



Minutes of the

GOVERNING COUNCIL MEETING

Tuesday, August 21, 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

Secretary - Dr. Rhonda Seidenwurm

Treasurer - Jacob Kennedy (via phone)

Member - Chandra McCray (arrived at 5:06 pm)

ABQCA Guests:

Erik Bose, Executive Director

Sean Fry, Business Manager

Amy Roble, Principal

Deb Moya, Assistant Principal & Special Services Director

Council Members Not Present: N/A

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 August 21, 2018 Agenda

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

B. Approval of June 12, 2018 Minutes

President Rodarte asked for a motion on the June 12, 2018 minutes. Dr. Hunemuller made a motion to approve the minutes. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of Executive Director's 2017-18 Leave

President Rodarte's signature was obtained on the Executive Director's approved leave for the 2017-18 school year.

D. Approval of New ABQCA Family Medical Leave Policy

Mr. Bose explained that since we are a staff of under 50 employees, we do not qualify to have a Federal FMLA policy. We do currently have an employee with a sick spouse that may need these protections in the near future. The Leadership Team decided to put a plan in place now for when it is needed. The new policy will grant up to 12 weeks of FMLA leave (unpaid) in a 12-month period for qualifying leaves of absence.

President Rodarte asked for a motion on the new policy. Dr. Seidenwurm made a motion to approve the ABQCA Family Medical Leave policy. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

E. Approval of Revised ABQCA Staff Attendance Policy

The attendance policy was revised by Mr. Bose and Mr. Fry to include:

- Details about how leave may be carried over at the end of the school year
- Leave cannot be sold back



- At the end of staff's employment with ABQCA, unused leave will not be paid out nor can it be transferred (to another job)

There was some discussion as to how enforceable it would be to prevent the transfer of any remaining leave a person may have to another job within APS. It was decided that if the other school decides to honor the leave, that would be for that school to decide (and pay for).

President Rodarte asked for a motion on the revised policy. Dr. Seidenwurm made a motion to approve the revisions to the ABQCA Staff Attendance policy. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Sean Fry

The June 2018 and July 2018 Financial Statements and Check Registers 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. Fry provided a summary report and only hard copies of some financial documents to the members. For this meeting, the hard copies were presented in the current format (Mr. Curt Szarek's) and the new format being utilized by Mr. Fry.

From Mr. Fry's Business Manager Report, with additional notes from the meeting:

June 2018

1. Draft Financial Statements for June 2018 (*sent electronically for review in both formats*)

- The combined Balance Sheet shows the school has the following fiscal year ending cash balances by fund: Operational (\$369K), Instructional Materials (\$30K), HB-33 (\$100K) and SB-9 Local (\$134K).
- The combined Balance Sheet does not reflect an Interfund Payable/Receivable. All RfRs have been received for the 2017-2018 school year.
- The percentage of flow through funds that have been expensed through June, 2018 are:
 - Title I ESEA – 99.78%
 - IDEA-B Entitlement - 100%
 - English Language Acquisition - 0.00%
 - *RfR was denied since expense was prepayment for FY2019 Title II Teacher/Principal Training & Recruiting – 88.24%
 - Title I School Improvement - 100%
 - Dual Credit Instructional Materials - 100%
 - G.O. Bond Student Library – 31.42%

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

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

- Curriculum/Program Related:
 - 06/04/18: #8774 to Measured Progress for Spring SBA English Tests - \$582.96
 - 06/15/18: #8796 to CNM for Summer Sped Licensure courses for 2 teachers - \$854.00
- Facility Maintenance Expenditures:
 - 06/01/18: #8771 to RM405 for annual balloon payment on Lease Purchase - \$150,000.00
- Other One-Time/Infrequent Expenditures of Note:
 - 06/05/18: #8775 to Harris School Solutions for Aptafund Config. And access June 2018 - \$2,221.33 06/13/18: #8791 to McBee Systems for new checks - \$885.17
- Voided Checks:
 - None

Dr. Hunemuller expressed some concerns:

- SB9 and SEG are low



- Not sure what new governor may think about our salaries and yearly raises
- Small school funding will most likely be cut
 - She said that ABQCA is presently in good shape financially for the year (with our carryover) but this is not a good environment for charter schools right now.
 - Mr. Bose suggested that if the state decided to severely cut small school funding, they would be looking at closing close to 70 charter schools - that would be a problem for the state. That being said, Mr. Bose stated we have ideas on this that he will expand on in his report.
- ERB deficit – legislation is currently “fired up” about it
 - Ms. McCray offered that this is flexible and changes every year; there isn’t anything we can do about it

