



**Minutes of the  
GOVERNING COUNCIL MEETING**

**Tuesday, October 16, 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 (arrived at 5:05)

**ABQCA Guests:**

Erik Bose, Executive Director

Sean Fry, Business Manager

Amy Roble, Principal

Deb Moya, Assistant Principal & Special Services Director

**Council Members Not Present:** Chandra McCray

**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.

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

**II. OPENING ACTIVITIES**

**A. Approval of October 16, 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 September 27, 2018 Minutes**

President Rodarte asked for a motion on the September 27, 2018 minutes. Dr. Hunemuller made a motion to approve. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

**III. FINANCE COMMITTEE REPORT**

**A. Business Manager Report – Sean Fry**

All September 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 September 2018 (sent electronically for review)**

- On page 1 of the reports, the combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$161K), Instructional Materials (\$39K), HB-33 (\$105K) and SB-9 Local (\$131K).
- The combined Balance Sheet reflects an Interfund Payable/Receivable of \$93,954, which is comprised of Title I (\$14,589), IDEA-B (\$11,459), Title III (\$695), Title II (\$287), the new Truancy Initiative (\$11,500), and Lease Assistance (\$55,424). All of the corresponding RfRs have been submit to APS and the state accordingly except for Lease Assistance, which has not been awarded yet and is expected by the end of this month. We will submit the Lease Assistance RfR as soon as the award has been made and the BAR is fully approved. To date we have received July's, one of three, reimbursement request for Attendance Success and that is all. APS pushed through July-August of Title I last week so, funds should be received by the end of October hopefully.
- Starting on page 5 you can find the expenditures to budget comparison. This shows that the percentage of flow through funds that have been expensed and (Committed) through the end of September 2018 are:  
Title I ESEA – 24.42% (97.79%)



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%)  
\*BAR 0002-I  
G.O. Bond Student Library – 0% (0%) Attendance Success Initiative – 24.08% (95.87%)

2. Highlights from the Check Register for September 2018 (*sent electronically for review, p. 11-12*)

At a glance - Business as usual. End of 2018 Quarter 3 so payments for Workman's Compensation and State Unemployment.

- Curriculum/Program Related:  
09/20/18: #9112 to San Diego Graduate Supply, 2018 Graduation - \$2,243.95
- Facility Maintenance Expenditures: None
- Other One-Time/Infrequent Expenditures of Note: None
- Voided Checks:  
09/28/18: #9115 to First Financial Group, Payroll Liability template error reissued Check 9116 \$346.64

3. Other Items for Discussion

- Finance Committee met at noon on October 15th via Zoom meeting.
- New Governing Council Email Addresses - No one has tried logging-in to their new email yet
- NMCCS Conference November 9-10, 2018
- Current funding (across all streams) is \$531K compared to \$678K at this time last year. Mr. Fry stated that this is about a \$147K difference, and not unexpected based on the budget, one-time expenditures and other up-front costs at the beginning of the school year.
- This will be a more challenging year financially due to loss of funding from: Title I (school improvement), IDEA-B (changed the classification level for qualified students; our percentage of Direct Certified students dropped from 90% to 50%; some scholars don't want to apply for federal assistance programs) and Small School Size. With all of this, we are still on track to make budget.
- Capital Cash is at about \$236K
- NMCCS Governing Board Training Conference is Nov. 9<sup>th</sup> & 10<sup>th</sup>. Andrea will register everyone except Dr. Seidenwurm, who completed training in August.

**B. Approval of Cash Disbursements for September 2018**

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

**C. BAR (*sent electronically for review*)**

BAR 1819-27103-0002-I - Initial flow through budget from APS for Dual Credit Instructional Materials

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.

**IV. EXECUTIVE DIRECTOR REPORT – Erik Bose**

**A. Highlights from Executive Director's Report:**

Politics

- Title I Fall Meeting is November 14<sup>th</sup> with the new Title I person
- APS Charter Leaders meeting is November 1st

ABQCA

- Charter renewal has been submitted
- Performance contract will be signed after renewal is finalized



- November 8<sup>th</sup> is our APS site visit at 2pm (Andrea will send a reminder to the Council)
- SE visit on October 23<sup>rd</sup>

#### Students

- 300 enrolled at 40 Day
- 241 on the wait list

#### Building

- We had a discussion on school expansion with Steve, Connie and Patty on October 3<sup>rd</sup>
  - We are the first school to consider expansion who also has equity in its building (\$1.5M)
  - Steve has agreed to give us the equity toward the new building
  - Steve would either build a new building or renovate an existing one for us
  - Timing will be our biggest issue; thinking we could be in a new building by the 2021 school year
  - Our reasons for wanting a larger building include being able to serve more students and offering day care to scholars through a CTE training program
  - Mr. Bose reminded everyone that we don't have to expand – we aren't under any obligations to change anything
- We will be completing the ADA (Braille) signage for our existing building

#### **B. ABQCA Policies**

Mr. Bose explained that these are the remainder of the policies that were tabled at the last meeting. There is one new one – Private Use of Facility – which our insurance provider NMPSIA recommended we have. Patty (legal) also had input on most of the policies.

President Rodarte asked if the council had any questions on the policies.

- Not all members had read them.
- Discussions were had on:
  - Inspection of Public Records – seems inappropriate that the Executive Director is the only person who can handle these requests. Mr. Bose explained that they happen so rarely (so far, never) he is able to be the steward at this time.
  - Staff Attendance – there was some confusion between this policy and the Leaves of Absence policy. Ms. Roble clarified the details of both policies.

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

#### **V. PUBLIC COMMENT**

There were no public comments.

#### **VI. ANNOUNCEMENTS**

1. Amy Roble has joined Dr. Hunemuller's governing board at DATA.
2. The next ABQCA Governing Council meeting scheduled for Tuesday, November 20, 2018 has been rescheduled. The new meeting date is **Tuesday, November 27, 2018 at 5:00 pm.**
3. The ABQCA Governing Council meeting scheduled for December 18, 2018 has been cancelled.

#### **VII. 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 6:05 pm.