



Minutes of the

GOVERNING COUNCIL MEETING

Thursday, September 27, 2018

5:00 pm

ABQ Charter Academy

405 Dr. Martin Luther King Jr. Blvd. NE

Albuquerque, NM 87102

Council Members Present:

President - John Rodarte (arrived at 5:26 pm)
Vice President - Dr. Evalynne Hunemuller
Secretary - Dr. Rhonda Seidenwurm (via phone at 5:27pm)
Treasurer - Jacob Kennedy (arrived at 5:50)
Member - Chandra McCray (via phone at 5:40 pm)

ABQCA Guests:

Erik Bose, Executive Director
Sean Fry, Business Manager
Amy Roble, Principal
Deb Moya, Assistant Principal & Special Services Director
Dr. Sandra Roth, Dir. of Curriculum & Assessment

Other Guests: Sheila, Moss Adams

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 5:27 pm by President John Rodarte.

As we are moving toward becoming more environmentally responsible, Council members were provided with laptops and access to all meeting documents in electronic format.

II. OPENING ACTIVITIES

A. Approval of September 27, 2018 Agenda

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

B. Approval of August 21, 2018 Minutes

President Rodarte asked for a motion on the August 21, 2018 minutes. Dr. Seidenwurm made a motion to approve. Dr. Hunemuller seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of ABQCA Charter Renewal

Mr. Bose explained that the only major change is our student cap increase from 300 to 450. There is no penalty if we don't grow student size.

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

Council signatures were acquired on the renewal documents.

III. CONSIDERATION FOR APPROVAL TO ADJOURN TO CLOSED SESSION PURSUANT TO THE OPEN MEETINGS ACT NMSA 1978 (§ 10-15-1 (H) – AUDIT ACT, SECTION 12-6-5) FOR PURPOSE OF REVIEWING THE RESULTS OF THE FY2018 AUDIT-DISCUSSION ONLY



Evalynne Hunemuller made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) for the purpose of reviewing the FY2018 Audit. Rhonda Seidenwurm seconded the motion.

President John Rodarte requested a vote of Council Members, which resulted in agreement of Council Members to convene in closed session for the purpose of reviewing the results of the FY2018 Audit with Council Members Rhonda Seidenwurm, Evalynne Hunemuller and President John Rodarte. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 5:28 pm.

IV. RECONVENE TO OPEN MEETING

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 5:39 pm. Motion made by Evalynne Hunemuller and seconded by Rhonda Seidenwurm. Vote in the affirmative by individual members Evalynne Hunemuller, Rhonda Seidenwurm, and President John Rodarte.

V. STATEMENT OF CLOSURE

President John Rodarte stated that the ABQ Charter Academy Governing Council met in closed session September 27, 2018 to discuss the results of the FY2018 Audit, and that no discussion was made during closed session on any topics other than the FY2018 Audit, as stated on the agenda. No action was taken.

VI. FINANCE COMMITTEE REPORT

A. Business Manager Report – Sean Fry

All August 2018 Financial Statements and Check Register were distributed electronically to the Council prior to the meeting. *From Mr. Fry's Business Manager Report, with additional notes from the meeting:*

1. Draft Financial Statements for August 2018 (*sent electronically for review*)
 - The combined Balance Sheet (P.1)shows the school has the following cash balances by fund: Operational (\$200K), Instructional Materials (\$39K), HB-33 (\$104K) and SB-9 Local (\$134K).
 - The combined Balance Sheet reflects an Interfund Payable/Receivable of \$57,489, which is comprised of current month Title I (\$9,721), IDEA-B (\$7,639), Title III (\$695), Title II (\$287), the new Truancy Initiative (\$11,436), and current quarter Lease Assistance (\$27,712). 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 August, 2018, found on pages 8-9, are:
 - Title I ESEA – 16.27% (97.74%)
 - IDEA-B Entitlement – 16.66% (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%)
 - Attendance Success Initiative - 16% (95.97%)

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

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

Note: More transactions without reference numbers; these reflect electronic payments through either ACH or e-checks.

