with regard to this matter. He shared that Patricia Matthews did an exemplary job of preparing the application.
- There will be a Finance Committee meeting on January 28, 2015 at 5:00 pm in the school's conference room.
- Emily Salazar inquired again about the status of potential residual closing costs that had been discussed previously where it was mentioned that ABQ Charter Academy may have a liability. Mr. Szarek explained that the school attorney sent a letter to RM405 LLC's attorney in September and neither he nor Mr. Bose have seen any further communication with regard to this matter.

2. Executive Director Report

The Executive Director's report was included in the council member packets. Mr. Bose reviewed the report with the council.

- Mr. Bose reports there are 38 graduates so far this year.
- There were 274 students enrolled at ABQCA on the 80 day. The 120 day is February 11 and it is expected the enrollment will be 300.
- There are currently 286 students enrolled. There are 50 JC students on the waiting list and 86 on the non-Job Corp list. There is only room for 14 more students.
- There was a discussion among council members where they voiced some of their concerns with the NM Coalition of Charter Schools.
- Mr. Bose reports the TABE testing is finally working.
- Ms. Roth gave a presentation on the short cycle assessment data that she has finally been able to gather. She explained it is late in the school year for baseline information but because of the issues with the network concerning TABE this information was not available until now. The TABE adaptive test is normally given the first week a student is enrolled with ABQCA. Students will be given the test again at curriculum benchmarks. She explained the law requires the test be given three times a year.
- She pointed out the scores vary from 2.2 grade level to 12.9+ which is college level. 63% of Math tests scores are at the elementary school level. 18.1% scored at the high school level. Math calculation test scores and Applied Math scores make up the score for Math. There may be some students who may be better in one area than the other and the scores are combined for an average.
- 35.2 % of Reading test scores are at the elementary school level while 52.3% are at the high school level.
- In the past, the average gains in Math are a little bit higher than Reading. This year, she anticipates the growth rate will be the same.
- There is not any sub-group information available at this time. Ms. Roth can pull that information if the council would like to look at it comparatively.

- Ms. Roth also reported on Thursday, January 22, there will a PARCC test given at a specific time where all testing computers are to be used at one time to see if networks can handle the traffic. These tests will not be scored. This is strictly a "trial" run.
- The council thanked Ms. Roth for her presentation.
- The Instructional Audit was conducted January 12-13. Two people spend 1.5 days visiting classrooms and meeting with students, administrators and staff. The school was rated according to a 3 section rubric, which consisted of 1) Environment and Culture; (2) Curriculum and Instruction and (3) Use of Data. The preliminary report has not yet been sent to Mr. Bose. Once he has received the full report, it will be presented to the council.
- Mr. Bose was informed the HVAC plan has been completed and submitted to Rachel Matthew Development.

PUBLIC COMMENT

ANNOUNCEMENTS

The next regular meeting will be held on February 17, 2015 at 5:00 pm at ABQ Charter Academy.

MEETING ADJOURNED

John Rodarte made a motion to adjourn the meeting. Rhonda Seidenwurm seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:20 pm.