

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: June 28, 2021

Board Members Present	Brenda Baca, Melissa Trujeque, Doris Cole, Julian Munoz	
Absent	Jose Garcia	
Others in Attendance	Kyle Hunt, Danielle Miranda, Priyam Banerjee, DJ Brigman, Dave Hill	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:30 pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of Minutes	05/24/2021	Brenda Baca called for a motion to approve the 05/24 minutes. 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 the Agenda	06/28/2021	Brenda Baca called for a motion to approve the agenda. 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
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt:</u> As you can see, we have been receiving most of our other items as expected. USDA our Food Service Program is running a little bit slower this year because we didn't have so many pickups and drop-offs. Our IDEA-B, our Title I we did receive most of those. We did complete our RFR's for Title IV and others, but we didn't actually touch Title III or Title II this year just because those are mainly for PD and ESL and because of the shutdowns we weren't actually able to complete too many of our goals with those. Going down, we have received all of our PSCOC lease assistance which is good because that was a part of our LPA. Going down to our expenditure report, please feel free to stop me with any questions or concerns. We've had a lot of zero budgets for these instructional salaries expense most of these top ones right here are for the K-5 plus program, so we didn't actually have expenditures for those; next month you will be seeing quite a few more expenditures in here. But overall, we've kept to the budget for the most part; we don't have very many negatives and the few negatives that we do have we are going to be addressing with BARs. The biggest attention right here is the custodial staff it shows a very negative; it shows we have \$47,000 encumbrances but really, it's because these are hourly positions. The way the system works is it takes basically the total possible hours that custodial staff could work when we open the job, and it encumbers that but really their hours are much less because we have 1 ½ part-time custodians with all their FTEs added up. So, we only have \$20,000 of actual expenditures through the year. So those will actually be relieved before June 30th that we won't actually have to deal with those negatives there. Going down to our other funds, we did have a little bit remaining in Title I of \$13,000 but that was mainly because we didn't run our afterschool program this year; so, we didn't get full encumbrances from that. Our IDEA-B just because we do have to make sure that our operational maintenance of effort continues, we can't allocate too much more than our 1 special education teacher that we carry in this fund. As mentioned before Title III and Title II didn't get actual too much uses this year just because of the shutdowns, we weren't able to do PD and other items. We did expend all of our CARES Act almost, with \$200 remaining. We have a GO Bonds, I believe we have 1 PO open for an amount that's expiring this year so, if we do get that invoice before we can have that paid and get those moneys in. Our Pre-K, we've almost fully used; our awards have always been slightly bigger than what we've had just because it does have to be for only those Pre-K classes, and we have the 2 teachers and 2 EA's and that is enough to fund that. Our lease assistance, I did say we did already fully utilize and did receive all of the reimbursements for that. For our HB-33 and SB-9, we do have quite a few negatives just because we did get the LPA approved a lot quicker. We did have to start with a lot of actual projects we began with: HVAC, the new gym building, all of those. We do have BARs that I will be presenting after this report that will be addressing those negatives. Going down, we do have our Bank Account Register Report, this everything that entered or left your bank account over the month. Please feel free to stop me if you do have any questions or concerns. Overall, it's very routine business. You might see like 1 or 2 individual payments such as Mrs. Bojorquez and she just had a fingerprint reimbursement because we do pay for those. In our bank account, we did begin the month with almost \$3.3 million and because we've had such good cash flow, we did take in \$540,000 and only dispersed almost \$400,000. We did end with a bank balance of \$3.4 million; I do expect it to continue going up in June and July as well. We have the Outstanding Checks of \$23,000. One item that is kind of odd to notice, we do have this water bill payment that's been outstanding since November; this check I'm probably</p>	

	actually going to void before the fiscal year ends since our accounts are UpToDate at this point. Going down to our Balance Sheet, this shows how the \$3.4 million is divided up. As you can tell, a big portion of it is in our operational fund \$1.7 million; so that coincides how we built our FY22 budget of \$1.2 million of carryover. And the majority of our other funds being HB-33 and SB-9 funds. Are there any questions for me?	
Approval of BARs	<p><u>Hunt:</u> You do not actually have to take motion on these BARs; these are all maintenance BARs that we did using your final BAR authorization from the last meeting. So, this doesn't have to be an action item.</p> <p>BARs for consideration:</p> <ul style="list-style-type: none"> • #0038-M • #0039-M • #0040-M • #0041-M • #0042-M • #0043-M • #0044-M • #0045-M • #0046-M <ol style="list-style-type: none"> 1. Justification: \$0- To adjust budget to match expenditures through the year. 2. Justification: \$0- To adjust budget to align with current year expenditures. 3. Justification: \$0- To adjust budget to match increased benefits from food service employees. 4. Justification: \$0- To adjust budget to match increased benefit expenditures. 5. Justification: \$0- To match budget to expenditures within program. 6. Justification: \$0- To match budget to expenditures. 7. Justification: \$0- To match budget to current expenditures. 8. Justification: \$0- To adjust budget to match current expenditures. 9. Justification: \$0- To adjust budget to match current expenditures. 	
Approval of Funding Applications- IDEA-B	<p><u>Hunt:</u> We did complete our IDEA-B application. Our IDEA-B Budget for next year will be set at \$85,063. We are applying this to our same special education teacher for instruction as we have in the past. This instructor just services IEPs and there's really not more to it than that but it is an application with federal funds, so you have to make a formal motion.</p>	<p>Brenda Baca called for a motion to approve the Funding Application- IDEA-B. 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>
Closed Session	<p><u>Baca:</u> I invite DJ Brigman and Dave Hill to the closed session. I would like for Miranda to sit in on this, Priyam, and Kyle to sit in also; Mr. Jones had asked me to ask them to sit in also.</p> <p>Time: 6:03pm</p>	<p>Brenda Baca called for a motion for ABA's Board of Education to Convene in Executive Session Pursuant to the Open Meetings Act: NMSA 1978 § 10-15-1 (H)(8) for the Purpose of Discussing the Sale or Lease of Property; NMSA 1978 § 10-15-1 (H)(2) for the Purpose of Discussing Confidential Personnel Matter Re: Head Administrator Selection and Contract. 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>
Reconvene to Open Session	<p><u>Munoz:</u> Roll Call- states that all members agree that the matters discussed in the Executive Session were only limited to those specified in the agenda.</p>	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)	<p><u>Baca:</u> Two action items from closed session:</p> <ol style="list-style-type: none"> 1. We're going to table to review the documents. 2. We're going to make an offer to Chris Jones. 	
Head Administrator Updates	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Wednesday, June 30, 2021; 5:30 pm</u>	<p>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</p>
Adjourn	Meeting was adjourned at <u>6:32pm</u>	