

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: May 24, 2021

Board Members Present	Brenda Baca, Melissa Trujeque, Doris Cole, Julian Munoz	
Absent	Jose Garcia	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:30 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of Minutes	04/26/2021	Brenda Baca called for a motion to approve the 04/26 minutes. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of the Agenda	05/24/2021	Brenda Baca called for a motion to approve the agenda. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt:</u> Starting with our Revenue Report, we have been receiving all of our revenues as expected. I got a BAR for these contributions and donations, it's just not approved by PED and I think we've actually received a little bit more since we passed that last BAR. We will be talking about additional BAR authorization later on in this meeting which will cover any of these minor changes that we might need later on in the year; so, nothing to worry about. We did get most of our Title I, IDEA-B, and we did get our big distribution for our CARES Act as well which most of that was spent; it's just waiting to be reimbursed. Our PSCOC, I just asked for reimbursement for the remaining half of that as well which we should hopefully receive before June 30th. Going down to our Expenditure Report, our expenditures were on track with all of our budgets for the most part. We do have a few items where we're opening up our PD and stuff like that that where causing some negatives but those will be corrected before the year end. At the function level, we're still positive budget available which is where the compliance is actually checked on at PED and with the auditors; so, we're still good. We will be having our K-5 Plus expenditures which are a lot of these zeros up here; those are coming in June and so we'll actually see some expenditures here. So, that's not entirely accurate with this million dollar available budget number. Going down to the rest of the budget, again positive budget availability throughout everywhere, even at the function level which is good and it's compliant. We do show about \$1.2 million in available budget and that's close to the carryover that you projected with our FY22 budget. We did have a Title 1 BARs at the last meeting that you passed and I was a maintenance BAR which was entered but then there was a transfer BAR to move the remainder of the money to fix this minor negative and that should be reflected in the May reports. We have utilized most of our other ones; our IDEA-B we're going to be utilizing most of it for the FTE and we'll be able to carryover this 15% or less of our award to next year. Title IV we did start after-school programs in May so we will see some expenditures there in the May reports. The CARES Act has been almost fully spent and we are on track for that. Going down to Pre-K, we do have a larger budget because it is so closely related just to the Pre-K classroom; we're only using it for our FTEs and our EAs that service those students so there is a little of availability there that we'll just carryover into the next year. We have our HB-33 and SB-9, we do have some negatives, and this is actually for a lot of our roof care and maintenance. Since we are now in the LPA, we started a lot of these big projects. Going down to our Bank Account Register Activity Report, pretty much very normal month. Please let me know if you have any questions on any of the items. We did have good positive cash flow of \$658,665 received with only \$417,925 dispersed. Going down to our Bank Account Reconciliation, since we did have a good cash flow month, we went from \$3 million to \$3.3 million with only \$2,000 of outstanding checks. Going down to our Balance Sheet, you can see how that \$3.3 million is distributed amongst your funds with the majority of it being in operational cash, some food services, and the other parts in our capital funds. Going down to the Dashboard year over year, we are pretty compared on most of these. The biggest difference is SEG Support Services why it is so much higher last year is because we didn't have the LPA last year; that's pretty much the only difference there. Also, our food service program since it's operating at last with APS doing pickups as well during the COVID part of the year.</p>	
Approval of BARs	<u>Hunt:</u> BAR for consideration:	Brenda Baca called for a motion to approve BAR 0036-D. Julian Munoz motioned.

