



**Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, November 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
Vice President - Dr. Evalynne Hunemuller (left at 5:47)
Secretary - Dr. Rhonda Seidenwurm
Treasurer - Jacob Kennedy (arrived at 5:23)

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: Amy Roble, ABQCA Principal

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 November 27, 2018 Agenda

Council asked to move agenda items III. C. and IV. B. immediately after II.B. All agreed to the amendment.

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

B. Approval of October 16, 2018 Minutes

President Rodarte asked for a motion on the October 16, 2018 minutes. Dr. Hunemuller made a motion to approve. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.

C. (III. C.) Approval of BARs *(sent electronically for review)*

BAR 1819-31200-0003-IB. Lease Assistance for 2018-2019. Same as FY18

BAR 1819-11000-0004-I. Increase for excess cash carryover per final FY18 cash report.

BAR 1819-14000-0005-I. Increase for excess cash carryover per final FY18 cash report.

BAR 1819-31600-0006-I. Increase for excess cash carryover per final FY18 cash report.

BAR 1819-31701-0007-D. Decrease for over projected cash carryover per final FY18 cash report.

Mr. Fry clarified that BAR 1819-31200-0003-IB is for lease assistance and the other four (4) are all reconciliations.

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

D. (IV. B.) Approval of New ABQCA Employment Reference Policy

This policy is a requirement of ESSA.



President Rodarte asked for a motion on the Employment Reference Policy. 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 October 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 October 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 (\$139K), Instructional Materials (\$39K), HB-33 (\$105K) and SB-9 Local (\$127K).
 - The combined Balance Sheet reflects an Interfund Payable/Receivable of \$116,789 which is comprised of Title I (\$19,456), IDEA-B (\$15,278), Title III (\$695), Title II (\$287), Dual Credit IM (\$182), the new Truancy Initiative (\$11,612), and Lease Assistance (\$69,280). All of the corresponding RfRs have been submitted to APS and the state accordingly, except for Lease Assistance which will not have budget authority until BAR 0003-IB is fully approved. To date we have received July-August reimbursement requests for Attendance Success. A check for \$26,048 was received on 11/9/18 for July-September RfRs from both Title I and IDEA-B.
 - 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 – 32.57% (97.12%)
 - IDEA-B Entitlement – 33.32% (100%)
 - English Language Acquisition – 53.46% (53.46%)
 - Title II Teacher/Principal Training & Recruiting – 1.9% (1.9%)
 - Dual Credit Instructional Materials – 6.9% (117.63%)
 - *Waiting on flow through BAR for final 15% award
 - G.O. Bond Student Library – 0% (0%)
 - Attendance Success Initiative – 32.23% (96.01%)

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

At a glance - Business as usual.

 - Curriculum/Program Related:
 - 10/04/18: #9127 to Actively Learn, Literacy Program- \$1,250.00
 - 10/18/18: #9150 to Amelia Garcia, TIPA –Training Final Reimburse - \$710.83
 - Facility Maintenance Expenditures: None
 - Other One-Time/Infrequent Expenditures of Note:
 - 10/04/18: #9134 to Sage Software, Inventory Program - \$1,505.00
 - 10/15/18: #9144 to Moss Adams, FY18 Audit Progress Billing - \$3,166.13
 - Voided Checks: None

3. Other Items for Discussion
 - Finance Committee met at noon on November 26th via Zoom meeting.
 - As of the end of the month, had money waiting on reimbursements from the state. Now that APS has filled the position of Biller, received money from APS for Title I and IDEA B.
 - Ms. Roble notified the Council that the school applied for the Direct Student Services grant. We did not originally apply for this grant because we didn't meet the qualifications. The PED was not able to award all the funds and re-opened applications. We requested \$194,000.00 that could be reoccurring over three (3) years. We are hoping to get all or part of that money. (This used to be the School Improvement Grant money that we received every year.)



B. Approval of Cash Disbursements for October 2018

Expenditures exceeded revenues but we are awaiting reimbursements. Hopefully, next month will have revenue exceeding expenditures, as expected. Dr. Hunemuller requested that Mr. Fry go slower through his report so that she can follow along with the electronic documents.

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

IV. EXECUTIVE DIRECTOR REPORT – Erik Bose

This was distributed to everyone in hard copy.

A. Highlights from Executive Director's Report:

Politics

- Charter Renewal has been submitted & site visit was conducted on November 8th; next meeting is December 4th at APS at 11:00 am
- PSFA meeting at Mark Armijo on December 17th, 3:00 pm to discuss changes to Lease Reimbursement

ABQCA

- Expansion next steps: Steve is supportive of helping us into the next venture
- Staff Wellness hike to the Sandia Man Cave this weekend

Students

- 300 enrolled
- 249 on the wait list
- Mr. Bose shared some updates on graduated scholars

Building

- Met with PSFA to discuss possibility of moving and looking at classroom square footage
- Had a window broken last week
- Repairs being done to backflow sprinkler system and a leak on the roof

V. PUBLIC COMMENT

There were no public comments.

VI. ANNOUNCEMENTS

1. Dr. Hunemuller requested a work-study session in the near future to discuss building/expansion issues
2. The next ABQCA Governing Council meeting is scheduled for Tuesday, January 15, 2019 at 5:00 pm.

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 5:55 pm.