

**ABQ Charter Academy**

**Minutes of the**

**GOVERNING COUNCIL MEETING**

Tuesday, October 21, 2014

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd NE

Albuquerque, NM 87102

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

**Council Members Not Present:**

**Guests:** Erik Bose, Executive Director; Curt Szarek, Business Manager; Danielle Groeling, Family Health Coordinator

**Minutes:** Donna Vanlandingham, 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 October 21, 2014 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 September 16, 2014 Meeting Minutes**

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

**3. Operational Fund Maintenance BAR**

The council requested they approve all the BARS at one time. Mr. Szarek agreed this would be acceptable.

BAR 1415-0004-M was distributed to the council along with the expenditure distribution which shows how funds will be reallocated. The BAR reallocates available budget within Function 2000 as a result of the facility acquisition.

**4. Operational Fund Transfer BAR**

BAR 1415-0005-T was distributed to the council along with the expenditure distribution which shows how funds will be reallocated. This BAR will allow funds previously budgeted for SIATech Curriculum License Fees to be redistributed where needed.

**5. Capital Outlay HB-33 Maintenance BAR**

BAR 1415-0006-M was distributed to the council along with the expenditure distribution which shows how available budget will be reallocated. Mr. Szarek explained corresponding expenditures will be coded as Construction Services in connection with the facility acquisition.

**6. FY15 Lease Assistance BAR**

BAR 1415-0007-IB was distributed to the council along with the expenditure distribution and award letter from PED. Mr. Szarek explained the Lease Assistance request was prepared in June when the expected move-in date to the new facility was October. As such, the school was awarded Lease Assistance for the nine month period October 2014 through June 2015. Since the move actually took place in September, the September lease payment had to be paid out of the Operational fund. Jacob Kennedy inquired if additional Supply Assets would be needed for the remainder of the year. Mr. Szarek responded if any are needed the school will look to spending available grant funds whenever possible.

Jacob Kennedy made a motion to approve BAR 1415-0004-M, 1415-0005-T, 1415-0006-M and 1415-0007-IB as presented. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

**7. TITLE I School Improvement Grant BAR**

Mr. Szarek explained this BAR is not ready for approval. Since the budget for this Fund was not included in the Approved Budget at the end of June, APS, as the LEA, needs to initiate the BAR so it can be populated by the school. Since APS has not initiated the BAR as of the meeting date, no action can be taken at this time.

**8. Title III BAR**

Mr. Szarek explained this BAR is not ready since the circumstances are the same as those for the Title I SIG BAR previously mentioned.

**9. Add Additional Check Signer to Bank Accounts**

Mr. Szarek explained he has requested that Amy Roble be added as a check signer to ensure there is a check signer on site in the absence of Mr. Bose. He assured the council every effort will be made to secure a signer other than Ms. Roble on checks which require 2 signatures but if none are available, she would be able to sign for amounts over \$1,000. Jacob Kennedy made a motion to approve adding Mr. Roble as a check signer. Evalynne Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

**DISCUSSION ITEM**

1. The August financial statements were sent out electronically to the council prior to the meeting. The check register for September was included in each council member's packet. Mr. Szarek briefly reviewed the check register with the council.
  - Evalynne Hunemuller inquired about the school paying for or reimbursing certain individuals for cell phones and whether grant funds are available to pay professional membership dues. Mr. Szarek explained since the school has limited incoming and outgoing land lines, cell phone reimbursements for administrative personnel have been in place since the school's inception.

There is a cell phone policy in place which outlines this practice and allows for immediate contact while freeing up land lines for other school needs. He also added that cell phone reimbursements are, and have always been, reported as a taxable fringe benefit on employee W-2's. He stated he is not aware that any of the school's current grant funding will allow for direct payment of membership dues.

President Emily Salazar arrived at the meeting at 5:16 pm at which time, she began presiding over the meeting.

- Mr. Szarek pointed out the payment to the moving company is not included on the check register for September because it is being billed through Cooperative Educational Services. In October, CES billed the school and received payment and the expense will be properly reflected in Accounts Payable on the September financial statements.
- Mr. Szarek reports he has finally received a draft of the FY14 audit from CliftonLarsonAllen. Since the audit is due to the State Auditor by November 15, 2014, he expects that draft notes and the Management Representation Letter will be forthcoming at any time.
- The next Finance Committee meeting will be held October 29, 2014 at 5 pm to review the quarterly reports and all supporting documentation for the quarter ended September 30, 2014.