	<ul style="list-style-type: none"> • #0036-D <p>1. Justification: (\$2,768) - To decrease budget to match final award provided by PED.</p>	<p>Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of BAR Authorization	<p><u>Hunt:</u> So, this is an approval that we ask for each year and this is the authorization for Chris and I to do any maintenance or final BARs at year end. I'll show you the actual language: <i>Approval for the Executive Director and the Business Manager to enter and submit any final budget adjustment requests or BARs on behalf of the school of maintained budgetary compliance for the audit and other regulatory purposes. This is done knowing that the BARs do not impact actual cash but only address budgets. In addition, the BARs submitted under this approval will be brought to the GC at the next meeting where there will a detailed explanation.</i></p> <p>So, this is the time of the year where we're receiving final awards for a lot of the programs, or we might have to move items and that can affect our budget and we don't want to actually have any audit findings caused from a negative budget. We want to make sure accept all the federal monies or other awards that we may be receiving between these two meetings right now and the end of June. Since, PED sets a deadline at mid-June. So, this just allows Chris and I to do those with prior approval and then we bring them to you at the end of the June meeting.</p>	<p>Brenda Baca called for a motion to approve BAR Authorization for Chris and Kyle. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of SY 21-22 Calendar	<p><u>Jones:</u> We're coming back before you today to ask for your approval on a revised SY 21-22 Calendar. I do want to mention to you one big change for this year is that we have the K-Plus Pilot approved. So, we have ELTP and K-Plus that's now been stacked. The pilot approval allows us to go ahead and implement during the regular school year instead of having to extend our school year before or after the kids are in. The pilot allowed us to extend our school day by 45 minutes if we're at the statutory minimum and we far exceed that and/or we could have extended the school year before or after. With this pilot we opted to extend our school day and add 10 additional days to meet the ELTP requirement. The only two charter schools that were selected for the pilot were us and School of Dreams Academy. So, what that means for us is that instead of going forward with the calendar that was approved prior, we have a new calendar to share with you today. The only real revisions are that we had to extend the school day and the 10 additional days have been added. So, what we're asking from you tonight is to approve the new calendar and again there isn't a substantial change.</p>	<p>Brenda Baca called for a motion to approve the updated SY 21-22 Calendar. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Approval of Funding Applications	<p><u>Jones:</u> The application that I wanted to bring to the board tonight for your review is the K-6 Arts Funding. As you do know, we do have a Fine Arts Program at ABA. Through this funding application, we do support the hiring of a visual arts teacher. Next year we will have a music teacher; we will be bringing Mr. Villa back, who will be helping us with implement a music program. So, we're looking to hire a full-time visual arts teacher and a full-time music teacher for next year. We're projecting that 375 students will participate in the program. There is a lot of information that's listed and I'm sure you had a chance to read it. We're transitioning from NM Arts to STEAM which means more visual arts mixed with technology and engineering and all that good stuff. I think the most important part for the board to look at is going to be our budget and this is what our budget is looking like to support the arts at ABA next year. So, that is what we're looking at for next year and at this time I'm asking for your approval.</p>	<p>Brenda Baca called for a motion to approve the K-6 Arts application as presented. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
Facilities Updates- HVAC project; Roofing project; Buildout; Sports Fields; Landscaping	<ul style="list-style-type: none"> a. HVAC project b. Roofing project c. Buildout d. Sports fields e. Landscaping <p><u>Jones:</u></p> <ul style="list-style-type: none"> a. HVAC project- I wanted to let you know that they're moving right along, and it looks like everything is a go. We have the HVAC units that are being purchased and they should be finished here within the next couple of weeks. b. Roofing project- the roofing project just wrapped up and it looks like our entire roofing project, all 4 buildings included. We will be looking to making a payment and we have an exit meeting coming up this week. They are going to give us an estimate for the additional buildings; we still have five that need to be repaired and I'll give you that information as it becomes available. c. Buildout- All we have left to do is submit the contract; Patty is giving me the final review. We already voted as a board to move forward with Brycon as our vendor partner and I look forward to getting Patty's feedback and executing the contract. d. Sports fields- We met with an architect today and she's given us a general proposal. We also know that Brycon is willing to give us free blueprints because they're already on-site. I think we need to further explore what that looks like, and my personal recommendation is to move forward with Brycon and The Design Group. e. Landscaping- This is something that we still need to circle back around and figure out what we need to do. 	
