



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, May 19, 2015

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr Blvd NE

Albuquerque, NM 87102

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

**Council Members Not Present:** Emily Salazar

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

**Minutes:** Donna Vanlandingham, ABQCA Administrative Assistant

### **CALL MEETING TO ORDER**

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

### **ACTION ITEMS**

**1. Approval of May 19, 2015 Agenda**

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

**2. Approval of April 21, 2015 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. Approval of May 5, 2015 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.

**4. Operational Transfer/Maintenance BARS**

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

BAR-0033-T was distributed to the council along with the expenditure distribution. Mr. Szarek explained only a transfer BAR is necessary at this time and a Maintenance BAR for Operational Fund may be needed for the June council meeting. He shared this BAR allocates available budget from Other Contract Services in the Instruction Function to various Object Codes in the Central Services and Operation and Maintenance of Plant Functions.



**5. Title I Maintenance BAR**

BAR 0032-M was distributed to the council along with a detailed statement of Revenues and Expenditures reflecting how available budget will be reallocated. These funds will be used for renewal of the Blackboard Connect software license which is used for parental notification.

**6. Title II Maintenance BAR**

BAR-0031-M was distributed to the council along with a detailed statement of Revenues and Expenditures reflecting how available budget will be reallocated. These funds will be used to cover the airfare for the principal to attend the National Principal's Leadership Institute.

**7. Title III Maintenance BAR**

BAR-0030-M was distributed to the council along with a detailed statement of Revenues and Expenditures reflecting how available budget for English Language Acquisition will be adjusted. These funds will be used to renew the Rosetta Stone software license for next school year.

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

**8. Executive Director Contract for FY16**

It was noted the contract for the Executive Director reflects a 3% salary increase. Evalynne Hunemuller made a motion to approve the contract. John Rodarte seconded the motion. There was no further discussion. The motion carried unanimously. Rhonda Seidenwurm will sign the contract as acting chair in the absence of President Emily Salazar.

**DISCUSSION**

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

The April check register and financial statements were sent out electronically to the council prior to the meeting.

- Mr. Szarek reported that the Operational Fund Cash balance is rising and the school is on target to meet the budgeted FY16 Cash carryover. The focus of the Business Office at the moment is to spend all of the remaining flow through funds and get Requests for Reimbursements processed by the end of May.
- The final Instructional Materials allocations for FY15 have been received and are reflected in the April financial reporting.
- Mr. Szarek reviewed the April check register with the council and shared the only out of the ordinary expenditure was acquisition of the remainder of the PE equipment.
- A Finance Committee meeting was held on April 29, 2015. The meeting agenda and minutes were included in the council member packets which Mr. Szarek briefly reviewed. He reported the committee spent part of the meeting conducting their normal review and the majority of the meeting focused



exclusively on the FY16 budget and all supporting documentation that was given to the Council, PED and APS. This allowed Jacob Kennedy to get up to speed with the submission as he was unable to attend the April 21 meeting when it was first presented. Mr. Szarek drew attention to the last meeting discussion item which had to do with encouraging the committee to start thinking about and developing a succession plan for a future business manager. Currently no plan is in place and Mr. Szarek feels that in order to ensure continued effective performance the committee should take a lead role.

- Mr. Szarek reported the PSFA Lease Assistance application for the 2015/2016 school year was submitted to APS. Once it is signed by APS, it will be delivered to PSFA by May 15 along with all of the APS Charter applications. He shared the application changed this year whereby all Governing Council members were required to sign the application. In the past, only the council President was required to sign. If the funds are awarded, ABQ Charter Academy will be reimbursed for all but \$10K of the annual lease amount.

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

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

- There are currently 88 graduates. There will be more students who finish before the June 4 deadline. Graduation will be held on June 18 at the Hispanic Cultural Center. There will be two graduation ceremonies. Students with the last name beginning with A – L will graduate at 10 am and students with last name beginning with M – Z will graduate at 2 pm. The graduation ceremonies are being split into two to accommodate the graduates and their families.
- Drop Out rates for the last three years were: 11/12 = 26.1; 12/13 = 20.0; 13/14 = 22.5.
- Mr. Bose met with community leaders to discuss Educational Equality with PED as a result of the federal waiver that was recently granted.
- The 15/16 contracts will be distributed to staff at the end of May.
- APS Police Department came and spoke to the staff about Lock Downs and Shelter in Place. Administrators felt it was informative and feel it is very important now that the school is no longer located on the Job Corps campus for the staff to know what to do in certain situations. There will be additional training for staff to ensure procedures are followed.
- 8 additional security cameras will be installed to the closed circuit surveillance system. This recommendation was made by the APS Police Department.
- PED does require 2 critical incident drills be conducted at least twice a year.
- The last of the new thermostats have been installed. The HVAC issues for the most part have been resolved.
- Donna Vanlandingham will be leaving at the end of the school year. The interviewing process has begun to find her replacement.
- Mr. Bose explained a copy of the Matthews Fox Professional Services Agreement is in the council members' packets. He received this after the May meeting agenda had been posted. This will be an action item for the June



meeting. He asked that each council member review the agreement before the June meeting.

**3. 2015/2016 Governing Council Members/Officers**

Mr. Rodarte explained there is a Conflict of Interest statement as well as a Code of Ethics statement in the meeting packets that needs to be completed by council members who plan on continuing their commitment for the 15/16 school year. The new council and officers need to be in place by the beginning of the new school year which is July 1. At the June meeting, there will be an action item to approve council members and council officers.

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

The next meeting will be held on June 16, 2015.

**MEETING ADJOURNED**

Jacob Kennedy made a motion to adjourn the meeting. Evalynne Hunemuller seconded the motion. The motion carried unanimously. Rhonda Seidenwurm adjourned the meeting at 5:34 pm.