

**Albuquerque Bilingual Academy**  
**ABA GC Special Meeting Minutes for Virtual Meeting**  
**Date: December 13, 2021**

<b>Board Members Present</b>	Julian Munoz, Doris Cole, Brenda Baca	
<b>Absent</b>	Melissa Trujeque, Jose Garcia	
<b>Others in Attendance</b>	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee	
<b>QUORUM</b>	<u>  X  </u> YES <u>      </u> NO	
<b>Meeting called to order</b>	Julian Munoz called the meeting to order at <u>5:30 pm</u> & Roll Call by Julian Munoz	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of Minutes</b>	11/28/2021	Julian Munoz called for a motion to approve the 11/28 minutes. Brenda Baca motioned Julian Munoz seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Approval of the Agenda</b>	12/13/2021	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned Julian Munoz seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
<b>Budget Report Updates</b>	<p><u>Hunt</u>: Starting with our Revenue Reports, please stop me anytime if you do have any questions on any specific line or item. Going through our revenues, we do have a lot of BARs we do have to enter in for the 4500, the increased rentals, those higher e-rate, so we'll be fixing all of these, all of these received revenues with BARs tonight. But other than that, we have been receiving everything as pretty much normal. We did receive our first Pre-K RFR; the federal RFR's I believe they're going to be reflected this month. We're still waiting on big distributions from HB-33 and SB-9; that should be December and January are our two biggest distributions. Going down to the Accounting Expenditure Report, don't have any too many changes from last month over; we're still waiting on our K-5 Plus program to be approved. At which point we'll be moving a lot of these expenditures out, roughly \$40,000 which will free up more operational money which is always good. But as you can see as we go down, we do have compliance in almost every line and we definitely have compliance in every function which is what statute requires. A few minor items that can be cleaned up but some of those will be addressed with BARs tonight and or they'll be addressed when we get that BARs we did last month approved by PED. Overall, our operational fund is at \$1.3 million available and we're running right at pretty much even. We were running a slight surplus before but after some POs and stuff like that we're pretty much right over the carryover amount; we are dipping into our funds but we're not generating extra carryover at this point. But we have a lot going on. Going down through student transportation, food services, our federal programs, we are using most of the programs to as much as their capabilities as possible. IDEA-B has certain restrictions that we have to make sure that we're spending a certain amount of money out of operational before we can actually put money into IDEA-B that is called maintenance of effort. Community schools, we're going to be starting to use the other parts of the grant hopefully in the spring as we form those committees. Then we have our Title IV which is pretty much all the way used and then our ESSER II and our ESSER III which have a lot of money in them but we have plans and we actually have multiple years to spend those grants so those will be coming out throughout the next 2-3 years. Going down, a few other of the blank funds for libraries and instructional materials that were used by at the beginning of the year and our new family income index which some recent staffing changes we had recently, that'll start being used as well. As we finalized our interventionist position, one of our interventionist position should I say, two is budgeted. Then we have our HB-33 and SB-9 which are majority of our capital funds. Overall though we are still keeping a lot of money in the bank; we're still on track for all the big projects that we have coming up this year or next year with the buildout and the field and everything like that. Going down to the Bank Account Register Activity Report, this is anything that left or entered our bank account through the month, stop me if you do have questions on any item. Suh as, you might see Mr. Bryant or Mrs. Banerjee on this, we didn't pay them anything separate it was actually a reimbursement for all their PD that they actually recently attended. Going to our Bank Account Reconciliation, we started with \$2.86 million in the bank and we did have slightly negative cash flow and we ended with \$2.846 million. However, very little outstanding checks and we're still waiting on RFRs like I previously mentioned in the revenue report; so we should be back up to that \$3 million in no time. Outstanding Check Report, this details those \$4,000 of outstanding checks. Reimbursements to parents and a refund we're actually hoping to process for an app that we tried and did not help the school. Our Balance Sheet, this details how that \$2.84 million is laid out. Mainly in operational, some in food services, those have to carry the negative federal funds and the state funds. And then we have our HB-33 and SB-9 which are 31600 and 31701 respectively. Going down to our Dashboard Report, which is the</p>	

	<p>year over year comparison, as previously mentioned we are doing a lot more instructional heavy spending this year but without the lease being carried we do have less support services so there's a big difference in that. Then some minor differences in the amount of federal programs that we have compared to what we did last year. Our state initiatives, this is really just Pre-K, we have one less staff member that previous years. Then we have all of our actual capital expenditures from this year, the lease, and all the upgrades to the facilities, items like that.</p>	
<b>Approval of BARs</b>	<p><u>Hunt:</u> BARs for consideration:</p> <ol style="list-style-type: none"> <li>1. #0014-I</li> <li>2. #0015-I</li> <li>3. #0016-I</li> <li>4. #0017-I</li> </ol> <ol style="list-style-type: none"> <li>1. Justification: \$4,520- To increase operational budget to match Fees received.</li> <li>2. Justification: \$25,000- To increase budget to match rent money received from lease of auxiliary campus.</li> <li>3. Justification: \$797- To increase budget due to operational donations received.</li> <li>4. Justification: \$30,618- To increase budget to match increased E-rate award received.</li> </ol>	<p>Julian Munoz called for a motion to approve BARs #0014-I, #0015-I, #0016-I, &amp; #0017-I. Brenda Baca motioned Julian Munoz seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
