



**Minutes of the**

**GOVERNING COUNCIL MEETING**

**Tuesday, June 16, 2015**

**5:00 pm**

**ABQ Charter Academy**

**405 Dr. Martin Luther King, Jr. Blvd. NE**

**Albuquerque, NM 87102**

**Council Members Present:** Rhonda Seidenwurm, John Rodarte, Jacob Kennedy

**Council Members Not Present:** Emily Salazar, Evalynne Hunemuller

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

**Minutes:** Andrea Kepple, ABQCA Executive Assistant

**CALL MEETING TO ORDER**

The meeting was called to order at 4:53 pm by Vice President Rhonda Seidenwurm.

**ACTION ITEMS**

**1. Approval of June 16, 2015 Agenda**

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

**2. Approval of May 19, 2015 Meeting Minutes**

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

**3. 2015/2016 Professional Services Agreement for Legal Services**

Jacob Kennedy made a motion to approve the service agreement. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

**4. 2015/2016 Open Meetings Act Resolution**

John Rodarte made a motion to approve the resolution. Jacob Kenney seconded the motion. There was no further discussion. The motion carried unanimously.

**5. Operational Fund Maintenance BAR**

Mr. Szarek asked that all the BARS presented be approved in one motion. He also explained that the BARS presented are simply "clean up" BARS for the financial reporting based on anticipated expenditures during the remainder of the fiscal year.



BAR-0034M was distributed to the council along with a detailed statement of Revenues and Expenditures reflecting how the available budget will be reallocated. Mr. Szarek shared that this is the 34<sup>th</sup> BAR for the year which is mainly the result of purchasing the facility. He also explained that this BAR is a reallocation of available funds from Audit, Legal, and Contracted Diagnostician Object Codes which will cover the new Executive Assistant's Salary and Benefits and anticipated Expenditures for other Object Codes through the end of the fiscal year.

#### **6. Title I SIG Maintenance BAR**

BAR-0035-M was distributed to the council along with a detailed statement of Revenues and Expenditures reflecting how the available budget will be reallocated. This BAR reflects an allocation within the same Function to result in an Object Code variance of zero for reporting purposes.

Jacob Kennedy made a motion to approve all BARS as presented. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously.

#### **7. 2015/2016 Governing Council and Officers**

Emily Salazar expressed via email to the Council Members that she wished to step down as President for the next year. John Rodarte nominated Rhonda Seidenwurm as President. Jacob Kennedy seconded the nomination.

Council will contact Evalynne Hunemuller to discuss nominating her as Vice President. If she declines, Council would like to nominate John Rodarte. If she accepts, John Rodarte will continue on as Secretary.

Jacob Kennedy will continue on as Treasurer.

All were in favor of the motions for the 2015/2016 slate of officers.

### **DISCUSSION**

#### **1. Finance Committee Report/Business Manager Report**

The May, 2015 check register and financial statements were distributed electronically to the council in advance of the meeting.

- Mr. Szarek reported that based on the financial results as reported, the school is on track to meet the FY16 budgeted cash carryover of \$670K.
- Mr. Szarek stated that he is very happy with how the school has conducted its financial affairs compared to the budget as adjusted and this is the strongest, healthiest cash position the school has ever had.
- Upon review of the check register, several disbursements were questioned by the Council:
  - Rhonda Seidenwurm inquired as to the nature of the reimbursement for the Home Depot purchase. Mr. Szarek explained the reimbursement was for a permanent parking lot stencil kit that was purchased by a staff member since the school does not have a credit/purchase card. Often



times when purchases need to be made that require a credit card, a designated staff member will pay for the item(s) which are then reimbursed by the school.

- An inquiry was made with regard to the check to Fathead LLC. Mr. Szarek shared the school purchased large removable graphics with the ABQ Charter Academy logo which are displayed throughout the facility. He pointed out the logo on the wall behind the reception area as an example and offered there are several more in the hallways.
- A question as to the nature of the disbursement to Apple, Inc. was made. Mr. Szarek explained this was for Apps to be used on the iPads utilizing the Apple Volume Purchase Program for Education.
- The next Finance Committee Meeting will be held during the last week of July to review the final reports.
- Mr. Szarek does not have any news yet on the APS audit entrance conference but assumes it will most likely be held during the 3<sup>rd</sup> week of July.

## **2. Executive Director Report – Erik Bose**

A copy of the report was included in council member packets.

- There are 110 graduates for this school year. This is great considering the students had off for 2 months while the school moved buildings. This is the best percentage of students the school has had.
- Graduation is this Thursday. Two ceremonies will be held, at 10am and 2pm. Mr. Bose asked Council members to attend if they were able.
- Attendance has been good and enrollments have been suspended for the remainder of the school year.
- Registration for the new year will be held:
  - July 15<sup>th</sup> for Non-Job Corp students
  - July 16<sup>th</sup> for Job Corp students
  - July 17<sup>th</sup> for students on the wait list (almost 200 students are non-Job Corp)
- Mr. Bose stated that Job Corp has been referring students to the GREAT Academy Charter School and students have been requesting their transcripts. Some discussion ensued around Job Corp students being misguided into thinking they will be able to complete their requirements quicker at GREAT. The Council and Administrators agreed that it was just a “matter of time” before this started to happen.
- Mr. Bose will be attending the NM Teach Training July 27-28.
- Building:
  - HVAC repairs have been completed
  - Reception area now has a TV monitor showing 16 camera screens
  - School will continue to use the same cleaning crew/company
- Staff:
  - Donna Vanlandingham is leaving ABQCA
  - Andrea Kepple is the new Executive Assistant/STARS Coordinator
  - Jeanette Perez is the new Science Teacher
  - Still looking for a part-time Social Worker/Counselor



- Governance Council Training:
  - New training, dates are Summer through December; Mr. Bose has info
  - Coalition will still be hosting annual training

### **PUBLIC COMMENT**

Rhonda Seidenwurm and the Council expressed their appreciation and thanks to Donna Vanlandingham for her years of service.

### **ANNOUNCEMENTS**

Jacob Kennedy made a motion to cancel the July meeting. John Rodarte seconded the motion. The motion carried unanimously. The next meeting will be held on August 18, 2015.

### **MEETING ADJOURNED**

Jacob Kennedy made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 5:37 pm.