## 2. Principal/Head Administrator Report - Erik Bose

Mr. Bose distributed his monthly report to the council.

- Mr. Bose reports he attended the LFC meeting in Santa Fe. He is awaiting the committee report to be sent electronically at which time he will respond with a letter he has drafted. A copy of this letter was in the council member packets for their review. Mr. Bose welcomes any suggestions they may have concerning the content of the letter.
- Sue Wilson Beffort visited the school and was given a tour and the school program was explained as to the importance of not cutting funding for students over the age of 22 and how many of the students benefit from being able to attend classes. Mr. Bose felt she left with a better understanding of the program.
- TABE testing is having some IT issues which is preventing the students from being able to take the test. The IT company is attempting to resolve these issues.
- Open House will be held on November 6, 2015. The Governing Council is invited to attend.
- November 10 was a scheduled in-service day followed by Veteran's Day on November 11. The staff requested these two days to be switched to allow for a three day weekend.
- The council inquired as to how many keys to the building are issued. Mr. Bose reports all staff members have a key and key fob. The council asked if there was a way to regulate or limit the hours the staff have access to the building. Mr. Bose explained the alarm automatically turns on at 10 pm until 7 am and an alarm code is needed during these hours. He stated he is the only one with the alarm code so, no one is able to enter the facility without his knowledge during these hours or during the weekend.
- APS is attempting to have charter schools sign Performance Contract Amendment which would hold APS harmless if any charter school were to get sued by a special education parent. The school attorney has said this is not a legal request. Mr. Bose will get more information at the charter meeting later this week. He will relay this information to the council and have it placed on the agenda as an action item when the time comes. He simply wanted to introduce

this to the council to alert them this is a topic that is being discussed within the charter schools.

- Mr. Bose reports the Job Corps is having some bussing issues. Apparently, there is only one person who is licensed to drive the bus and the bus and van are full. There are approximately 40 students who are eligible to attend school with us but are unable to because of transportation issues.
- Job Corps has still not signed the MOU or the Dual Credit Agreement.
- There are still some electrical, plumbing and HVAC issues being worked out.
- The Charter School conference is October 29 - 31, 2014. This year's conference is being held at Hotel Albuquerque. Governing Council members can choose whatever session they would like to attend to earn their 5 hours of required training.

### 3. Scholar Support Services Presentation - Danielle Groeling

There was a presentation by the school's Family Health Coordinator. She explained there are three branches of service provided.

- Special Services - provide IEP driven school social work services  
provide transition services to all special education students
- Center for Career, Education and Life - This service is available to all students who might be interested. Many student are not aware of the different opportunities and services that are available to them.  
provide career, interest and aptitude assessments  
career and employment counseling  
exploring post-secondary educational opportunities  
financial aid and scholarship information and assistance  
Life skills training and education

Ms. Groeling wrote and submitted a grant with 2 other charter schools that have a similar student population that will provide a college counselor for the three schools. She is waiting to hear back.

- Health and Wellness Program - staff, students or teachers can recommend anyone
- Currently do crisis intervention
- There is a MOU in place with NM Highlands University and NMSU to have social worker interns during the spring semester.
- Currently working on On-site community mental health provider services
- This program will be further developed once feedback is received about what services are actually need for this population

She was asked if she keeps track of Job Corps students and non-Job Corps students since Job Corps students already have these services available. Ms. Groeling replied she is very mindful that she does not duplicate services to the Job Corps students. Data representing the health, wellness and transition services she has provided for the month of October was shared with the council to give them an idea of what she has been doing.

The council thanked Ms. Groeling for the work she is doing and for such an informative presentation.

## **PUBLIC COMMENT**

## **ANNOUNCEMENTS**

The next regular meeting will be held on November 18, 2014 at 5:00 pm at ABQ Charter Academy.

**MEETING ADJOURNED**

Rhonda Seidenwurm made a motion to adjourn the meeting. Jacob Kennedy seconded the motion. The motion carried unanimously. Emily Salazar adjourned the meeting at 6:06 pm.