

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: April 27, 2020

Board Members Present	Brenda Baca, Julian Munoz, Doris Cole	
Absent	Jose Garcia, Melissa Trujeque	
Others in Attendance	Chris Jones, Danielle Miranda, Kyle Hunt, Esteban Cole, Priyam Banerjee, Crystal Avalos	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:38 pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	04/27/2020	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
Approval of Minutes	03/30/2020	Brenda Baca called for a motion to approve the 03/30 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
Consent Agenda		
Approval of BARs	N/A	
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt:</u> Starting with our Revenue Report, we have been receiving everything as normal. We have a few minor revenue bars that we will be bringing in May. But overall, our Revenue Report is looking good. Moving down to our Expenditures, very much the same expenditure report, we do have a compliance in almost every function. We do have small negative here but that is mainly due to our ancillary services as we did increase our PO with CES at the start of the covid outbreak. We are utilizing all funds properly. I do have a note on Title II, you all attended the National Charter School Conference this last summer and you booked your hotel using hotels.com. PED has now told me that they will not reimburse hotels.com invoices because it is not an original statement from the hotel you were staying at. We had the Luxor write us an email to send to PED saying that they do not show those invoices on their systems because it is a third-party contract but that was still not ok. That is just a note as we push to use those funds possibly into the next year. Going down, again, positive budgets all the way through. We have fully utilized our lease assistance and our special appropriations with our security system, and our HB-33/SB-9 funds have been flowing as well. Going down to our Check Register Report, we did have a very big cash flow increase this month, please stop me if you do see any vendors you do have a question over. But overall, we did take in over \$586,000 and only dispersed \$346,000 and that is mainly just because PED is finally getting all of their RFRs and we are getting all these deposits back in. We did end the bank with over two million, most of it being with capital funds as we previously discussed, and only \$8,500 is in outstanding checks and \$2,000 of those being for a Home Depot credit account. You can see our distribution of cash and you can see that Operational does have a large amount of cash almost ½ a million but it does have to cover all of these negatives funds while we wait for the RFRs. The other \$1.5 million is resting in these two capital funds. Look over year to year, we are pretty much on track.</p>	
Approval of FY 21 Budget	<p><u>Hunt:</u> Here is our proposed budget draft so far. For SY 19-20, we are expecting to receive \$3.8 million total in revenue. Sticking with the plan, we are expecting a large amount in carryover as we had talked about when we were seeing those large growth numbers earlier in the year. We are only expecting to spend at the end \$3.416 million and that does leave us with a carryover heading into the next fiscal year. This is the same staffing plan with a few additional things I am going to point out. We did add a middle school teacher, another sped teacher, and two possible sped EAs. Other than that, most of the payroll & liability accounts are increased by 4% because the legislation was a 4% average minimum across all instructional and noninstructional staff. To be equitable, we just 4% for everyone across the board. We did have a few larger increases that I did have to input, such as a \$35,000 in textbooks and \$100,000 in supplies and materials for fine arts. These are numbers we are plugging in to match PED's budget compliance. So far, this budget has only budgeted \$3.637 million, typically we try to bring you a fully balanced budget but there are so many unknowns at this point.</p> <p><u>Jones:</u> The hardest part is not knowing of the future changes. I want to build capacity with the staff. We need a different pattern that allows for more support for our teachers. By that, that would translate to an assistant principal and maybe 1.5 assistant principals ideally and with me stepping down to a .8. I wanted to create three new teaching positions, one at the middle school level and two additional at third grade. So, we could use four of our teachers to teach ½ time and the other ½ be instructional leaders. That would be of interest to our staff and our students if we</p>	

Brenda Baca called for a motion to approve the three following items:

