



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, April 17, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

Council Members Present: President John Rodarte, Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy (arrived at 5:04), Member Chandra McCray

Council Members Not Present: Vice President Dr. Evalynne Hunemuller

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; 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 5:02 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of April 17, 2018 Agenda

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

B. Approval of March 13, 2018 Minutes

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

C. Approval of New Policy Regarding Donation of Staff Leave Time

President Rodarte asked for a motion to approve the new ABQCA Sick Leave Donation Policy. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

D. Vote to Approve 2018-19 Staff Salary Schedules

Two options were presented to the Council: Option #1 - the unmodified salary schedules, and Option #2 (unnamed) - the set of salary schedules that reflects caps and adjustments from the Council's work-study sessions.

Dr. Seidenwurm made the following points:

- She felt this was a good time to clean up the salary schedules since everyone will get the state-mandated raise for next year.
 - She asked if the Option #2 salary schedules are approved, would positions that get capped ("frozen") still get the state-mandated increase.
 - Mr. Fry replied that yes, they would still get the increase; however, outside of any additional state-mandated raises, those positions would stay at their capped salaries.
 - Ms. Roble added that insurance and other costs of living would still continue to increase every year.



- Ms. McCray referenced a statute regarding not letting a position's salary line "disappear" from the schedules; it still has to be visible. Mr. Szarek agreed and said that an auditor would like to see where each staff person falls in the schedules.
- Mr. Fry added that since the last meeting, additional information has come out regarding the increase. It is an "average percentage" raise, meaning that we can choose to give everyone the raise or only raise certain position levels up to the stated percentage.
 - Dr. Seidenwurm recalled from the last meeting that it was stated to the staff that the increase would be across the board.
- Dr. Seidenwurm expressed hope that the current teacher strikes that are happening will help legislatures to keep mandating required raises.
 - Mr. Fry stated that over the last 7-8 years the state has only mandated raises twice.

President Rodarte asked for a motion to approve the Option #2 salary schedules, reflecting salary caps and adjustments from the Council's work-study sessions, for the 2018-2019 School Year. Dr. Seidenwurm made such motion. No one seconded the motion. There was no further discussion. The motion did not pass.

President Rodarte then reopened the floor and asked for a motion to approve the unmodified Option #1 salary schedules. Ms. McCray made such motion. Mr. Kennedy seconded the motion. Votes in favor of approving the Option #1 salary schedules for the 2018-2019 School Year: Chandra McCray, Jacob Kennedy and John Rodarte. Votes against the Option #1 salary schedules: Rhonda Seidenwurm. There was no further discussion. The motion carried by majority vote.

E. Approval of Revised ABQCA Student Discipline Policy

Ms. Kepple stated that this is a revision of the current Student Discipline policy, not a new one as stated on the agenda that was sent to the Council last week.

Ms. Moya explained that our new Special Education auditor wanted to see procedures specific to discipline of SE scholars and information regarding Alternative Educational Services within our policy. Ms. Moya stated that this new portion of the policy covers about 17% of the school population (the current SE population) but that the school has never long-term suspended anyone. Ms. Roble added that this was amended from APS policy.

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

F. Approval of NMPSIA Part-Time Resolution (#2017/2018-003) for the 2018-2019 School Year

Mr. Szarek explained that this boilerplate resolution comes up every year, stating that we wish to offer eligible part-time employees (15-20 hours weekly) participation in the NMPSIA employee benefits lines of coverage if they so choose.

