



Minutes of the
GOVERNING COUNCIL MEETING
Thursday, August 20, 2019 - 5:00 pm
ABQ Charter Academy
405 Dr. Martin Luther King Jr. Blvd. NE
Albuquerque, NM 87102

Council Members Present:

Dr. Evalynne Hunemuller, Vice President
Jacob Kennedy, Treasurer (arrived at 5:17pm)
Dr. Rhonda Seidenwurm, Secretary
Chandra McCray, Member

ABQCA Guests:

Erik Bose, Executive Director
Sean Fry, Business Manager
Amy Roble, Principal
Deb Moya, Asst. Principal/Dir. Special Services

Council Members Not Present: John Rodarte, President

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

I. CALL MEETING TO ORDER

The meeting was called to order at 4:59 pm by Vice President Hunemuller.

Council members present 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 August 20, 2019 Agenda

Vice President Hunemuller 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 June 11, 2019 Minutes

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

C. Approval of FY20 Audit and Finance Committees

Finance Committee and Audit Committee members were discussed and recommended.

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

D. Approval of Revised ABQCA Policies

Revisions were made to the Staff/Student Travel and Employee Pay policies.

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

Revisions were made to the Employment Recruitments, Whistleblower, and Enrollment and Lottery policies.

Vice President Hunemuller asked for a motion on the revised policies. 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 June & July 2019 Financial Statements and Check Registers were distributed electronically to the Council prior to the meeting.



1. Mr. Fry gave a review of the school's cash balances by fund. The percentage of flow through funds that have been expensed and (Committed) through the end of **June 2019** are:

- Title I ESEA – 100% (100%)
- IDEA-B Entitlement – 100% (100%)
- English Language Acquisition – 0% (0%)
- Title II Teacher/Principal Training & Recruiting – 54.35% (54.35%)
- Title IV Student Supp Academic Achievement– 100% (100%)
- Dual Credit Instructional Materials –100% (100%)
- G.O. Bond Student Library – 0% (0%)
- Attendance Success Initiative – 100% (100%)

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

At a glance – A few abnormal transactions this month. The nonrecurring transactions by category are:

- Curriculum/Program Related:
 - 6/5/19 #9395 to FourSight Tech for Staff PD Train the Trainer, \$495
 - 6/13/19 #9412 to Advantage A/V for Grad Screen, \$215.75
 - 6/26/19 #9419 to FourSight Tech for Staff PD Training Materials, \$993.16
 - 6/26/19 #9423 to SMG for Grad Parking, \$880.26
- Travel Expenditures:
 - 6/5/19 #9398 to Torres Travel for Moya Natl. Charter Conference Travel in July -\$310
 - 6/12/19 #9408 to Natl Alliance for Public for Moya and Roble Reg for Natl. Charter Conference -\$310
- Facility Maintenance Expenditures:
 - 6/12/19 #9409 to Perales Enterprises for Closet Repair (Insurance) -\$1,294.50
 - 6/26/19 #9413 to A-Tech for Alarm Repair -\$204.96
 - 6/26/19 #9421 to Innovative Moving for Moving 2nd Fl. Items -\$539.38
- Other One-Time/Infrequent Expenditures of Note:
 - 6/6/19 #9399 to Custom Cleaners for Grad Gown Cleaning, \$718.45
 - 6/5/19 Adjustment Consolidate Fed Stim Account into Operating Account - \$500.00

3. The percentage of flow through funds that have been expensed and (Committed) through the end of **July 2019** are:

- Title I ESEA – 18.72% (98.39%)
- IDEA-B Entitlement – 8.46% (101.46%)
- English Language Acquisition – 0% (0%)
- Title II Teacher/Principal Training & Recruiting – 61.5% (98%)
- Title I CSI– 18.37% (101.59%)
- G.O. Bond Student Library – 0% (0%)

4. Highlights from the Check Register for **July 2019**: (sent electronically for review)

At a glance – There are a number of notable one-time and nonrecurring Expenditures specific to renewal of service for 2019-2020 school year: The nonrecurring transactions by category are:

