



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, January 16, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

Council Members Present: President John Rodarte, Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy, Member Chandra McCray

Council Members Not Present:

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

Minutes: Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

I. CALL MEETING TO ORDER

The meeting was called to order at 5:06 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of January 16, 2018 Agenda

President Rodarte asked for a motion to approve the agenda. Mr. Jacob Kennedy made such motion. Ms. Chandra McCray seconded the motion. There was no further discussion. The motion carried unanimously.

B. Approval of November 28, 2017 Minutes

President Rodarte asked for a motion to approve the minutes. Dr. Evalynne Hunemuller made such motion. Dr. Rhonda Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of New ABQCA Staff and Scholar Professional Boundaries Policy

POMs recommended we have this policy in writing.

President Rodarte asked for a motion to approve the new policy. Dr. Hunemuller made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The November 2017 and December 2017 Financial Statements and Check Registers were distributed electronically to the Council prior to the meeting. As requested by the Council, not all documents were provided in hard copy in the Council's packets. Instead, Mr. Szarek provided a summary report and only hard copies of some financial documents to the members.

1. Draft Financial Statements for December 2017 (sent electronically for review)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$381K), Instructional Materials (\$31K), HB-33 (\$115K) and SB-9 Local (\$160K).
- We were expecting to collect November RfRs for Title I (\$11,189) and IDEA-B (\$7,246) by the end of December but reimbursement was not received until January 9th. As such, they are included with all other Interfund loans on the Balance Sheet.



- We did receive our 2nd quarter Lease Assistance reimbursement of \$39,367 on December 18th, so it shows up on the December financial statements.

2. Highlights from the Check Register for November 2017 (sent electronically for review)

At a glance - business as usual except for the one-time, non-recurring, or notable Expenditures:

- Curriculum/Technology Related:
11/06/17: #8424 to the Blackboard for Advanced Teaching Certificate for Jeanette Perez - \$995.00
11/20/17: #8450 to the CDW for a Wacom Cintiq Digitizer utilized in Electives - \$1,406.20
11/20/17: #8451 for Inspiration 9.2 Level 20-49 perpetual licenses - \$808.40
- Facility Maintenance Expenditures:
11/13/17: #8435 to ACES for October Maintenance items - \$8,290.73
- Other One-Time/Infrequent Expenditures of Note:
11/03/17: #8423 to Sage Software for an upgrade and 1 year of annual support for our FAS Asset Accounting/Inventory system - \$5,493.00
- Voided Checks:
11/16/17: #8444 was in the printer tray when a report was processed instead of a check

3. Highlights from the Check Register for December 2017 (sent electronically for review)

At a glance - business as usual except for the one-time, non-recurring, or notable Expenditures:

- Curriculum/Technology Related:
12/04/17: #8481 to SPOT LLC for weather balloon tracking unit - \$161.24
12/19/17: #8508 to Scientific Learning for Fast ForWord Reading software to be used in place of Lexia funded through Title I - \$1,397.50
- Facility Maintenance Expenditures:
12/15/17: #8494 to ACES for November Maintenance items - \$3,993.65
- Other One-Time/Infrequent Expenditures of Note:
12/11/17: #8489 to Abila for MIP Fund Accounting annual support agreement - \$2,030.00
12/11/17: #8490 to Funds for Learning for E-Rate annual consulting renewal - \$3,500.00
12/15/17: #8495 to CDWG for Acronis Backup for Any Server to Cloud renewal - \$877.87
12/29/17: #8517 to Bookworks to close out our 2014 Library G.O. Bond award - \$1,432.01
- Voided Checks:
12/15/17: #8497 - #8498 voided due to a Credit Memo not calculated. Replaced by #8499 - #8500.

Mr. Szarek asked if there were any additional questions on any of the financial information as presented. Not hearing any, he stated that he is always available if questions or concerns come up any time after the meeting.

3. Other Items for Discussion

- The APS audit for the 2016/2017 school year, including their component unit charter schools, was finalized by the New Mexico State Auditor and approved by the APS Board in a public meeting on December 15th. As such, it became a public document on December 20th and is posted on the APS website as a link to the NM State Auditor's website posting. A hard copy of the government-wide financial statements is available for handout during the meeting for those who would like one. In addition, a link to it is also available on our school website.
- PED conducted a T&E audit on December 6th for the October, 2016 reporting. We supplied all of the information that was requested and, as of this writing, are not aware if there will be any adjustments.
- Preliminary reports indicate the Governor is pushing for increased spending in education including a 2% raise for state employees. We will have to watch this closely since it will affect revised Salary Schedules for FY19 and thereafter.
- The next Finance Committee meeting will be held on Wednesday, January 24th (not 31st) to review the financial results through December along with review of Journal Entries and bank reconciliations.
- The deadline for candidates interested applying for the Business Manager position closed on December 29th. Mr. Bose will provide updates as to the status during his report.



