



**Minutes of the
GOVERNING COUNCIL MEETING
Tuesday, January 15, 2019 - 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

ABQCA Guests:

Erik Bose, Executive Director
Sean Fry, Business Manager
Amy Roble, Principal

Council Members Not Present: Treasurer - Jacob Kennedy, Member - Chandra McCray
Minutes: Andrea Kepple, ABQCA Exec. Assistant/STARS Coord.

I. CALL MEETING TO ORDER

The meeting was called to order at 5:03 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 January 15, 2019 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 November 27, 2018 Minutes

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

III. FINANCE COMMITTEE REPORT

A. Business Manager Report – Sean Fry

All November and December 2018 Financial Statements and Check Registers 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 November and December 2018, combined (*sent electronically for review*)
 - The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$210K), Instructional Materials (\$38K), HB-33 (\$143K) and SB-9 Local (\$138K).
 - The combined Balance Sheet reflects an Interfund Payable/Receivable of \$57,054 which is comprised of Title I (\$9,688), IDEA-B (\$7,640), Title II (\$1,034), Dual Credit IM (\$182), the new Truancy Initiative (\$17,592), Lease Assistance (\$18,259), and SB-9 State Match (2,661). All of these corresponding RfR's have been submit to APS and the state accordingly except for Dual Credit due to the low amount and expectation of increased expenses for the Spring semester. To date we have received all RfR's through September. The RfR's for Oct.-Nov. for Attendance Success are awaiting final approval from Fiscal Grants at the state level. A check for \$78,734 was received from PSCOC for Lease Assistance through December.
 - The percentage of flow through funds that have been expensed and (Committed) through the end of December 2018 are:
 - Title I ESEA – 48.79% (97.14%)
 - IDEA-B Entitlement – 50.00% (100%)



English Language Acquisition – 53.46% (53.46%)
Title II Teacher/Principal Training & Recruiting – 8.78% (18.92%)
Dual Credit Instructional Materials – 6.9% (117.63%)
G.O. Bond Student Library – 0% (0%)
Attendance Success Initiative – 48.68% (96.98%)

- The only function that is currently overbudget is 27103-1000 which we have been awarded but are waiting on a flow through BAR for final 15% award.

2. Highlights from the Check Register for:

November 2018 (*sent electronically for review*)

At a glance - Business as usual. No abnormal transactions this month. The nonrecurring transactions by category are:

- Curriculum/Program Related:
11/8/18: #9167 to Digital Theatre, Streaming Library- \$895
11/15/18: #9185 to SXSW LLC, Roth Ed. Conference Reg-\$445
- Travel Expenditures:
11/15/18: #9186 to Torres Travel, Roth SXSW Ed. Conference Flight-\$328.78
- Facility Maintenance Expenditures: None
- Other One-Time/Infrequent Expenditures of Note:
11/29/18: #9196 to Gemalto, Recurring Background Checks-\$352
- Voided Checks: None

December 2018 (*sent electronically for review*)

At a glance - Business as usual. No abnormal transactions this month. The nonrecurring transactions by category are:

- Curriculum/Program Related:
12/20/18: #9219 to Kellye Junchaya, IEP Interpreter- \$32.36
- Travel Expenditures: None
- Facility Maintenance Expenditures:
12/6/18: #9205 to The Sign Store, ADA Signage-\$2,660.66
- Other One-Time/Infrequent Expenditures of Note:
12/6/18: #9202 to Moss Adams, Progress Billing FY18 Audit-\$2,605.18
- Voided Checks: None

3. Other Items for Discussion

- Finance Committee met January 15, 2019 and reviewed the November and December financials, as well as the 2nd quarter cash report.
 - Ms. McCray and Mr. Kennedy are both on the Finance Committee; Ms. McCray was present at the earlier meeting and neither could make it to this evening's meeting
 - Group discussed the possibility of inviting additional members to join the Governing Council
 - Mr. Hieronymus resigned from the Finance Committee; his seat has been filled by Curt Szarek
 - Mr. Bose will craft a letter of thanks to Mr. Hieronymus for his service to the committee
- W-2s and 1099's will be distributed by January 31st; Mr. Fry is also working on distributing ACA forms, which until this year came from NMPSIA
- We are running about \$21K above budget through the rest of the year in Operational funds
- Dr. Hunemuller expressed concern about the possibility of PED enforcing an age cap, whereby the school could lose around \$200K in funding
 - Mr. Fry stated that our current projected carryover is \$250K; we could operate for about 2 years if the age cap goes into effect (keeping things "as is")



- Mr. Bose added that our plan is to move forward with expansion plans and hopefully get out of dependence upon the Small School funding
- As a last resort, we could change the parameters of the ages we enroll; there are about 200 students currently on our wait list that are under age 22
- Dr. Hunemuller stated she would like Mr. Fry to be more concise with the information he presents at future meetings

B. Approval of Cash Disbursements for November and December 2018

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

C. Approval of BARs

BAR 1819-0008-IB – Initial Budget of \$2,100.00 for Supply Assets

BAR 1819-0009-I – Increase of \$7,154.00 in SB-9 funds for Maintenance/Repairs

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

D. Approval of Obsolete Inventory Disposition

Mr. Fry stated that with this list of obsolete inventory, we are about 40% through what we need to dispose of.

President Rodarte asked for a motion on the inventory disposition. Dr. Hunemuller made a motion to approve. Dr. Seidenwurm 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

- Our Charter Renewal was approved
- APS Spring site visit is Jan. 22nd at 1:00pm
- Still waiting to hear the outcome of our DSS application
- Legislative session started today; there are some topics which, if approved/passed, could hurt us:
 - Age cap at 22
 - Small Size School
 - Capping state charter enrollments at 27,000

ABQCA

- Expansion next steps: APS Facilities meeting on the 23rd
- We will be updating our background checks in Jan. & Feb.

Students

- 280 enrolled
- 249 on the wait list
- Field trip for interested students to the Roundhouse on February 13th

Building

- Had some heat issues this week; all fixed

B. Approval of New Performance Framework Mission Specific Goals

Mr. Bose explained that the other goals as part of the framework are academic in nature and not due yet. The “mission specific” goals are due to APS in short order. Our two (2) goals are:



Goal #1: Growth and Development Assets: Measure the socio-emotional learning achievement/growth of scholars (SELA). We will use the DAP assessment to accomplish this.

Goal #2: SMART Graduation: We will assign projected graduation dates to incoming scholars based on SMART criteria we set, as opposed to having a “number of graduates” goal based on student cohorts (which doesn’t work for our school).

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

V. PUBLIC COMMENT

There were no public comments.

VI. ANNOUNCEMENTS

The next ABQCA Governing Council meeting is scheduled for Tuesday, February 19, 2019 at 5:00 pm.

VII. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Dr. Hunemuller seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 5:52 pm.