



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, March 13, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

WORK-STUDY SESSION

Topic: Staff Salary Schedules – 4:30 pm

Council Members Present: President John Rodarte, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy

Council Members Not Present: Vice President Dr. Evalynne Hunemuller, Member Chandra McCray

ABQCA Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Sean Fry, ABQCA Business Manager; Amy Roble, ABQCA Principal; Deb Moya, ABQCA Assistant Principal & Special Services Director; Dr. Sandy Roth, Dir. Curriculum & Assessment; Rosanna Toledo, Instructor; Amelia Garcia, School Counselor; Michael Mack, Instructor; Jennie Trinkaus, Admin. Assistant to the Principal; Andrea Kepple, ABQCA Exec. Assistant/STARS Coord.; Shawn Burich, Instructor; Art Sandoval, Instructor; Randy Valles, Instructor; Shawna Wright, CCR Coord.; Stephanie Harrington, Instructor; Donna Baca, Registrar; John Broilo, Instructor; Cathe Sanchez, Instructor

APS Guest: Joseph Escobedo, Ed.D. – Director of Charter Schools

REGULAR MEETING

Council Members Present: President John Rodarte, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy

Council Members Not Present: Vice President Dr. Evalynne Hunemuller, Member Chandra McCray

ABQCA Guests: Erik Bose, ABQCA Executive Director; Curt Szarek, ABQCA Business Manager; Sean Fry, ABQCA Business Manager; Amy Roble, ABQCA Principal; Deb Moya, ABQCA Assistant Principal & Special Services Director; Dr. Sandy Roth, Dir. Curriculum & Assessment; Rosanna Toledo, Instructor; Amelia Garcia, School Counselor; Michael Mack, Instructor; Jennie Trinkaus, Administrative Assistant to the Principal

Minutes: Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

I. CALL MEETING TO ORDER

The meeting was called to order at 5:22 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of March 13, 2018 Agenda

President Rodarte 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 February 20, 2018 Minutes

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



C. Review of New Policy Regarding Donation of Staff Leave Time – (discussion only)

Sean Fry explained that we currently do not have a policy regarding the donation of staff leave time and that it is a new requirement of House Bill 403. He presented a draft policy which will be presented again at the next Governing Council meeting for approval.

D. Approval of New Staff Salary Schedules

The Council discussed whether to vote on this issue now or at the next meeting, as two of the members were absent.

- The State's mandated raises will be on the salary schedule that gets included with the 2018-19 budget and are higher than the regular increases that staff would have received; thus, the salary schedule that is in question of being changed is the one starting with the 2019-20 school year.
- President Rodarte stated that the Council will need to vote on this at the next meeting:
 - This is the 3rd time the salary schedules have been discussed at a work session
 - Ms. Roble stated that Ms. McCray has missed 3 meetings and Vice President Hunemuller has missed 2 this year; it is imperative that everyone is present at the next meeting
 - Mr. Szarek and Mr. Fry will work with Mr. Bose to create a couple of options for the Council to choose from at the next meeting along with the budget
 - Dr. Roth urged the Council to keep in mind that this is a human quality of life issue they will be voting on, not just a piece of paper

President Rodarte asked for a motion to postpone the vote on staff salary schedules to the next meeting. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. President Rodarte voted **not** to postpone. There was no further discussion. The motion carried by majority vote.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek

The February 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 February 2018 (sent electronically for review)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$368K), Instructional Materials (\$32K), HB-33 (\$180K) and SB-9 Local (\$132K).
- We were expecting RfR's for Title I (\$11,217) and Title II (\$5,400) by the end of February but reimbursement was not received until March 1st. 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 February, 2018 are:
 - Title I ESEA - 99%
 - IDEA-B Entitlement - 87%
 - English Language Acquisition - 0.00% (Expenditures will occur in May, 2018)
 - Title II Teacher/Principal Training & Recruiting - 75%
 - Title I School Improvement - 100%
 - Dual Credit Instructional Materials - 100%
 - G.O. Bond Student Library - 100.00%
- The most recent projections for the Operational Cash carryover to the 2018/2019 budget year is \$302K. Updates will be reported during each Council meeting until the FY19 budget is finalized.

2. Highlights from the Check Register for February 2018 (sent electronically for review)

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



- Curriculum/Program Related:
02/09/18: #8578 to What's Your Revolution for staff in-service training on February 9th - \$3,155.46
02/15/18: #8591 to Beyond Consequences Institute for the Trauma-Informed Schools conference registration, June 2018- \$1,995.00
02/15/18: #8592 to Torres Travel for Trauma-Informed Schools conference airfare - \$3,212.00
- Facility Maintenance Expenditures:
02/15/18: #8590 to ACES for January Maintenance items - \$8,928.22
- Other One-Time/Infrequent Expenditures of Note:
02/22/18: #8595 to Granger for ADA compliant stair chair 350lb. capacity - \$1,378.73
02/13/18: #8586 to ACES for A-Tech security system upgrade - \$48,815.65
- Voided Checks:
None

Dr. Seidenwurm asked what the school gets for ELL. Mr. Szarek initially responded \$2,553.00 but then changed his response to \$1,820.00 realizing \$2,553.00 was the cost for Rosetta Stone and not the funding allocation.