- Curriculum/Program Related:
 - 07/02/19: #9436 R-Tech for Microsoft license renewals for 2019-2020 - \$3,920
 - 07/02/19: #9437 Read Speaker for license renewal - \$1,320
 - 07/25/19: #9467 BrainPop! LLC for license renewal - \$3,345
 - 07/18/19: #9453 Respondus for license renewal for lockdown browser - \$2,395
 - 07/18/19: #9446 Edmentum for license renewal - \$15,298.86
 - 07/18/19: #9443 Blackboard, Inc. for license renewal - \$19,986.78
 - 07/18/19: #9451 Media Ed Foundation, Inc. for license renewal - \$1,906.85
- Travel/PD Expenditures:



7/18/19 #9459 to Torres Travel for Roth, Moya, Shelton, Garcia Conference Travel in August -\$1,403.90
07/3/19: #9439 The Search Institute for Conference Registration (Roth, Moya, Shelton, Garcia) - \$4,400 07/18/19:
#9452 PESI Conference Registration (Shelton, Garcia) for - \$862.98
07/18/19: #9458 The Search Institute for Sept. On-Site PD - \$2,748.42
7/18/19 #9463 to Deborah Moya for Natl. Charter Conference Travel Reimburse -\$579.69
7/18/19 #9464 to Amy Roble for Natl. Charter Conference Travel Reimburse -\$1,199.55

- Facility Maintenance Expenditures: None
- Other One-Time/Infrequent Expenditures of Note:
07/02/19: Wire to NMPSIA for FY20 Risk Premium and Property and Workers Compensation Insurance - \$54,975.00
07/02/19: #9429 to Harris School Solutions for Aptafund access July 2019-June 2020 - \$8,915.68
- Voided Checks: None

5. Other Items for Discussion

- FY2019 4th Quarter Cash Report submit to PED 2/22/19
- Finance Committee met August 15, 2019 and reviewed June-July 2019 Financial activity.
- SSA has approved modification. Starting process to correct 941 returns to claim refund.
- Audit field work was week of August 5th, 2019. Audit Committee meeting 9/23/19 at Moss Adams.

B. Approval of Cash Disbursements for June 2019

Vice President Hunemuller asked for a motion on the June 2019 cash disbursements. Mr. Kennedy made a motion to approve. Ms. McCray seconded the motion. There was no further discussion. The motion carried unanimously.

C. Approval of FY2019 Fourth Quarter Outstanding Loans

Mr. Fry discussed the funds still pending reimbursement at the end of June.

Vice President Hunemuller asked for a motion on the fourth quarter loans. Dr. Seidenwurm made a motion to approve. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

D. Approval of Cash Disbursements for July 2019

Vice President Hunemuller asked for a motion on the July 2019 cash disbursements. Ms. McCray made a motion to approve. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

E. Approval of BARs

BAR 001-090-1819-0021 – Transfer

BAR 001-090-1819-0022 – Transfer

Vice President Hunemuller asked for a motion on the 2018-19 BARs. Dr. Seidenwurm made a motion to approve. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

BAR 001-090-1920-0001 – Initial Budget

Vice President Hunemuller asked for a motion on BAR 001-090-1920-0001. Ms. McCray made a motion to approve. Mr. Kennedy seconded the motion. There was no further discussion. The motion carried unanimously.

BAR 001-090-1920-0003 – Transfer

Vice President Hunemuller asked for a motion on BAR 001-090-1920-0003. Mr. Kennedy made a motion to approve. Dr. Seidenwurm seconded the motion. There was no further discussion. The motion carried unanimously.



IV. EXECUTIVE DIRECTOR REPORT

A. Highlights from Executive Director's Report:

Scholars

- Enrollment is at 217 scholars; we are expanding to 350 this year
- We are creating a Student Council for the first time; one of its duties will be to select the staff of the month

Politics

- The new Secretary of Education for NM was announced
- Governing Council training will be November 13th and/or 16th

ABQCA

- We have received APS' Certificate of Authorization
- New enrollment process is working great

Building

- Still planning for future expansion

Professional Development

- This year we're focusing on building the school community, continuing trauma informed education and implementing the DAP

B. Approval of Community Schools Application

Vice President Hunemuller asked for a motion on our application to be a community school. Ms. McCray 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

The next ABQCA Governing Council monthly meeting is scheduled for Tuesday, September 17, 2019 at 5:00 pm.

VII. MEETING ADJOURNED

Vice President Hunemuller asked for a motion to adjourn the meeting. Ms. McCray made such motion. Dr. Seidenwurm seconded the motion. The motion carried unanimously. Vice President Hunemuller adjourned the meeting at 6:12 pm.