



**Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, May 15, 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 (via phone, 5:02 pm - 5:20 pm), Secretary Dr. Rhonda Seidenwurm, Treasurer Jacob Kennedy (arrived at 5:12), Member Chandra McCray (via phone)

Council Members Not Present:

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

Minutes: Andrea Kepple, ABQCA Executive Assistant/STARS Coordinator

I. CALL MEETING TO ORDER

The meeting was called to order at 5:00 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of May 15, 2018 Agenda

President Rodarte asked for a motion on the May 15, 2018 agenda. Dr. Seidenwurm made a motion to approve the agenda. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

B. Approval of April 17, 2018 Minutes

President Rodarte asked for a motion on the April 17, 2018 minutes. Dr. Seidenwurm made a motion to approve the minutes. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek, Sean Fry

The April 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 April 2018 (sent electronically for review)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$383K), Instructional Materials (\$29K), HB-33 (\$184K) and SB-9 Local (\$119K).
- Prior period RfR's have been collected during this reporting period. The combined Balance Sheet reflects an Interfund Payable/Receivable of \$23,250, which is comprised of current month IDEA-B (\$913), Title III (\$1,650), Title II (\$5,400), prior period Library G.O. Bond (\$1,432), and current quarter Lease Assistance (\$13,856).
- The percentage of flow through funds that have been expensed through April, 2018 are:
 - Title I ESEA - 99%
 - IDEA-B Entitlement - 100%
 - English Language Acquisition - 91%



- Title II Teacher/Principal Training & Recruiting - 88%
- Title I School Improvement - 100%
- Dual Credit Instructional Materials - 100%
- G.O. Bond Student Library - 100.00%

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

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

- Curriculum/Program Related:
 - 04/09/18: #8682 to NETOP Tech for Vision Pro Campus license renewal - \$1,040.00
 - 04/09/18: #8685 to Media Education Foundation for streaming license renewal - \$2,000.00
 - 04/13/18: #8693 to American Outback for Ignitor follow up Professional Development - \$5,400.00
 - 04/18/18: #8701 to Rosetta Stone for K-12 Foundations annual license renewal - \$1,650.00
- Facility Maintenance Expenditures:
 - 04/13/18: #8695 to ACES for March 2018 Maintenance items - \$7,294.02
- Other One-Time/Infrequent Expenditures of Note:
 - 04/09/18: #8683 to Millennium Communications for Business Office Shoretel VoIP annual support - \$307.45
 - 04/09/18: #8684 to Millennium Communications for school campus Shoretel VoIP annual support - \$1,430.83
- 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

- A Finance Committee meeting was held on Wednesday, April 25, 2018 at 5:00 p.m. at the ABQCA Business Office. Minutes of the meeting are included in the council packets for review.
- Mr. Fry will begin the transition from MIP to Apta Fund this month. We plan to run Apta and MIP together for parallel reporting during June to make sure everything is in sync. During the July meeting after the year end, he will give the Council an overview of the APTA reporting by comparing it to the MIP version as it will be slightly different from what they have been used to seeing over the last 14 years.

B. Approval of Cash Disbursements for April 2018

President Rodarte asked for a motion on the April 2018 Cash Disbursements. Dr. Seidenwurm made a motion to approve the cash disbursements. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of Budget and School Calendar for the 2018-2019 School Year *(previously distributed as read-only items at the April meeting and sent electronically for review)*

- The 2018-2019 Draft Budget, including all related worksheets and other supporting documentation, was distributed for review and discussion at the April 17th meeting. As of this writing, there have been no changes or modifications from what was presented. The package was delivered to APS' Charter School Office on Wednesday, April 25th and submitted to PED late afternoon of that same day.
- PED's only questions were programmatic and came from Ernestine Romero, Budget Analyst. Her questions were answered to satisfaction.
- Council's questions/comments:
 - Ms. Roble will resend the budget to Dr. Hunemuller



- Dr. Seidenwurm asked what Mr. Szarek and Mr. Fry project the cash balance to be from SY 2019 into SY 2020. They are projecting \$295K carryover from SY 2018 into SY 2019, and \$250K carryover from SY 2019 into SY 2020.
- Dr. Hunemuller asked why the projected carryover into 2019 went down to \$250K. Mr. Szarek replied:
 - \$100K of carryover was lost in the “cash sweep” from PED
 - We added a full-time employee this year
 - \$117K of carryover was spent on pay for performance
- Dr. Seidenwurm asked if restricting travel for conferences and trainings next year was realistic. Mr. Bose stated that it is:
 - Most of the committees he is on and the national board Ms. Moya is on cover their travel costs for required conferences and trainings.
 - Mr. Szarek stated that there will be \$10K of Title II funding available for allowable PD and related expenses next year.
 - Staff PD days will be facilitated by in-house staff next year.
- Ms. McCray asked if the grant revenues we are showing on the SY 2019 budget are true amounts. Mr. Fry stated that they are and that we have received all of our awards. He added that that could change if there are reallocations. During this discussion it was mentioned that during the last two fiscal years we received supplemental Title II allocations which were allowed to be carried over and used in subsequent years.
- Dr. Hunemuller asked if the 4-day school week improved our scholar attendance. Mr. Bose stated that scholar attainment is better but we don't have complete data on attendance yet.