President Rodarte asked for a motion to approve the NMPSIA Part-Time Resolution (#2017/2018-003) for the 2018-2019 School Year. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek obtained the required signatures from the Council.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek, Sean Fry

The March 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, with additional notes from the meeting:

1. Draft Financial Statements for March 2018 (sent electronically for review)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$414K), Instructional Materials (\$31K), HB-33 (\$181K) and SB-9 Local (\$122K).
- All prior month RfRs have been collected during this reporting period. The combined Balance Sheet reflects a small Interfund Payable/Receivable of \$8,700, which is comprised of current month IDEA-B (\$7,268) and Library G.O. Bond (\$1,432).
- The percentage of flow through funds that have been expensed through March, 2018 are:
 - Title I ESEA - 99%
 - IDEA-B Entitlement - 98%
 - English Language Acquisition - 0.00% (Expenditures and subsequent RfR will occur at the end of April or the beginning of 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%

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

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

- Curriculum/Program Related:
03/01/18: #8617 to CES for PowerSchool annual hosting/support - \$3,232.50
- Facility Maintenance Expenditures:
03/15/18: #8645 to ACES for a new gate operator unit - \$7,806.38
03/19/18: #8650 to ACES for February 2018 Maintenance items - \$2,838.79
- Other One-Time/Infrequent Expenditures of Note:
03/06/18: #8630 to SMG for 2nd installment on graduation facility rental - \$1,097.52
03/12/18: #8638 to NMEDGE for Sean Fry CPO training - \$540.00
- Voided Checks:
None

Mr. Szarek asked if there were any 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 next Finance Committee meeting is scheduled for Wednesday, April 25, 2018 at 5:00 p.m. at the ABQCA Business Office. The committee will conduct the usual due diligence items and thoroughly review the draft budget for 2018-2019.
- We received notification from PED that there was no change to our T&E index as a result of the audit that was conducted in December, 2017 – the percentage will remain at 1.29

B. Approval of Cash Disbursements for March 2018

President Rodarte asked for a motion to approve the March 2018 Cash Disbursements. Ms. McCray 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 1718-0021-T for Title II transfer items as itemized. This BAR moves available budget from Function 1000 to populate Professional Development Object Codes in Functions 2100 through 2400 in order to accommodate anticipated Expenditures through June 30, 2018.
- BAR 1718-0022-T for SB-9 Local transfer items as itemized. This BAR moves available budget to the County Tax Collection Costs Object Code to accommodate anticipated Expenditures through June 30, 2018.



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.

D. Draft Budget for the 2018-2019 School Year

Draft copies of the budget, worksheets and the proposed school calendar were distributed.

- The most up-to-date version of the 2018-2019 Draft Budget, including all related worksheets, will be distributed for review and discussion at the meeting. All APS Charter School Budgets are due to APS' Charter School Office on Wednesday, April 25th. In addition, our Budget is due to PED on Thursday April 26th by 8:00 a.m.
- The Business Office and Leadership Team have met several times in a collaborative effort to review all aspects of the budget as presented. In addition, two public meetings to solicit input during the budget process were duly posted and held on Tuesday, April 10th and Tuesday, April 17th.
- Many charters are reaching out to one another in an effort to try to understand some of the budget-related mandates that were passed during the last legislative session. There seems to be a lot of grey area and the budget being presented at tonight's meeting reflects our understanding of the "knowns" at this time.
- Mr. Fry stated that the new budget is based on 300 students. Ms. Roble added that this current year we worked with a cap of 280 students and it may have hurt the budget. After communication with PED, they allowed us to go back up to 300. That being said, we will need to have 300 students enrolled at 40 Day. That shouldn't be a problem, as we have 312 people on our waiting list as of today.
- This is a leaner budget than previous years
 - \$42K less in Title I SIG – new ESSA requirements made the funding process competitive instead of distributing money equally to all schools that qualified
 - Students' qualification requirements for Title I are also different; now based on Direct Certification. We went from being a 100% Title I school to 54% Title I
 - Mr. Bose stated it's about a \$90K deficit in Title I funds this next year, overall
 - President Rodarte commented that we will basically be serving the same number of scholars in need but now with less money, to which everyone agreed
 - Mr. Szarek stated that we also did not receive back any of the \$100K we had to give back last year. We were led to think we would be getting about half of that back.
- There are things already being put into place to help save costs for next year:
 - Ms. Roble told the Council that staff professional development days will be staffed in-house
 - Dr. Roth has been working with our various vendors to see where we can get different rates, for example with software where we are only utilizing parts of the system
- Ms. McCray asked what the \$21,500 for "Other Professional Services" on page 2 of the budget was for. Mr. Szarek explained that it was for contracted nursing services, since we decided not to hire a School Nurse for next year.
- The budget needs to be approved by June 20th but a draft needs to be submitted to APS/PED by next week. Mr. Szarek & Mr. Fry will provide a "meatier" version to the Council at the next meeting.
- The school calendar for next year was also distributed:
 - Has the same number of instructional, non-instructional & in-services days as last year
 - Will be on the agenda for approval at the next meeting