July 2018

3. Draft Financial Statements for July 2018 (*sent electronically for review*)

- The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$277K), Instructional Materials (\$30K), HB-33 (\$103K) and SB-9 Local (\$135K).
- The combined Balance Sheet reflects an Interfund Payable/Receivable of \$29,235, which is comprised of current month Title I (\$4,860), IDEA-B (\$3,819), Title III (\$695), Title II (\$287), the new Truancy Initiative (\$5,718), and current quarter Lease Assistance (\$13,586). All of the corresponding RfR’s have been submit to APS and the state accordingly except for Lease Assistance which has not been awarded yet and is expected by October of 2018. We will submit the Lease Assistance RfR as soon as the award has been made and the BAR is fully approved.
- The percentage of flow through funds that have been expensed and (Committed) through July, 2018 are:
 - Title I ESEA – 8.14% (97.71%)
 - IDEA-B Entitlement – 8.33% (100%)
 - English Language Acquisition – 53.46% (53.46%)
 - Title II Teacher/Principal Training & Recruiting – 1.9% (1.9%)
 - Dual Credit Instructional Materials – 0% (0%)
 - *No FY19 Award
 - G.O. Bond Student Library – 0% (0%)
 - Truancy Initiative - 8% (95.97%)

4. Highlights from the Check Register for July 2018 (*sent electronically for review*)

At a glance - business as usual for the start of a new year. There are a number of notable one-time and non-recurring Expenditures specific to renewal of service for 2018-2019 school year:

- Curriculum/Program Related:
 - 07/03/18: #9007 R-Tech for Microsoft license renewals for 2018-2019 - \$3,808
 - 07/03/18: #9008 Read Speaker for license renewal for 2018-2019 - \$1,320
 - 07/03/18: #9014 BrainPop! LLC for license renewal for 2018-2019 - \$3,090
 - 07/03/18: #9018 iLearn, Inc. for license renewal for 2018-2019 - \$3,750
 - 07/03/18: #9021 Respondus for license renewal for lockdown browser for 2018-2019 - \$2,195
 - 07/12/18: #9025 Edmentum for license renewal for 2018-2019 - \$15,293.07
 - 07/18/18: #9033 Blackboard, Inc. for license renewal for 2018-2019 - \$19,986.78
- Facility Maintenance Expenditures:
 - None
- Other One-Time/Infrequent Expenditures of Note:
 - 07/03/18: Wire to NMPSIA for FY19 Risk Premium and Property and Worker Compensation Insurance - \$52,414.00
 - 07/03/18: #9005 to Harris School Solutions for Aptafund access July 2018-June 2019- \$8,656
 - 07/31/18: #9042 NMASBO for membership renewal for 2018-2019 and 2018 Bootcamp - \$2,000
- Voided Checks:



07/16/18: #9018 Deborah Moya Check was issued as a reissue of FY18 check 8813 which was believed lost and later found.

5. Other Items for Discussion

- Social Security Administrator handling Social Security modification retired in July 2018. We are waiting on review and approval of our referendum, denoted by receipt of a modification letter. Once this is received we can request refunds for 2015, 2016, 2017, and 2018.
- Section 125 Cafeteria plan will go into effect 9/1/18 with First Financial Group. The plan will not cost the school anything and will increase employees' take home pay by reducing their taxes and withholdings while saving the school a projected \$20K annually from reduced taxes.
- JE00000629 for July NMPSIA \$18,854.38 was not budgeted. It is the 13th payment or FY2019 due to difference in accounting accruals.
- Finance Committee will meet at 5:30 next Wednesday August 29, 2018 for the FY2018 4th quarter meeting to review financials and documents for April through June of 2018.
 - Mr. Fry stated that he would like to restructure these meetings (including having online meetings and scheduling them weekly, before the monthly GC meetings) – more information to follow
 - Ms. McCray volunteered to sit on the FC Board
- Audit started last week with Moss Adams. Audit Committee meeting TBA in coming weeks.
- We received a new \$77K PED grant – Attendance Success Initiative. The duties for this grant will be performed by our School Counselor.
 - Dr. Hunemuller asked how many of our students are over 18
 - Ms. Roble explained that we haven't pulled that information yet – we have several enrollment events happening before 40 Day and she usually pulls that data at that time
 - Dr. Hunemuller asked how we will work on truancy issues
 - Mr. Bose & Ms. Roble stated that we will continue to cultivate relationships with our students, figure out what their barriers are and connect them with appropriate services.
- In efforts to help save money, the school has eased up on the number of documents being printed (including staff paystubs) and has switched to black and white ink as much as possible. We will also look into ways of presenting electronic documents at the GC meetings, as opposed to printing hard copies.
- The Council appreciates receiving the bank reconciliations from Mr. Fry

Mr. Fry asked if there were any other questions. Not hearing any, he stated that he is happy to answer any additional questions as they come up.