Approval of Facility Leasing Structure	<p><u>Jones:</u> This is the rental proposal. When you look at the rental proposal, you're going to see it was adopted from APS. We're trying to compete with APS of course. With our facilities there's a lot of different uses that can be requested and what this does is it accommodates all of the requests and gives prices to everything that is requested. If you've had a chance to review it and you're ok</p>	<p>Brenda Baca called for a motion to approve the Facility Leasing Structure. Julian Munoz motioned. Melissa Trujeque seconded.</p>

	with what's being proposed, I ask that you consider the approval the Facility Leasing Structure and the rental fee and rate schedule.	-Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Sports Facility Naming Proposal	<u>Jones:</u> My grandfather was a baseball coach in town for a very long time. He helped promote the sport throughout the city and state. He eventually helped get some bigger names involved in sports which were Phil Maloof and his brothers. They invested for the first time in a sports team which was my grandpa's team; his team was one of the first to get the Maloof name going. What I'm asking for the board to do is consider my grandpa who was a member of the Albuquerque Baseball Hall of Fame. As we move forward with the building of our facilities, I would love to name the fields after my grandpa because of his many contributions. It would mean a great deal to myself and my family. I would appreciate the consideration for the naming proposal of The Rey Hernandez Fields at ABA.	Brenda Baca called for a motion to approve the Facility Leasing Structure. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Charter Amendment Update	<u>Jones:</u> We actually had a charter amendment that was submitted, and the PEC approved it. It means for our school, that we have the approval to implement the heritage model. This program will allow us to work with kids in grades 4 th -8 th and meet them where they're at and give them 1 hour of Spanish instead of ½ the school day. The commission was really excited, and they were very supportive, and they approved our request which is a great opportunity for us to increase our enrollment and for us to continue to build our program. We're looking forward to that and that's the update for you.	
Approval of Head Administrator Travel Request	<u>Jones:</u> I do have a request to make of the board, I am requesting some travel for myself and also extend the invitation to the board if you're interested in attending. This conference is in Las Vegas, NV and it's a Global Forum for Education and Learning Conference. Part of this conference is an award ceremony and I have been nominated for an award. They asked that I assist them with a Bio that includes all of our achievements at our school. They had a selection committee that looked at all of the applicants and they selected me based on the criteria that they set forth; there were 100 applicants around the globe. I just got back their response last week. So fortunately, I was selected, not only is it a good thing to add to my resume but it's a great thing for the school. So, I'm asking for your approval to travel, and I do have all of the information that's been submitted in the packet, and I ask that you guys consider traveling as well. I think it would be really cool for the board to get out there and attend the award ceremony as this is a body of work that we accomplished together, and you guys have stuck through all of the work. Any accomplishment that comes to our school, it's yours as much as it is mine. So, I definitely do encourage you to come.	Brenda Baca called for a motion to approve the Head Administrator Travel Request. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Staff Policies: Training and Experience	<i>*Item tabled</i>	Brenda Baca called for a motion to table this item. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Head Administrator Report - SY 21-22 enrollment; staffing; reentry; board and HA evaluation; HA contract	<u>Jones:</u> a. SY 21-22 enrollment- Our enrollment is down at 350 and we're projecting 406 so we're behind about 56 students. It's important for us to have positive media and good marketing for that very reason. With COVID, we had a lot of parents that were concerned, and they just don't know if they want to send their students to school or not. We're hopeful that come august we'll have additional parents that are interesting in attending our school in person or even online. b. Staffing- We're looking ok. For the heritage program that was just approved by the PEC, we need to hire some additional staff members. One thing we're looking at is the enrollment because without then enrollment we can't have additional staff members. Looking to hire some additional administrators to help out especially with the loss of Diana our Director of Operations. We're hiring some additional EAs for our special education program. c. Board & HA evaluation & contract- These are coming up and Ms. Brenda will send you the templates. We need to get that done through the beginning of June and we need to make sure we have that accomplished before our next meeting so that we can add it to the agenda. If you evaluate me and you find that I'm satisfactory, then I would take the contract. And that's it for the updates.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, June 28, 2021; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at 6:20pm.	