B. Approval of Cash Disbursements for November 2017 and December 2017

President Rodarte asked for a motion to approve the November 2017 and December 2017 Cash Disbursements. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

C. BARS *(sent electronically for review and included in Council packets)*

- Increase BAR 1718-0009-I in the amount of \$30,915, which adjusts our Operational Cash to actual (\$514,880) from the amount that was initially projected during the 2017/2018 Budget preparation (\$483,965). The offsets populate various Object Codes in the Operational Fund to clean up existing budget variances through the current reporting period.
- Increase BAR 1718-0010-I in the amount for \$4,731, which adjusts our HB-33 Cash to actual (\$67,117) from the amount that was initially projected during the 2017/2018 Budget preparation (\$62,386). The offsets are \$250 to County Tax Collection Costs and \$4,481 to Construction Services to accommodate any future Expenditures.
- Increase BAR 1718-0011-I in the amount for \$36, which adjusts our SB-9 Local Cash to actual (\$164,737) from the amount that was initially projected during the 2017/2018 Budget preparation (\$164,701). As with the HB-33 BAR above, the offset is to Construction Services, which is a placeholder for future Expenditures in that Object Code.
- Increase BAR 1718-0012-I in the amount of \$3,065, which adjusts our Instructional Materials Cash to actual (\$27,851) from the amount that was initially projected during the 2017/2018 Budget preparation (\$24,786). The offset populates the Instructional Materials - Cash 50% Object Code which is the primary expenditure code utilized.

President Rodarte asked for a motion to approve all of the BARS as presented. Ms. McCray made such motion. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

IV. EXECUTIVE DIRECTOR REPORT – Erik Bose

A. A copy of the Executive Director’s Report was included in the Council Member packets.

Highlights:

Politics

- “Age Cap” age being suggested for high school students is 22 – not good for us or our population
- Small Size School – includes all schools, not just charters
- LESC School Grades Workgroup – goal is to influence the next administration
- Mr. Bose distributed an attachment regarding updates to legislative issues

ABQCA

- Scholars
 - Current enrollment is 258 with 42 set to attend upcoming enrollment/orientation days
 - Wait list is at 200+
 - 23 graduates to date
 - Scholar of the week – Amanda Aragon
 - Mr. Bose shared a letter from a returning scholar as a reminder of why we refuse to give up on anyone who wants to earn their high school diploma.
- Cathe Sanchez, one of our English Teachers, passed her National Board Certification
- APS site visit scheduled for March 8
- Joseph Escobedo is reworking our renewal online
- Mindful Stretching on Thursdays has been a big success; next step is to get scholars involved

Building

- Fire Suppression System certified



- Looking into improving the safety of our stairway railing

Staffing Information

- The first round of interviews for the Business Manager position will be held Thursday the 18th; Dr. Seidenwurm will try to sit in on
- We are looking to add .5 FTE for a School Nurse
- Our Security Manager, Jarryd Rue, will be using his personal leave time as paternity leave in the next month or so. Staff will cover the front desk on a rotating schedule while he is out.

V. PUBLIC COMMENT

Dr. Seidenwurm addressed several items related to Staff Salary Schedules:

1. She asked if any staff wanted to attend the next Governing Council meeting to share any concerns/comments about the salary schedules. Ms. Amy Roble replied that there was one staff person who expressed interest in doing so but that she, and Ms. Roble, would be out of town at a conference during the next meeting. This will be added to the February agenda as an item to discuss setting up time to address staff concerns.
2. ABQCA doesn't have a salary schedule for the Executive Director position, as it isn't required. Dr. Seidenwurm stated that the general consensus from the work-study sessions is that the Council would like to have one, even if it isn't in the budget that way.
3. Dr. Seidenwurm expressed that it doesn't sit well with her that, according to the current salary schedules, EAs will be making more than a Level I Teacher at 20 years. She doesn't agree with paying staff less than a "living wage" and suggests we cut the years of experience off at 15.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for Tuesday, February 20, 2018 at 5:00 pm.

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Ms. McCray made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:03 pm.