<b>Special Issues</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Staffing Update</b>	<p><u>Jones:</u> Mr. Hunt just filled you guys in on some developments at the school level which is we did hire an interventionist that was Ms. Priyam; she applied for the reading interventionist position. We had interviewed her last week I believe, beginning of the week on Monday, offered her the position based on her interview and of course her qualifications and she did accept. With that in mind, Ms. Priyam will be leaving the classroom and entering this brand new intervention position and we're excited about the change that's to come. We have our previous auto-substitute who will be stepping into the 3<sup>rd</sup> grade role at least for this school year and then we'll have to reevaluate that situation to see based on you know performance and the dynamic between her and her partner. So that's what's going on so far with staffing. We're also looking at interviewing a special education teacher; next year we will have Mrs. Barnwell transition into a community schools position granted that we do receive the second half of the grant which is the implementation grant. Right now, we have a planning grant and we received \$50,000 but the next grant allocation that we receive is much larger and it does require a fulltime community schools coordination. She's been leading that work and we're hopeful that she can transition but we will need someone to fill her role. Not only that but we been looking to kind of boost our special education program by trying to implement an inclusion model where the special education services happen in the classroom as opposed to the pull-out system. I am going to interview a person from APS who's interested in coming. The other thing that we have is we have an applicant who's interested in a specials position as a PE teacher; so, we're kind of fooling around with a schedule to figuring out what's going to work. The admin team is working on that but in terms of staffing updates, those are the major ones.</p>	
<b>Test to Stay Update</b>	<p><u>Jones:</u> Kyle can help me with this one as well; Mr. Hunt has been very helpful in working with these groups to try to get this program going. I think in the last meeting, I presented to you guys the Test to Stay requirement that the PED has set forth. So what that is: is anyone who is a close contact can actual test on day 1 after being exposed and if they're negative they get to stay; on day 3, if they're negative they get to stay; on day 5, if they're negative then they do not need to complete their 10 day mandatory quarantine. Whether that changes or not, I'm not sure. Obviously we have a new variant, but we wrote a grant, a very small grant, it was an easy application and we received the same award that all other schools did. So PMG is the testing provider and they're going to be the group to be onsite testing people. Kyle also identified another group who can come in and test on a different day. So we will have these two groups. The second one, Kyle can speak to you guys about if you're interested in finding out their name and so forth. But two groups on to separate days, coming in the morning to do surveillance testing and not only that but to assist with the Test to Stay program so that we're in compliance and we have less students having to quarantine that are unvaccinated. So if you guys have any questions, I'd be happy to answer.</p> <p><u>Munoz:</u> How much is this going to cost us?</p> <p><u>Jones:</u> So the grant we received is for \$70,000. Now initially what that meant for us is that we were going to have this group on campus 3 days/week and so what we quickly found out, what the state found out, is there are a lot more expenses than that and they don't have the staffing available to provide someone 3 day per week even if it's for half days. So what they told me is that they can come out for 1 day and during our upcoming meeting, they can train our staff to do the testing if we wanted to do it on our own. But with that, comes additional certifications and a waiver and it's a big process and we really don't have the staff to dedicate. So \$70,000, to answer your question is what we will expend, the state will, based on that grant and we haven't received any sort of an award letter. I believe that the state is going to go ahead and just pay it directly but I will inquire.</p> <p><u>Hunt:</u> And the second group offered as well; they have their own federal grant which they applied for. I believe it's mandatory that they have to offer the services and they're trying to make X amount of hours for themselves to qualify for their grant so that's not going to cost us anything from the second group.</p>	

<b>SY 22-23 Calendar Update</b>	<b>Jones:</b> Obviously we did approve a draft calendar and the draft calendar was reviewed and approved by the board in our previous meeting. Through some communication with PED what we did learn is because we're a part of the K-Plus ELTP pilot, we were one of two charter schools across the state to be awarded the pilot. However with that in mind we actually have a second year commitment and next year will be our second year. What we foresee happening is our calendar mirroring what we have currently. So we will most likely have the same daily schedule and then we will also have days added to the end of the school year. We're going to survey the staff to see if the 10 additional days should be added to the beginning, or placed at the end, or perhaps they can be split. We'll get back to you with another calendar that we'll ask you to again review and potentially approve. We're going to go ahead and start collecting that stakeholder input so that we can put together a new draft for your final approval.	
