

**ABQ Charter Academy**

**Minutes of the**

**GOVERNING COUNCIL MEETING**

Tuesday, November 18, 2014

4:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd NE

Albuquerque, NM 87102

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

**Council Members Not Present:** Evalynne Hunemuller

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

**Minutes:** recorded by John Rodarte; transcribed by Donna Vanlandingham, Administrative Assistant

**CALL MEETING TO ORDER**

The meeting was called to order at 4:55 pm by President Emily Salazar.

**ACTION ITEMS**

**1. Approval of November 18, 2014 Agenda**

Rhonda Seidenwurm made a motion to amend the agenda by moving the Executive Director report as the first item of discussion as Mr. Bose needs to leave for an appointment.

Jacob Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

**2. Approval of October 21, 2014 Meeting Minutes**

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

**3. Title I School Improvement Fund Initial Budget BAR**

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

BAR 1415-011-IB was distributed to the council along with the expenditure distribution and the award letter from APS. Mr. Szarek explained these funds were never included in the original approved budget. This BAR will allow the funds to be placed into the budget so they can be spent. The BAR reflects the funds are earmarked for classroom software purchases.

John Rodarte arrived at 4:59 pm.

**4. Title III Fund Initial Budget BAR**

BAR 1415-0010-IB was distributed to the council along with the expenditure distribution and award letter from APS. Mr. Szarek explained like the Title I School Improvement just discussed, these Title III funds were never included in the original approved budget as the APS award letter was received after the budget was submitted. This BAR will allow the funds to be placed into the budget so they can be spent. These funds are budgeted for ELL Travel and Professional Development.

**5. Operational Fund Transfer BAR**

BAR 1415-0008-T was distributed to the council along with the expenditure distribution which shows how available budget will be reallocated to areas where budget is needed. Available budget will be used to pay for the security guard position including benefits, anticipated legal fees in connection with the facility acquisition above what was originally budgeted, as well as, supplies and materials.

**6. Capital Outlay HB-33 Fund Maintenance BAR**

BAR 1415-0009-M was distributed to the council along with the expenditure distribution. A copy of the detail Revenue and Expenditures for this fund which was included which shows exactly how the funds will be reallocated.

Jacob Kennedy made a motion to approve BAR 1415-0008-T, 1415-0009-M, 1415-0010-IB and 1415-0011-IB as presented. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

**DISCUSSION ITEM**

**1. 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 32 graduates so far this year.
- There are currently 126 non-Job Corp students and 124 Job Corp students enrolled. There are currently 50 Job Corp students and 7 non-Job Corp students on the wait list. As discussed, during the October meeting, there is only one bus available to transport Job Corp students and that bus is full and cannot accommodate additional students.
- Mr. Bose reminded the council that the school's enrollment cap is 300. Ms. Roble anticipates by the 120 day, there will be 300 students on the roster.
- December 4 is the APS School Choice Fair where ABQ Charter Academy will have a booth.
- The LFC is focusing on the small school adjustment for charter schools which is approximately \$600,000 of our current budget. If we lost these funds, it would definitely impact the program, as this would result in a reduction of force.
- Rhonda Seidenwurm asked will this change be gradual. Mr. Bose explained the study committee will look into how this would impact schools/districts and what different options there may be for distributing funds. This could potentially affect about 80% of the current charter schools.
- Other hot items to be discussed during the Legislative sessions will include teacher evaluations and the age cap for funding students. PARCC tests will also be a topic of discussion as there is quite a bit of controversy surrounding them.

- Emily Salazar asked what exactly the Gallup Poll is. Mr. Bose explained it is an assessment based on student opinions. It gives secondary measures which are presented to APS.
- Mr. Bose reports the Open House went well. Paul Aguilar, PED Deputy Secretary and Mr. Bose did the honors of cutting the ribbon.
- Job Corps did complete the MOU. The necessary council signatures will be obtained at the conclusion of the meeting.
- There are still some issues with the HVAC that are being worked out.

Mr. Bose left the meeting at approximately 5:18 pm.

## 2. Finance Committee Report/Business Manager Report - Jacob Kennedy/Curt Szarek

The September 2014 financial statements were sent out electronically to the council prior to the meeting along with the October check register. Mr. Szarek reviewed the check register with the Council.

- The question was raised about the arrangement with Charter School Nursing Services. Ms. Roble responded we are currently contracted for 2 hours per week. Nursing Services reviews shot records to ensure the school is in compliance and they also conduct hearing and vision screenings for special education students.
- Jacob Kennedy asked about the \$15,000 paid to CES. Mr. Szarek explained this was payment for the moving expenses discussed during the last council meeting. While the services were performed during September, the actual invoice from CES was not received until October.
- Emily Salazar asked about checks written to ThyssenKrupp Elevator. Mr. Szarek explained that these are one-time expenditures as the school needed to have a solid state starter, keyed stop switch and controlled access keypads to restrict elevator access.
- Mr. Szarek explained there should be less expenditures beginning in November now that the move has been completed and spending should become somewhat stabilized. He did point out that utility costs are unknown at this time as the school has yet to go through an annual cycle in the new facility. The historical data will be useful in preparation of future year's budgets.
- Emily Salazar inquired 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.
- The minutes of the Finance Committee meeting which was held on Wednesday, October 29 were distributed. Mr. Szarek briefly reviewed the meeting highlights with the council.
- Mr. Szarek shared he attended a session sponsored by the Matthews Fox law firm which pertained to property tax exemption for educational institutions. The session clarified that the 2014 property tax assessment of approximately \$16,000 will have to be borne by the school for this fiscal year. This is because when the property was assessed the building still belonged to the Nordhaus Law Firm and by the time the building was purchased by RM405 LLC, the deadline for any application for exemption and subsequent appeal had passed. Both he and Mr. Bose received correspondence from the school attorney referencing the liability during the time the Lease with Option to Purchase documents were being prepared. The school plans to file for 2015 exemption after January 1 and will engage the school's attorney to complete the extensive application.

3. Policy Review - Amy Roble

The revised policies were distributed to the council for review. Ms. Roble reports the majority of changes were verbiage, replacing Head Administrator, Site Leader or Principal with Executive Director and removing any and all references to SIATech and the Con-Tech curriculum. She reviewed each policy with the council and explained if any changes were made.

The policies reviewed were: Anti-Bullying, Asset Capitalization, Banking and Investments, Cellular Telephone Usage, Communicable Diseases, Compensation, Confidentiality and Privileged Communication, Conflict of Interest, Drug Free Workplace, Employee Access to School Facilities, Employee Benefits, Employee Complaints, Employee Discipline/Corrective Action/Terminations, Employee Pay, Employee Standards of Conduct, Employment Contracts/Reemployment, Employment Requirements, Extra Duties/Mandatory Training, Financial Accounting and Reporting, Fraud Awareness and Prevention, Fund Balance Reporting, Furlough, Governing Council, Staff and Student Travel, Graduation, Health Curriculum Opt-Out Policy, Human Immunodeficiency Virus (HIV) and Instructional Materials.

These policies along with the others that will be presented at the December meeting will be placed on the meeting agenda for approval.

**PUBLIC COMMENT**

**ANNOUNCEMENTS**

The next regular meeting will be held on December 16, 2014 at 5:00 pm at ABQ Charter Academy.

**MEETING ADJOURNED**

Jacob Kennedy made a motion to adjourn the meeting. John Rodarte seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 5:51 pm.