President Rodarte expressed a hearty "thank you" to Mr. Szarek and Mr. Fry for all of their good work on the 2018-19 budget.

IV. EXECUTIVE DIRECTOR REPORT – Erik Bose

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

Mr. Bose stated that it was a rough day at the school. One of the teachers' ex-husband passed away this morning. He was also a teacher/coach at another school and many staff knew him.



Highlights:

Politics

- SAM workgroup's 2nd meeting is on April 26th
- LESC School Grades workgroup's next meeting is April 25th
- Charter leaders will be meeting with APS on May 1st

ABQCA

- Scholars
 - 34 Graduates to date. There are quite a few scholars who are at 80% or better towards graduating, many are just waiting for their DC grades to come in from CNM. We are anticipating around 85 graduates in June.
 - 258 Scholars enrolled as of today. We will start enrolling new students after testing is completed, before the end of the school year.
 - 312 Potential scholars on the wait list
 - Five scholars were awarded the Bridge to Success Scholarship!
- Still waiting on site visit report from APS - visit was finally conducted on March 8th
- Also waiting for the facility reports from OCR, POMS and APS
- PARCC testing started this week.

Building

- Looking into creating a bullet-proof barrier at the entrance to the school
- The mechanics of our parking lot gate are now up to code

Staffing Information

- Decided not to hire a .5 FTE School Nurse for the next school year

V. CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1 (H) (2) LIMITED PERSONNEL MATTERS) FOR THE PURPOSE OF DISCUSSING THE EXECUTIVE DIRECTOR'S EVALUATION

Dr. Seidenwurm made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) (2) for the purpose of discussing the Executive Director's evaluation. Mr. Kennedy seconded the motion.

President Rodarte requested a vote of Council Members which resulted in agreement of Council Members to convene in closed session for the purpose of discussing the Executive Director's evaluation with Council Members Rhonda Seidenwurm, Jacob Kennedy, Chandra McCray, John Rodarte and ABQCA Executive Director Erik Bose. All Council Members voted in favor of the motion. Council Members and Mr. Bose met in closed session beginning at 6:01 pm.

VI. Reconvene to Open Meeting

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:22 pm. Motion made by Dr. Seidenwurm and seconded by Mr. Kennedy. Vote in the affirmative by individual members Rhonda Seidenwurm, Jacob Kennedy, Chandra McCray, and John Rodarte.

VII. Statement of Closure

President Rodarte stated that the ABQ Charter Academy Governing Council met in closed session April 17, 2018 to discuss limited personnel matters and that no discussion was made during closed session other than the Executive Director's evaluation, as stated on the agenda. No action was taken.



VIII. Approval of New Contract for Executive Director

President Rodarte asked for a motion to approve the 2018-19 contract for the ABQCA Executive Director, Erik Bose. Ms. McCray made such motion. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

IX. PUBLIC COMMENT

There were no public comments.

X. ANNOUNCEMENTS

1. Dr. Seidenwurm coordinated the Governing Council training with Hugh Prather for Saturday, June 2, 2018 at ABQCA from 10:00 am to 2:00 pm. Lunch will be provided.
2. The Governing Council will forward flowers and condolences to Cathe Sanchez for her recent loss.
3. The next ABQCA Governing Council meeting is scheduled for May 15, 2018 at 5:00 pm. Ms. McCray stated that she will be calling in for this meeting.

XI. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:25 pm.