<b>Black Education Act Update</b>	<b>Jones:</b> The Black Education Act was passed in the last legislative session and so what that did is it made it a requirement for schools to take action on certain things. I'll just in summary let you know what the big ticket items are. There are 3 things that we are required to do with the Black Education Act. The first is training for staff- racial sensitivity training- teaching staff not only to be sensitive to one another but to also identify those cases when it comes to student to student behavior that could potentially be racially charged. We had to adapt our policies and revise those; so there is language within our employee handbook and it's the same template that we adopted from Patty Matthews in Santa Fe of course, our attorney. What it speaks to is how employees treat one another and what are the possible consequences of course of any sort of racially charged comments or behaviors toward a colleague. With students, it's basically the same thing, it's prohibiting that type of language and behavior. It also gets into more detail about consequences that follow so, those are the 3 major things. There was supposed to be a state hotline where anyone could report kind of like the COVID portal where you report anonymously, I don't think that one has quite taken off but I'm still researching it. Final update on this is I did submit it to the Deputy Secretary and they did approve our policies and approved our training plan and we hope to begin training very soon.	
<b>McKinney Vento Act Update</b>	<b>Jones:</b> The PED did pay for, they purchased online modules for teachers because there is a required training. The required training is for staff in identifying homelessness and students dealing with it. What are those processes like? How do you identify? What are your action steps that you take to support students who are homeless? We purchased the modules and so we have a training package and we're preparing to launch that as well. The state purchased it for us and all we had to do is go through implementation training. That is coming up soon too.	
<b>Head Administrator Report</b>	<b>Jones:</b> The only thing I have to share with you is that we just finished assessments and based on our preliminary analysis of assessments things are looking really good in the area of reading. There are still some classes that I believe are finishing up but we have some really big gains that were made and its surprising results. Middle of year really doesn't necessarily dictate end of year. In my experience, I've seen how students will increase scores at MOY and then decrease again at the EOY whether that be from the rigor of the assessment increasing or students just kind of not being mentally focused after attending school for so many months. Anyhow, we were very pleased by what we saw in the area of reading across the board with the exception of middle school. Middle school is a tough age, adolescent learning is a lot different, and they have really taken the pandemic a little bit harder in my opinion than others. There's a lot that they've had to deal with and going through adolescents is already a hard time. I'm very grateful for all of the work that the middle school teachers do; it's a hard job. I think we will see the growth that we're looking for; they are working as hard as they can in my opinion. But we're going to address some of the things that we are seeing; mathematics doesn't look as good but we have really strong teachers and I believe something happened when it comes to online learning and becoming more proficient readers. Maybe a lot of students perhaps changed their learning styles and becoming read only because they're having to interpret a lot of text online. I can't really tell you what it was but of course learning online and taking an online assessment that kind of goes hand in hand but very pleased about assessments so far; Mr. Cole has done a good job with that. We have break starting on Monday; all of the teachers are ready for break that's for sure. We have our winter holiday performances coming up this week. We're doing a Know Your Number Celebration; if you guys remember, Know Your Number is an initiative that actually Mr. Cole and I were sitting in a training and we thought of this idea of having students kind of hold themselves accountable by goal-setting and monitoring their own progress towards meeting those goals. Between the two of us and of course Ms. Miranda, who has always been a big part of anything we do, we kind of created this whole system and it's worked well. So we're having a celebration to kickoff to get the kids excited about their goals. We have a lot of cool visuals that are posted in the cafeteria but other than that, that is it for my updates.	
<b>Public Comment</b>		
<b>Announcement of Next GC Meeting</b>	Next GC meeting: <b><u>Monday, January 31, 2022; 5:30 pm</u></b>	Julian Munoz asked for a motion to adjourn.
<b>Adjourn</b>	Meeting was adjourned at 5:59pm	Brenda Baca motioned Julian Munoz seconded Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