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

- Erik, Curt, and Sean Fry will be attending the Spring Budget workshop from April 4th through 6th. Information obtained during the workshop will be necessary in order to finalize the FY19 budget.
- Our annual APS monitoring visit took place on Thursday afternoon, March 8th.
- The Business Manager transition is going smoothly and the FY19 Budget process is in full swing. A preliminary 910B-5 has been completed and, based on the information available; it is likely the school will receive \$50,212 less State Equalization Guarantee than we received during the current fiscal year.
- We had our annual Title I Monitoring visit last Tuesday, March 6th with Rebecca Arellano from APS. We learned that we are no longer be eligible for the Title I School Improvement Grant since the school is classified as a CSI (Comprehensive Support and Improvement) school. It is not known what we would have received had we retained the SIG designation but our current year (FY18) allocation was \$41,903.
- The next Finance Committee meeting is scheduled for the last Wednesday in April.
- Dr. Seidenwurm asked what the dates for the ABQCA budget meetings will be. Mr. Szarek will provide her with the dates – usually 2 Mondays in April.
- Mr. Szarek responded to a question about the audit schedule by stating that it usually starts in July, with meetings in August and then an exit in September.

B. Approval of Cash Disbursements for February 2018

President Rodarte asked for a motion to approve the February 2018 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)

- BAR 1718-0015-M for Operational Fund (Function 1000) Maintenance items as itemized. Since this is a Maintenance BAR, the amount is zero as it simply reallocates available budget to Object Codes where future Expenditures are anticipated.
- BAR 1718-0016 is VOID as it was given the wrong Fund designation (Title I SIG) during setup.
- BAR 1718-0017-M for Title II Maintenance items as itemized. Since this is a Maintenance BAR, the amount is zero as it simply reallocates available budget to Object Codes where future Expenditures are anticipated.
- BAR 1718-0018-M for Instructional Materials Maintenance items as itemized. Since this is a Maintenance BAR, the amount is zero as it simply reallocates available budget to Object Codes where future Expenditures are anticipated to align with classifications reflected on the annual Instructional material reporting.



- BAR 1718-0019-D which reflects a \$3 decrease in our Dual Credit Instructional Materials allocation based on what we spent through the deadline.
- BAR 1718-0020-M for Operational Fund (Function 2000) Maintenance items as itemized. Since this is a Maintenance BAR, the amount is zero as it simply reallocates available budget to Object Codes where future Expenditures are anticipated.

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

- Mr. Bose participated in the LESC School Grades Workgroup today – made some progress that will hopefully influence the next administration
- Quality of Education surveys are being distributed

ABQCA

- Scholars
 - 31 Graduates to date
 - 276 Scholars enrolled
 - 289 Potential scholars on the wait list
 - 49 Scholars enrolled in 81 dual credit courses for the Spring Semester at CNM
- APS site visit was finally conducted on March 8th; all went well, just waiting on report
- Starting our charter renewal paperwork for next year
- Joseph Escobedo
 - Attended the workgroup tonight because he wanted to know what the current happenings & concerns were at our school
 - Asked if we would consider starting an alternative middle school, replicating our model
- POMs came by for a surprise visit today; really liked what they saw, we will receive a report shortly
- SBA testing in Science this week

Building

- Waiting on our facility reports to see what repairs/adjustment are needed

Staffing Information

- Still looking into hiring a .5 FTE School Nurse
- ABQCA Staff continue to cover the front desk for the Security Manager, who will return from paternity leave next week
- Mr. Bose & Deb Moya will be attending the NASSP advocacy conference next week - Ms. Moya is now a national board member

B. Resolution 2017/2018-002 Regarding Social Security Coverage for ABQCA

Mr. Fry explained that we had a policy in place – or rather, thought we had it in place – that ABQCA staff could participate in both the ERB retirement and Social Security plans. Paperwork was never submitted at the state level; therefore, we need to resubmit the application. If we leave everything in place as it was, ABQCA Social Security payments/deductions remain in place and staff can vote whether or not they wish to participate in both plans by way of a divided vote ballot.

President Rodarte asked for a motion to approve Resolution 2017/2018-002 regarding Social Security Coverage for ABQCA staff, keeping in place the decisions the Council had previously made about the benefit. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.



Mr. Szarek collected the required signatures on the resolution document. A signed copy of last year's charter agreement is required to follow this. Mr. Bose will provide.

C. Appointment of Referendum Committee

In accordance with Resolution 2017/18-002 regarding Social Security Coverage for ABQCA, a referendum committee was appointed:

- Erik Bose – Chairman
- John Rodarte – Member
- Sean Fry - Member

President Rodarte asked for a motion to approve the appointment of the referendum committee members required for Resolution 2017/2018-002 regarding Social Security Coverage for ABQCA staff. Mr. Kennedy made such motion. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek collected the required signatures on the notice of appointment.

V. PUBLIC COMMENT

1. Dr. Seidenwurm asked if ABQCA would be supporting the student walkout planned for March 14th. Administration stated that scholars & staff have been making posters and buttons and plan on lining the sidewalk in front of the school for the 17 minutes of the walkout.
2. Dr. Seidenwurm asked that the Executive Director's evaluation be added on the next agenda for discussion.
3. Dr. Seidenwurm stated that there is a contract in the works with Hugh Prather to facilitate the board's evaluation. She questioned the number of hours planned for the session. Mr. Bose suggested negotiating the number of hours. He also reminded the Council that this needs to be completed by the end of June.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for April 17, 2018 at 5:00 pm.

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Dr. Seidenwurm seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:28 pm.