B. Approval of Cash Disbursements for June 2018

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

C. Approval of Cash Disbursements for July 2018

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

D. Approval of Disposition of Obsolete Furniture and Technology Equipment

Since these are non-capital assets, this document is not required to go to the State Auditor and will be kept as an internal document. An inventory list was provided by Mr. Fry.



President Rodarte asked for a motion on the inventory disposition. Dr. Hunemuller made a motion to approve the disposition. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

The Governing Council signed the disposition document where designated.

IV. EXECUTIVE DIRECTOR REPORT – Erik Bose

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

Highlights:

Politics

- School grades were released – we received a C
- SAM workgroup is permanently on hold
- LESC meeting on Sept. 4th
- Working on Performance Contract for next year and Charter Renewal with Joseph Escobedo; Mr. Bose stated that this one is easier to complete than the last time
- APS is holding a meeting on their SIS, Synergy, in the coming weeks. We are reluctant to switch from our current system because we have already invested between \$40-50K to get it to perform the way we need it to.
- APS Charter Leaders meeting on Sept. 11th
- Title I Parent Involvement meeting is also Sept. 11th (during our Open House)

ABQCA

- We have been thinking about the possibility of expansion
 - Joseph Escobedo initially approached us about this topic; if we add expansion to our charter renewal now, and it’s approved, we will be in a proactive position if/when small school funding goes away
 - We have about 500 potential scholars on our wait list – part of our mission is to redefine high school and yet, we make them wait for many months before we can get them in to enroll
 - Response from staff has become more positive since the initial conversation
 - We would need a new building
 - We currently have a lease-to-own on this building; about \$3M in equity
 - Mr. Escobedo suggested something on the northwest side of town, where there aren’t any charters or drop-out recovery schools
 - We would love to have the addition of a day care facility on-site; child care is a big concern for many of our adult scholars
 - Ms. McCray expressed concern about us losing current students if we were to relocate. Mr. Bose and Ms. Roble explained that the majority of our students don’t live in the area around the school. They come from north and west of our school: La Cueva, Eldorado and Atrisco Heritage high schools. Depending on the location of the new school, we may even be able to tie into an existing bus line.
 - We would start by growing to about 450-500 students
 - The Council was in agreement with the idea. Ms. McCray would like to see a 5-year projection of how we would expand.
- Mr. Bose stated that there are many meetings and trainings scheduled with the start of the new school year
- Our new yoga instructor (for staff Mindful Stretching) starts tomorrow over the lunch break
- The first Governing Body training is scheduled for August 29th through NMCCS (Andrea will register Dr. Seidenwurm and Dr. Hunemuller)
 - The annual conference will be in November
- Our ABQCA Open House will be held Tuesday, September 11th from 4:30-6:00 pm

Building

- Looking into creating a bullet-proof barrier at the front door

Staffing Information



- The school is currently fully staffed

B. APS – ABQCA Contract Addendum

This addendum has already been approved by APS and just needs our Governing Council’s signatures. It covers a gap in the dates between the end of our current charter and the start date of the renewal.

President Rodarte asked for a motion on the addendum. Dr. Hunemuller made a motion to approve the addendum. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

C. Background Checks

This was discussed at the last meeting but parameters were not finalized so that we could start creating a policy. All were in agreement that:

- Staff background checks should be renewed every 5 years
- Spot-checks will be done more frequently – www.nmcourts.gov , etc.

Mr. Bose stated that we will start working on a draft policy for the next meeting.

D. ABQCA Policies

Mr. Bose stated that he and Mr. Fry will be meeting to review current policies and procedures on Tuesday, August 28th from 1:00-3:00pm. Anyone is welcome to join.

V. PUBLIC COMMENT

There were no public comments.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for **Tuesday, September 18, 2018 at 5:00 pm.**

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Dr. Hunemuller made such motion. Mr. Kennedy seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:19 pm.