



## Minutes of the

### GOVERNING COUNCIL MEETING

Tuesday, February 20, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

**Council Members Present:** President John Rodarte (arrived at 5:49 pm), Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy, Member Chandra McCray

**ABQCA Guests:** Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Deb Moya, ABQCA Assistant Principal & Special Services Director; Dr. Sandy Roth, Dir. Curriculum & Assessment

**Minutes:** Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

#### I. CALL MEETING TO ORDER

The meeting was called to order at 5:05 pm by Vice President Dr. Evalynne Hunemuller.

#### II. OPENING ACTIVITIES

##### **A. Approval of February 20, 2018 Agenda**

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

##### **B. Approval of January 16, 2018 Minutes**

Vice President Hunemuller asked for a motion to approve the minutes. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

##### **C. Presentation: School/Scholar Data – Dr. Sandy Roth**

Dr. Roth gave a presentation on updates to our scholar testing and graduation data.

Highlights:

1. In a comparison of Math and Reading scores during 2015, 2016 and 2017:
  - Baseline skills in Math stayed the same
  - The curve for Reading showed more scholars scoring at the higher end in 2015 & 2016; the curve line for 2017 was more varied
  - 18-23% of our scholars come to ABQCA ready for HS level Math; 50% are ready for HS Reading
  - The scholars scoring at the lower percentages in Math are making huge gains in Mr. Valles' Math Intervention course
  - One of our Math goals is for 70% of scholars to be making gains per year (1 year of TABE growth per year)
    - In January of 2017 we were at 47%
    - In January of 2018 we were at 63%
2. 2017 Graduation averages:
  - Average age = 17
  - Entered our school at the 11-12<sup>th</sup> grade level
  - Average length of stay at ABQCA = 1 year
  - Based on the number of credits they enrolled with, most scholars were on track to graduate within their 4-year cohort; however:
    - 69-75% of them were not able to do that just based on time and/or enrolling after their cohort date



- 24% could have graduated on time if they had succeeded in a traditional school setting
- 7% could have graduated within 4 years at a traditional school if they also attended summer and night school

3. Dr. Roth has been working on establishing relationships with new staff at PED, as most of the people she used to interact with who understood the uniqueness of our school (with regard to testing, school grading, SAM, etc.) have left.

4. Dr. Roth is currently collecting data to see if our TIPA (Trauma Informed Poverty Aware) Council efforts have been having an impact on scholar success/graduation rates. She will give more information as it becomes available.

Dr. Roth closed her presentation by stating she would like to have an “elevator speech” about our school prepared for when she has contact with legislators, etc. She also asked the Governing Council to let her know if there is other data they would like information about.

#### **D. Board Member Evaluation**

This needs to be completed by June 30<sup>th</sup>. Dr. Hunemuller will contact Hugh Prather before the next meeting.

#### **E. Possible work-study session to discuss staff salary schedules and address staff comments/concerns.**

Dr. Hunemuller expressed wanting to give staff an opportunity to address the Council with concerns and hear the Council’s reasons for the changes. Discussion ensued around:

- Whether or not to wait for the full HB2 outcome
- If salaries are “frozen” would those staff positions still get any mandated raise?
  - If so, a couple staff will cross over into \$100K

A work-study session was scheduled for Tuesday, March 13<sup>th</sup> from 4:30-5:00 pm, followed by the regular GC meeting. ABQCA staff are invited to attend at 4:30pm and express any comments or concerns regarding salary schedules.

### **III. FINANCE COMMITTEE REPORT**

#### **A. Business Manager Report – Curt Szarek**

The January 2018 Financial Statements and Check Register 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.

*From Mr. Szarek’s Business Manager Report:*

#### **1. Draft Financial Statements for January 2018 (sent electronically for review)**

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$380K), Instructional Materials (\$29K), HB-33 (\$176K) and SB-9 Local (\$187K).
- We were expecting RfRs for Title II (\$17,059) and Dual Enrollment Instructional Materials (\$3,431) by the end of January but reimbursement was not received until the week of February 5th. As such, they are included with all other current Interfund loans on the Balance Sheet.
- The percentage of flow through funds that have been expensed through January, 2018 are:
- Title I ESEA - 87.50%  
IDEA-B Entitlement - 74.82%  
English Language Acquisition - 0.00% (Expenditures occur in May, 2018)  
Title II Teacher/Principal Training & Recruiting - 56.38%  
Title I School Improvement - 100.00%  
Dual Credit Instructional Materials - 100.00%  
G.O. Bond Student Library - 100.00%



- Based on the “knowns” as of this date, the targeted Operational Cash carryover to the 2018/2019 budget year is in the range of \$375K. During his report, Mr. Szarek explained that the figure has since been revised to approximately \$365K. We will provide updates during the FY19 budget process.
  - The carryover includes partial salary and benefits for Sean Fry and some staff travel that will happen after June that needed to be scheduled now.

