



Minutes of the
GOVERNING COUNCIL MEETING
Thursday, April 9, 2019 - 5:00 pm
ABQ Charter Academy
405 Dr. Martin Luther King Jr. Blvd. NE
Albuquerque, NM 87102

Council Members Present:

John Rodarte, President
Dr. Rhonda Seidenwurm, Secretary
Chandra McCray, Member (arrived at 5:10)

ABQCA Guests:

Erik Bose, Executive Director
Sean Fry, Business Manager
Deb Moya, Assistant Principal

Council Members Not Present: Dr. Evalynne Hunemuller, Jacob Kennedy

Minutes: Andrea Kepple, ABQCA Exec. Assistant/STARS Coord.

I. CALL MEETING TO ORDER

The meeting was called to order at 5:11 pm by President John Rodarte.

Council members were provided with laptops and access to all meeting documents in either electronic or hardcopy format. Documents were also emailed to the Council prior to the meeting.

II. OPENING ACTIVITIES

A. Approval of April 9, 2019 Agenda

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

B. Approval of March 19, 2019 Minutes

President Rodarte asked for a motion on the minutes. Ms. McCray 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

The March 2019 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 March 2019: *(sent electronically for review)*
 - The combined Balance Sheet shows the school has the following cash balances by fund: Operational (\$243K), Instructional Materials (\$37K), HB-33 (\$217K) and SB-9 Local (\$164K).
 - The combined Balance Sheet reflects an Interfund Payable/Receivable of \$59,109 which is comprised of Title I (\$14,497), IDEA-B (\$3,831), Title II (\$2,790), the new Truancy Initiative (\$17,531), and Lease Assistance (\$20,460). All of these corresponding RfR's have been submit to APS and the state accordingly except for Title II as travel is currently taking place. To date we have received all RfR's through December.
 - The percentage of flow through funds that have been expensed and (Committed) through the end of March 2019 are:
 - Title I ESEA – 63.06% (99.04%)
 - IDEA-B Entitlement – 64.4% (85.87%)
 - English Language Acquisition – 0% (0%)
 - Title II Teacher/Principal Training & Recruiting – 20.46% (42.38%)
 - Title IV Student Supp Academic Achievement– 0% (0%)
 - Dual Credit Instructional Materials –100% (100%)
 - G.O. Bond Student Library – 0% (0%)
 - Attendance Success Initiative – 72.78% (97.05%)



2. Highlights from the Check Register for March 2019: *(sent electronically for review)*

At a glance – For the most part, business as usual with only a few abnormal transactions this month. The nonrecurring transactions by category are:

- Curriculum/Program Related:
3/7/19: #9290 to NM Counseling Assoc., PD \$310
- Travel Expenditures:
3/28/19: #9310 to Torres Travel for Roble BPLC19 Hotel-\$848.40
- Facility Maintenance Expenditures: None
- Other One-Time/Infrequent Expenditures of Note:
3/7/19: #9289 to Funds for Learning-\$1750
3/28/19: #9308 to Moss Adams last FY18 audit payment-\$1240.56
- Voided Checks: None

3. Other Items for Discussion

- Finance Committee will meet at 5:00 PM on April 11, 2019.
- FY2019 3rd Quarter Cash Report submit to PED 4/4/19
- SSA has not approved modification. Last correspondence with State was 1/14/19.
- Spring budget workshop did not provide much substance due to legislative timing. "Planning Unit Value" increase of \$374.56 (8.94%) to \$4565.41. FY20 Operating budget due to PED April 15, 2019 and due to APS April 24, 2019. Public input meeting was April 8, 2019. Budget changes for FY20: Medical-High increase 5.9%, low increase 3.1%; dental increase 5%. ERB increase* to 14.9% ER Contribution, RHCA increase* to 2.5%.
*Denotes passed but unsigned legislation
- Annual petition to NMPSIA for Part-time employee coverage for employees who work between 15-20 hours a week.

B. Approval of Cash Disbursements for March 2019

President Rodarte asked for a motion on the March 2019 Cash Disbursements. Dr. Seidenwurm made a motion to approve. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval FY2019 3rd Quarter Outstanding Loans

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

D. Approval 2019-20 School Calendar

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

E. Approval 2019-20 Staff Salary Schedules

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

F. Approval of NMPSIA Part-Time Resolution

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

G. Review of Final FY2018 Audit Report

We received one (1) finding on last year's audit. The auditors felt that our existing cash controls should be strengthened, as we were previously not having our requests for reimbursement reviewed by another person in our organization, other than the Business Manager, before submitting them through multiple outside reviews and approvals by either APS and/or the PED. Mr. Fry stated that



we had already remedied the situation and that Mr. Bose, or Ms. Roble if needed, is now reviewing and submitting the requests for reimbursement through OBMS. Additionally, if, for some reason, either final approver is unable to submit the request for reimbursement in OBMS, the request will be signed and dated noting the review and approval and kept for future backup.

H. Approval of Inventory Disposition

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

IV. EXECUTIVE DIRECTOR REPORT

Highlights from Executive Director's Report:

Students

- 32 Grads; 15 additional scholars just waiting on final grades from CNM dual credit courses
- 80 additional scholars are almost complete with credits
- Scholars took 101 dual credit courses this school year

ABQCA

- Mr. Bose passed out a floor plan of the renovations for upstairs
- We have had some interest in our building

V. 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 EVALUATING THE EXECUTIVE DIRECTOR

Ms. McCray made a motion to adjourn to closed session pursuant to the Open Meetings Act NMSA 1978 § 10-15-1 (H) for the purpose of evaluating the Executive Director. Dr. 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 evaluating the Executive Director, with Council Members Rhonda Seidenwurm, Chandra McCray and John Rodarte. All Council Members voted in favor of the motion. Council Members met in closed session beginning at 5:50 pm.

VI. RECONVENE TO OPEN MEETING

Governing Council, by roll call vote, voted to reconvene to Open Meeting at 6:04 pm. Motion made by Rhonda Seidenwurm and seconded by Chandra McCray. Vote in the affirmative by individual members Rhonda Seidenwurm, Chandra McCray and President John Rodarte.

VII. STATEMENT OF CLOSURE

President John Rodarte stated that the ABQ Charter Academy Governing Council met in closed session April 9, 2019 to discuss the evaluation of the Executive Director and that no discussion was made during closed session on any topics other than the evaluation, as stated on the agenda. No action was taken.

VIII. PUBLIC COMMENT

There were no public comments.

IX. ANNOUNCEMENTS

The next ABQCA Governing Council monthly meeting is scheduled for Tuesday, May 21, 2019 at 5:00 pm.

X. MEETING ADJOURNED

President Rodarte asked for a motion to adjourn the meeting. Dr. Seidenwurm made such motion. Ms. McCray seconded the motion. The motion carried unanimously. President Rodarte adjourned the meeting at 6:06 pm.