- FY 21 Budget
- Salary Schedules
- School Calendar

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

	<p>are going to move ahead. I think there is a lot we can do with those funds. The other thing that comes to mind is inclusion at the middle school level, to try to pilot it there and provide more support to our students. I would also like to purchase new curriculum; we need a new math and science curriculum. I would also like a community schools' position because we want to head in that direction as well. We do not know what staffing will look like because of enrollment. We do not know if our kids are going to come back; our numbers look great, but we do not know if they are going to come back. I just do not want to find ourselves in a situation where we are hurting and stretching ourselves and later on have to cut things.</p> <p><u>Hunt:</u> As you were narrating through that, I went and added the extra teachers, EAs, and the 1.5 assistant principals. I also went ahead and added the budget for textbooks. I also added the special education ancillary service accounts. I did increase all of our utilities just because if we do expand into the other buildings it will increase in cost. We did increase our maintenance for possible expansion of playgrounds. The budget is fully balanced now. Beside the budget, we do have our two salary schedules that are a part of the budget approval. These are your salary schedules from last year but given a 4% raise and the EA salary schedule, while it is much smaller, it is the same as well. When you approve this budget, it is a conditional approval with possible minor revisions but very much the totals of the salaries and budgets will all stay the same.</p> <p><u>Jones:</u> This is the proposed school calendar for next school year thank you to Ms. Miranda for creating this. She and I had reviewed the calendar, we wanted to get approval from the board and then get it sent out to the staff and our families. This calendar takes into account a 7:45am start time and 2:30pm end time. K-8 is also included, and our first PD date is July 3rd and the program runs from July 6th- August 7th. We have a couple of days of PD and then start the regular school year on August 12th. Some things will need to be added at a later time like dances and additional PD days. If you look down here it has the number of instructional days by each month. That is where we are and that is what it looks like for next school year.</p>	
Approval of Applications	<p><u>Jones:</u> The Lease Assistance Application was recently submitted by Kyle. It requires an approval and signature from Brenda and myself. There is also a Conflict of Interest form that we need for you to all sign off on.</p> <p><u>Hunt:</u> The Lease Assistance Application was very much just based on the same lease application from last year. You did not have any issues with the conflict of interests at that time. The Lease Assistance is based on student enrollment, so it is higher than it was in the previous year. We do also have the Conflict of Interest Questionnaire, which basically states that no GC member has a huge stake in this lease.</p>	<p>Brenda Baca called for a motion to approve the Lease Assistance Application.</p> <p>Julian Munoz motioned.</p> <p>Doris Cole seconded.</p> <p>-Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
Approval of One-Time Lease Payment for Allowable Facilities Improvements	<p><u>Jones:</u> We are trying to make some improvements now that contractors are working for a discounted rate. We have discounts on certain things that we should take advantage of now. We would like to get some landscaping in and maybe some turf. We would also like a soccer field and basketball courts in for the kids. Hopefully, they will be done through capital if they can and if not through operational. But that is what we are trying to get done. Diana and I have been researching prices for these things to ensure they are most advantageous for us. I will update you guys at the next meeting to let you know what we found.</p>	<p>Brenda Baca called for a motion to approve the One-Time Lease Payment for Allowable Facilities Improvements.</p> <p>Julian Munoz motioned.</p> <p>Doris Cole seconded.</p> <p>-Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
Head Administration Evaluation Process	<p><u>Baca:</u> I am going to be sending you out the evaluation for Mr. Jones. We can discuss his evaluation next month and decide on what you want to do.</p>	
Facilities Updates	<p><u>Jones:</u> Central is one of those things that we talked about for some time and we definitely need to find a good realtor and perhaps even paying for an appraisal and putting it on the market. The reason I say that is that YDI notified us that they will be getting out of Central as they have found a new facility. Now we do not have to worry about YDI when it comes to our contractual obligations and we can start moving forward with the sale or lease of that facility. The other thing to remember is once we sell that building because it is owned by the school, the proceeds would move into our operational fund and that could help to cushion our account. I think that would help us out a lot. Not only with the funds and perhaps bring a pre-k class or two to our other facility but the fact that we will not have to maintain that building and will alleviate a lot of our problems. I would propose that at the next meeting we go into closed session and discuss our plans with moving forward with the sale or lease of that building.</p> <p>At the La Morada Campus, we are looking to try to do some partial buildouts now before the lease purchase agreement. We are still working with Raza development fund. I have been working with Wells Fargo to get that \$15,000 legal payment go through a wire transfer and as soon as that happens, we can begin the process. We are also going to be moving teachers around; everyone will be moving to new classrooms. We have to accommodate pre-k coming over to our La Morada campus. I will keep you posted on anything else we find out.</p>	
Approval of Addition of New Board Member – Olivia Thomas	<p><u>Jones:</u> Actually, Olivia decided that she wasn't going to be able to join us right now. She said she was more than willing to continue helping but as far as joining as a formal member she couldn't commit right now. As of now, we do not have a vote.</p>	

Continuous Learning Plan Update	<p><u>Jones</u>: We have a lot of structures that I feel are working very well in the Continuous Learning Plan. Our students are learning from home of course. We have a combination of online learning and learning packets. Our staff has done a good job at developing packets on a weekly basis. They have been coming in at their designated times, making copies to be taken to Central. The online component seems to be going very well. We are having all of the same challenges as most people are like some parents and students not fully engaged. But overall, I would say we have about 75% of our students and families that have bought into Continuous Learning. We only have about four weeks left of instruction. I put in an order for ChromeBooks and they should be in by May. We are doing the best we can, and our staff are being rock stars. I am really afraid of the social emotional toll it has taken. But all is well when it comes to Continuous Learning.</p>	
Head Administrator Updates	<p><u>Jones</u>: We have a waiver that states all assessments have been cancelled for the entire school year. We are going to have the same data to compare like we have had in the past. I am actively pursuing candidates for some of our open teaching positions. We've already interviewed a few people, we have some prospects, but no one quite yet. I'm just trying to gear up for next year by writing these applications. We're just patiently waiting to see when we get to come back and how that will all work. On May 6th we have our Charter Renewal Negotiations. Next month, I will present to you what was negotiated and get your signatures.</p> <p><u>Baca</u>: All of the board members have completed their training.</p>	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, May 25, 2020; 5:30 pm</u>	
Adjourn	Meeting was adjourned at 6:38pm	<p>Brenda Baca asked for a motion to adjourn. 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</p>