

Albuquerque Bilingual Academy
ABA GC Meeting Minutes
Date: September 30, 2019

Board Members Present	Brenda Baca, Melissa Trujeque, Jose Garcia	
Absent	Julian Munoz, Doris Cole	
Others in Attendance	Chris Jones, Danielle Miranda, Pryium Banerjee, Esteban Cole, Crystal Avalos, Yvette Barnwell, Kyle Hunt	
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 the Agenda		Brenda Baca called for a motion to approve the agenda. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	08/26/2019	Brenda Baca for a motion to approve the 08/26 minutes. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Consent Agenda		
Approval of BARs	BARs for consideration: 1. 528-000-1920-0005-I 2. 528-000-1920-0004-I 1. Justification: \$128,850- to increase budget based on K-5+/ELTP Mem projection changes/First FY20SEG BAR 2. Justification: \$256,694- To increase budget to match FY20 award letter.	Brenda Baca called for a motion to approve BARs 0005-I & 0004-I. Melissa Trujeque motioned. Jose Garcia 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> I am going to be going over the basic budget reports. This is our summary report up until 08/31. We do have a few sell dated checks that we issued out which will be creating budget for these revenue items that don't currently have budget. Transportation is a unique situation; Herrera is being kind of difficult to work with; Chris has been fighting for transportation. We can't build a budget until PED allows us.</p> <p><u>Jones:</u> They are requesting expenditure reports. They have to calculate mileage and all of that to determine what our budget is before they fund us. The vendor is not cooperating and giving us that information; we do not have access to all of that information. It has been really difficult.</p> <p><u>Hunt:</u> Good news is PED is actually giving us our money for transportation; it's just they won't allow us to approve a budget until they check all of their boxes on their reports. We are going to be starting to see our federal reimbursements, hopefully next month in November. Going to the Expenditure Report, we are going to be seeing quite a few negatives still especially with the K-5+ program. This was not initially budgeted for just because PED gave us optional program codes for us to use to track these expenditures. So again, Function 1000 does show a large negative but again we just added \$129,000 to our budget and we expect another large SEG increase in our growth. Going to our Bank Account Register Activity Report, we do see a lot of our previous year's revenues as PED has finally given us quite a few RFR's. Other than that, it is pretty much business as usual. We did have a decent accounts payable loan. Overall, our cash flow is pretty much dead even. Here is our bank account, we did end the month with \$1.7 million in the bank with \$72,000 outstanding. Your bank account did match to your Actual GL, I didn't have to go looking for any adjustments and there was no money missing. The Balance Sheet actually describes how that \$1.7 million is broken up. Then we have our Dashboard which compares our YTD from this year to last year. With the larger K-5 introduction program and a few other things, our spending has actually been much higher. That along with the fact that you're growing and have much more staff in general. Overall, that is all I have for the finances and budget updates.</p>	
Conflict of Interest Statements	<u>Jones:</u> Every year on an annual basis, we have to have our members sign a Conflict of Interest Statement that we keep on record. All it states is that we do not have any relationship nor does our direct family and if we do, we have to state it. Basically for all of us, that we have no financial gain. If you could review this and sign it.	
Approval of Wellness Policies – new and revised	<u>Jones:</u> I am going to request to table this wellness policy until the next meeting. To be honest with you, it was developed by a team and most importantly Ms. Priyam who took a look at what was required. But before I can present this policy, I need to take more time to review it and make recommendations.	Brenda Baca for a motion to table item. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
FY18 and FY19 Audit Update and	<u>Jones:</u> Last year, we had two very minor findings when it comes to the FY18 audit. One finding was employee files and they found that one person didn't provide the correct signature on their	