Mr. Szarek thanked Mr. Fry for his involvement with working on the budget.

President Rodarte asked for a motion on the 2019 School Budget and Calendar. Mr. Kennedy made a motion to approve the budget and calendar for 2019. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek will get all of the required signatures from the Council on the budget documents.

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

- BAR 1718-0023-I to reflect the Operational Fund Rental Income from the New Mexico Coalition for Charter Schools collected during the 2017/2018 fiscal year. This BAR establishes available budget to populate the Object Codes identified in order to accommodate anticipated Expenditures through June 30, 2018.
- BAR 1718-0024-I to reflect Operational Fund Revenue from CNM for our teacher Shawna Wright to teach their FIN1010 class and proceeds received from the vending machine during the 2017/2018 fiscal year. This BAR also establishes available budget to populate the Object Codes identified in order to accommodate anticipated Expenditures through June 30, 2018.
- BAR 1718-0025-I to reflect 2016 Library G.O. Bond award which will be carried over into the FY19 fiscal year. The award letter is attached as backup for the Object Codes identified in the distribution and has a three life cycle during which the funds must be spent.
- BAR 1718-0026-D is necessary to adjust our previously approved FY17 Cash Balance to actual. The carryover Cash on January 2018 BAR 1718-0009-I was incorrectly adjusted to reflect \$514,880 when it should have been \$512,524, and was identified during the FY19 budget preparation process. The adjustment of (\$2,356) is to the Restricted Expenditures Object Code (58215) and does not affect the bottom line, only the Budget as Adjusted.
- BAR 1718-0027-M for Title II Maintenance items as itemized. This BAR reallocates available budget within the Object Codes of Function 1000 as itemized. Since this is a Maintenance BAR it only requires Council approval. Backup in the form of a detailed Revenue and Expense statement for this Fund accompanies this BAR to show what Object Codes will be affected.



- BAR 1718-0028-M for SB-9 Local Maintenance items as itemized. This BAR reallocates available budget within the Object Codes of Function 4000 as itemized. Since this is a Maintenance BAR, it only requires Council approval. Backup in the form of a detailed Revenue and Expense statement for this Fund accompanies this BAR to show what Object Codes will be affected.
- BAR 1718-0029-M for Operational Fund Maintenance items as itemized. This BAR reallocates available budget to the Object Codes itemized in the distribution to accommodate anticipated Expenditures through June 30, 2018.

President Rodarte asked for a motion on all of the BARS, as presented. Dr. Hunemuller made a motion to approve the BARS. 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

- SAM workgroup is on hold while PED does some research
- Working on performance contract for next year and charter renewal
 - Renewal is for 5 years and is due October 1st

ABQCA

- Scholars
 - 60 Graduates to date (5 more since Mr. Bose write his report)
 - 244 Scholars enrolled as of today
 - 28 Potential scholars have filled out registration forms; 15 more coming in this week
Goal is to enroll 40 new students by EOY
 - 400 Potential scholars on the wait list – our only advertising is word of mouth!
 - Dr. Seidenwurm stated that she will be attending the graduation ceremony
- We received our report from OCR – only have a few minor required changes to make relating to braille signage, some phrasing in our handbooks and handicapped accessible seating on the patio
- Still waiting for the facility reports from POMS and APS
- PARCC testing and surveys are complete
- Professional Development training is complete for the school year. One group will attend the Trauma Conference in St. Louis over Summer Break.

Building

- Looking into creating a bullet-proof barrier at the entrance to the school
- Deciding on cleaning vendor for next year

Staffing Information

- No vacancies
- The approved NMPSIA Part-time Employee Resolution has been received
- Staff outing to the Isotopes game this Friday

B. Approval of Disposition of Obsolete Furniture and Technology Equipment

Mr. Bose presented an inventory of obsolete furniture and technology equipment that was purchased with public funds to the Council for approval of its disposition/donation.

President Rodarte asked for a motion on the obsolete furniture and technology equipment. Dr. Seidenwurm made a motion to approve the disposition/donation. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

Mr. Szarek will get the required signatures from the Council on the disposition document/s.



V. PUBLIC COMMENT

There were no public comments.

VI. ANNOUNCEMENTS

1. President Rodarte asked the Council if they were in agreement with canceling the GC meeting scheduled for July. This is customary as staff and scholars will just be returning from Summer Break. All council members agreed to cancel the July meeting.
2. Dr. Seidenwurm reminded everyone about the Governing Council training with Hugh Prather scheduled for Saturday, June 2, 2018 at ABQCA at 10:00 am.
3. The next ABQCA Governing Council meeting is scheduled for June 12, 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 5:32 pm.