- Curriculum/Program Related:
08/23/18: #9075 Data Recognition Corporation for TABE Tests - \$6,452
- Facility Maintenance Expenditures:
08/17/18: #9067 ACES \$4,235.59 was one-time floor/carpet detailing - \$6,247
- Other One-Time/Infrequent Expenditures of Note:



08/30/18: #9082 to Moss Adams for Progress Billing FY18 audit - \$5,394

- Voided Checks: None

3. Other Items for Discussion

- Haven't heard from Social Security or PERA about Section 218 Modification; 5-6 months from June.
- Section 125 Cafeteria plan in effect 9/1/18 with First Financial Group. The plan saves the combined employees about \$640 a paycheck, or an average of \$20 each. Total employee savings will be more than \$15K annually. The plan saves the school 5K by reducing the matching FICA and Medicare amount.
- Procedures for FY2019 are being reviewed and will be updated to reflect changed processes and the change in accounting systems.
- Finance Committee met at 5:30 August 29, 2018 for the FY2018 4th quarter meeting where we reviewed financials and documents for April through June of 2018. Will be meeting monthly now during lunch **prior** to regular meeting.
- Delivery of future meeting documents.
 - Mr. Fry asked for feedback on the use of laptops for this evening's meeting. Except for some issues with computers timing out and requests for updates, all seemed to be going well.
 - It was decided and agreed upon that ABQCA email addresses will be created for each council member to use for school-related communications.
- Dr. Seidenwurm asked what the cash balance was compared to this time last year. Mr. Fry didn't have the exact amount but said he would get that to her. He estimated that it is about \$80K-100K less than this time last year, due to a lower budget and more funding being on a reimbursement schedule.

Mr. Fry asked if there were any additional 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 August 2018

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

C. BAR (sent electronically for review)

BAR 1819-11000-0001-M - Moves Counselor Salary and FTE from Sped Program to Regular Program.

President Rodarte asked for a motion on the BAR. Dr. Seidenwurm made a motion to approve. Mr. Kennedy 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. He also stated there may be two (2) more in the near future. Dr. Seidenwurm thanked him for getting these cleaned up.

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

The Governing Council signed the disposition document where required.

VII. EXECUTIVE DIRECTOR REPORT – Erik Bose

A. Highlights from Executive Director's Report:

Politics



- Our Charter Renewal has been our priority
- LESC School Grades Workgroup is meeting in October and presenting to LESC in Nov. or Dec.
- Will finish Performance Contract for next year with Joseph Escobedo once renewal is completed
- APS Title I meeting on October 3rd at 10:00 am
- Mr. Bose discussed a solution on the student age cap issue with Senator Mimi Stewart; having a phone meeting on October 3rd at 4:00 pm to continue discussion

ABQCA

- We continue to think about the possibility of expansion; meeting with Steve, Connie and Patty October 3rd to discuss possible next steps
- Break Free from Depression, Art Therapy and other mini courses have been well attended/received by scholars
- Scholars of the Week for Sept.: Avery Rich, Sissy Estrada, Mari Padilla

Building

- Looking into getting a new building

Staffing Information

- The school is currently fully staffed

Mr. Bose stated there is a new APS Team – School of Innovation for governing councils. He will be attending on behalf of Gordon Bernell and can forward information to anyone who is interested.

B. ABQCA Policies

Due to the volume of policies presented, all agreed to approve only the policies pertaining to finance that are required with the submission of our charter renewal, and to table those remaining for discussion at the next meeting. Policies up for approval this evening:

- Banking and Investments
- Employee Pay
- Purchasing and Procurement
- Teaching Stipends
- Governing Council, Staff and Student Travel

President Rodarte asked for a motion on the policies pertaining for finance that need to be submitted with the charter renewal. Dr. Hunemuller made a motion to approve. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for Tuesday, October 16, 2018 at 5:00 pm.

X. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Mr. Kennedy made such motion. Dr. Hunemuller seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:17 pm.