Signatures	<p>I9. The other finding was when the PED had control of our board of finances, we had late payments. No with the new year, we're hoping that we will not have any repeat findings. There is always a chance with payments because they come in abundance. Our current audit is almost rapping up and we will have an exit interview. We're pretty optimistic about the work that we've done. We went from having 50 findings to 16 findings to 2 findings. This is a related party questionnaire and what it is asking us to do is again disclose any relations we have with the school.</p>	
Renewal Application Presentation	<p><u>Jones:</u> I have to submit this tomorrow. I think the best thing for you to do is read Part B because you may be asked questions. I go through this very quickly and just give you an overview of each section. Each section has an explanation and evidence of progress made.</p> <p>Part B: Progress Report:</p> <ol style="list-style-type: none"> 1. Innovative & Distinctive Education Program: <ol style="list-style-type: none"> a. Teaching methods: We get into some of the things we've done in the past and some things we're currently doing including: Hattie's Visible Learning and Marzano's High Yield Instructional Strategies, GLAD, AIM4S3, and CLAVES, and Data- driven differentiated instruction. b. Measures of Student Achievement: Know your Number Campaign, Student data binders, Student data profiles, Parent Teacher Conferences, Teacher data presentation to board, Head administrator updates, and Accountability Dashboard. c. Professional Development for Teachers: GLAD, AIM4S3, CLAVES, A buddy system, grade level, and vertical collaboration, Mentorship, McGraw-Hill Curriculum, Intervention, and Teacher Exhibition. d. Learning Programs: Bilingual Education, Blended Learning, and Social and Emotional Learning: Restorative Justice, Move This World, Daily15, Full-time Social Worker & Part-time Student Success Advisor, ABQ Counseling. e. Encouraging Parental or Community Involvement: Before and after school enrichment, ESL classes for parents, Teachers involving parents in schoolwork (TIPS), Parent connections and workshops, YDI relationship, Daily 15, and ABQ Counseling. 2. Academic Performance: <ol style="list-style-type: none"> a. Department's Standards of Excellence: This just goes to show that we have improved every single year. We started at an 'F', then went to a 'D', and then went to a 'C'. We were almost at a 'B' with 69 points. In three years we went from an 'F' to a 'B'. This is just an explanation of that. b. Charter Goals: This goes to talk about the performance framework. We have met our goals in NWEA. For the last two years, we have met our goals of 75% of our kids being at grade level or growing 1.5 years. It also shows that our ELL students have made a lot of growth as well. 3. Financial Compliance: <ol style="list-style-type: none"> a. Audit Report Summary: FY 16 there were nine findings. FY17 there were 10 findings. FY18 there were two findings. b. Board of Finance: This goes on to talk about how bad we were and what we did. We revised our financial policies, Accounts Payable Spreadsheet, GC Finance Training, Financial Improvement Plan, Over \$651k of assumed embezzle fund, Timely finance Reports, and Approved FY18 and FY19 budgets. 4. Contractual, Organizational, and Governance Responsibilities: <ol style="list-style-type: none"> a. Charter Material Terms: We have never violated a material term. b. Organizational Performance Framework: During the 2018-2019 school year, four sub-categories were rated below 'Meets or Exceeds Standard.' c. Governance Responsibilities: Since 2016, we had a major turnover in board membership. We have maintained five members after reporting this number to the charter schools division during a required annual membership report in August 2017. <p>Part C- Financial Statement: This is just a financial statement of the operational budget for each year.</p> <p>Part D- Petitions of Support: This is from 65% of our families saying that they want the school to stay open.</p> <p>Part E- Facilities & Assurances: This goes into detail about the narrative behind our school of where we are and where we're located including the facilities master plan. All the assurance says that we are leasing from a non-profit.</p>	
PF Update-Monitoring Tool Presentation	<p><u>Jones:</u> We already reviewed that information.</p>	
Head Administrator Updates	<p><u>Jones:</u> We are at 382 students and we ended the year with 333 students; we are up significantly. We have a waiting list in some of the grade levels. We have a full staff and everyone is certified and properly endorsed with the exception of one teacher. We already sent a waiver in for her. We do have a visit coming up. I urge you to look at the application and get ready for the hearing in December. I think we will do fine but I do need your help for sure.</p>	

Public Comment	<u>Baca</u> : Next meeting I would like to discuss a stipend for Mr. Jones for doing all this work on the application. We did not hire anyone to come in and I think it's only fair.	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, October 28, 2019; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at <u>6:40 pm</u>	