## **2. Highlights from the Check Register for January 2018** (sent electronically for review)

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

- Curriculum/Technology Related:  
01/03/18: #8531 to American Outback Adventures for Emotional Intelligence staff training on January 2<sup>nd</sup> - \$5,400.00
- Facility Maintenance Expenditures:  
01/12/18: #8546 to ACES for December Maintenance items - \$3,373.61
- Other One-Time/Infrequent Expenditures of Note:  
01/04/18: #8534 to CliftonLarsonAllen for final FY17 audit billing - \$3,499.13  
01/24/18: #8555 to School Outfitters for drafting cabinet and four-station drawing table for Art Electives classroom - \$3,742.33
- Voided Checks:  
None

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 Leadership Team has selected Mr. Sean Fry as the new Business Manager. Sean will be starting on Monday, March 5<sup>th</sup> which will allow plenty of time for transition. Sean brings a wealth of experience from his tenure with the Vigil Group and has the expertise to take the organization to the next level. Welcome Sean!
- Minutes of the Finance Committee meeting that was held on Wednesday, January 24<sup>th</sup> are included in everyone’s packets for review.
- The NMASBO Winter Conference will take place Wednesday, February 21<sup>st</sup> through Friday, February 23<sup>rd</sup>.
- The Spring Budget workshop from April 4<sup>th</sup> through 6<sup>th</sup> comes a bit late this year considering it was only a 30-day Legislative session. As of this writing, there are a number of things that still lack clarity such as raises for state employees and teachers. As a result, we are unable to finalize any revised Salary Schedules until more information is received.
- Our annual APS monitoring visit will take place on March 8<sup>th</sup>. Mr. Szarek shared there were two items of note from last year’s visit that will be resolved during this year’s visit:
  - Last year’s recap reflected the school has trouble securing a parent volunteer for the Audit Committee. This should not be an issue this year as both Mr. Bose and Ms. Roble recruited students (who are their own parent) for attendance at the school’s Audit Committee meeting during fieldwork last August and again during the APS Charter School Audit Exit Conference in September.
  - Last year’s visit also noted the school did not receive a formal approval letter for the Section 218 agreement that was conducted in June 2012. Although all documentation was sent to Mary Frederick at PERA, we found out that nothing was sent by them to SSA. Mr. Szarek has been in contact with Mr. Grant Wright, who replaced Mary Fredrick, who verified nothing had been sent although no reason was given. Mr. Wright will be sending a package containing documents to initiate the process once again which will resolve the situation.
- Buried deep within HB-2 is verbiage that defines what types of schools will not be eligible to receive a small school size adjustment. This affects a number of charter schools. Erik will have more in his report along with the status of other legislation that may have an effect on charters.



## **B. Approval of Cash Disbursements for January 2018**

President Rodarte asked for a motion to approve the January 2018 Cash Disbursements. Ms. McCray made such motion. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

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

- BAR 1718-0013-I in the amount of \$18,968, which adjusts our FY18 State Equalization Guarantee as a result of the final Unit Value notification received January 31, 2018. The offsets populate various Object Codes in the Operational Fund to clean up existing budget variances through the January 2018 reporting period. Notification from PED is attached to the BAR for backup.
- BAR 1718-0014-I in the amount of \$902, which adjusts for our final Instructional Materials allocation based on the notification received February 5, 2018. A copy of the Instructional Materials Bureau notice and allocation spreadsheet is attached to the BAR for backup.

President Rodarte asked for a motion to approve all of the BARS as presented. Dr. Seidenwurm 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

- OCR reviewed our facilities and policies and were impressed with our ability/commitment to provide an equal opportunity to a quality education for all scholars. They found very little that needed adjusting.
- Mr. Bose is still participating in the LESC School Grades Workgroup – trying to get our perspective out there
- HB2 did pass
  - We may see a small increase \$16K – which we could lose in a year
  - The proposed age cap did not pass

##### ABQCA

- Scholars
  - 29 Graduates to date
  - 296 Scholars enrolled
  - 284 Potential scholars on the wait list
  - 49 Scholars enrolled in 81 dual credit courses for the Spring Semester at CNM
- Dr. Seidenwurm congratulated Cathe Sanchez on her National Board Certification

##### Building

- Railing in the stairwell has been replaced

##### Staffing Information

- Still looking into hiring a .5 FTE School Nurse
- ABQCA Staff continue to cover the front desk for the Security Manager, who is using his personal time as paternity leave

## **V. PUBLIC COMMENT**

1. Dr. Seidenwurm asked for information about the incentive plan for staff monetary compensation this year.
  - Mr. Bose listed the areas of focus for this year's incentive plan:
    - Scholar attendance
    - Scholars with higher needs of support
  - Mr. Bose will email more information to her. Mr. Szarek commented that the projected Operational Cash carryover he mentioned earlier in the meeting did not factor in any Pay for Performance.
2. At the work-study session, Dr. Seidenwurm would like to address:
  - Staff leave



- The staff incentive money
- All staff benefits (leave, total compensation)
- Salary schedules
  - Dr. Seidenwurm would like to see these cleaned up before the contracts for the next school year are written.
  - Mr. Szarek stated that he needs to wait for the final word on any State mandated raises before he can do that.
  - Ms. McCray would like to bring questions regarding capping salaries that are approaching \$100K to legal counsel before we make any changes. She suggested this may be a form of discrimination and wants to know how legal sees it.
  - President Rodarte also suggested the Governing Council may be overstepping by dictating salary schedules and staff pay. He agreed that the Council should seek legal consult/clarification before proceeding to make any changes.

#### **VI. ANNOUNCEMENTS**

The next ABQCA Governing Council meeting scheduled for March 20<sup>th</sup> was **rescheduled to Tuesday, March 13, 2018 at 5:00 pm**. A work-study session, where ABQCA staff are invited to address the Council with comments and concerns about salary schedules, will be held from 4:30-5:00 pm on March 13<sup>th</sup>, as well.

#### **VII. MEETING ADJOURNED**

President Rodarte asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Dr. Hunemuller seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:27 pm.