



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, June 12, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

Council Members Present: President John Rodarte, Treasurer Jacob Kennedy, Member Chandra McCray (via phone)

Council Members Not Present: Vice President Dr. Evalynne Hunemuller, Secretary Dr. Rhonda Seidenwurm

ABQCA Guests: Erik Bose, ABQCA Executive Director; 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 5:01 pm by President John Rodarte.

II. OPENING ACTIVITIES

A. Approval of June 12, 2018 Agenda

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

B. Approval of May 15, 2018 Minutes

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

C. Approval of May 29, 2018 Minutes

President Rodarte asked for a motion on the May 29, 2018 minutes. Ms. McCray made a motion to approve the minutes. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

D. Approval of 2018/2109 Open Meetings Act Resolution #2017/18-004

Mr. Bose explained that this is the same Open Meetings Act Resolution as the current one, just dated for next year.

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

President Rodarte signed the document as required. Mr. Fry will get in touch with Dr. Hunemuller for her signature.

E. Governing Council Member Forms for the 2018-19 School Year

The following forms were distributed for signature:

Code of Ethics

Conflict of Interest

Letter of Commitment

2018-2019 Meeting Dates (no signatures required)



III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Curt Szarek, Sean Fry

The May 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 May 2018: (sent electronically for review)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$346K), Instructional Materials (\$29K), HB-33 (\$201K) and SB-9 Local (\$125K).
- The combined Balance Sheet reflects an Interfund Payable/Receivable of \$35,594, which is comprised of current month Title I (\$1,050), Title II (\$5,400), prior period Library G.O. Bond (\$1,432), and current quarter Lease Assistance (\$27,712). All of the corresponding RfR's, except the Lease Assistance, have been approved by APS and we expect reimbursement by the end of the month. We will submit the Lease Assistance RfR the week of June 11th and expect to receive that by the end of the month as well.
- The percentage of flow through funds that have been expensed through May, 2018 are:
 - Title I ESEA - 100%
 - IDEA-B Entitlement - 100%
 - English Language Acquisition - 0.00%
 - 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 May 2018 (*sent electronically for review*)

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

- Curriculum/Program Related:
 - 05/02/18: #8714 to Blackboard for annual Title I Parental Involvement Connect notification system license renewal - \$1,049.88
- Facility Maintenance Expenditures:
 - 05/16/18: #8750 to ACES for April, 2018 Maintenance items - \$2,172.45
- Other One-Time/Infrequent Expenditures of Note:
 - 05/02/18: #8720 to NM Coalition for Charter Schools for FY19 membership dues - \$3,246.00
 - 05/15/18: #8741 to ACES for LDD designated security system workstation - \$2,446.89
- Voided Checks:
 - None

3. Other Items for Discussion

- Mr. Fry announced that tomorrow is the Social Security vote by staff.
- We have a number of takers for our disposed inventory. We will be clearing out more obsolete items during the year.
- Background Checks – Mr. Fry suggested the Council consider having staff update their fingerprints/background checks every 2-4 years.
 - Ms. McCray stated that anything more frequent than every 3 years would be too frequent to keep track of and may be detrimental to audits. She suggests 3-5 years but recommends we wait until we get an OMI #.
 - Mr. Bose agreed. The cost is \$45 per person, per occurrence. If it becomes policy, the school would need to pay for it out of Operations.
- As briefly mentioned during the May meeting, Mr. Fry has begun formatting AptaFund for future financial reporting. The June 30th year-end reports will still be the ones generated in MIP for the annual audit.



Starting with the August meeting, all reporting will be presented in the AptaFund format, which will be slightly different from what everyone has been used to seeing over the last 14 years.

B. Approval of Cash Disbursements for May 2018

President Rodarte asked for a motion on the May 2018 Cash Disbursements. Ms. McCray made a motion to approve the cash disbursements. 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 1718-0031-M for Operational Fund (Function 1000) Maintenance items as itemized. This BAR reallocates available budget to the Object Codes itemized in the distribution in order to accommodate anticipated Expenditures through June 30, 2018.
- BAR 1718-0032-M for Operational Fund (Function 2000) Maintenance items as itemized. This BAR reallocates available budget to the Object Codes itemized in the distribution in order to accommodate anticipated Expenditures through June 30, 2018.

President Rodarte asked for a motion on all of the BARS as presented. Ms. McCray 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 but PED rolled out a new rule (included with Mr. Bose's full report)
- Working on Performance Contract for next year and Charter Renewal with Joseph Escobedo

ABQCA

- Scholars
 - We have 100 graduates for this school year! That is the most grads we have had since we separated from Job Corps. (Yes, we think the 4-day school-week is working.)
 - Graduation is Thursday at 10:30. Ms. McCray will come if she is in town.
 - Mr. Bose has the Council's evaluation from Saturday. He will forward it to Joseph Escobedo.
- Staff return to school July 16th for a PD day featuring an active shooter training. Registration for returning scholars is July 17th and the first day of classes is July 18th.

Building

- Looking into creating a bullet-proof barrier at the front door
- Selecting new cleaning vendor for next year

Staffing Information

- Mr. Bose may be canceling his participation in the 2018 Spring Trauma Informed Schools Conference in St. Charles, MO next week due to a health emergency with his father.
- Cathe Sanchez sent the Council a thank you card for the Edible Arrangement they sent her.

President Rodarte congratulated and thanked everyone on behalf of the Governing Council for a successful 2017-18 school year.

V. PUBLIC COMMENT

There were no public comments.

VI. ANNOUNCEMENTS

There were no announcements.



VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Ms. McCray seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 5:26 pm.