

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: December 31, 2020

Board Members Present	Brenda Baca, Melissa Trujeque, Julian Munoz	
Absent	Doris Cole, 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>5:32 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	12/31/2020	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 3-0; 0 opposed; 0 abstained
Approval of Minutes	11/30/2020	Brenda Baca called for a motion to approve the 11/30 minutes. Julian Munoz motioned. Melissa Trujeque 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: <ol style="list-style-type: none"> 1. #0015-I 2. #0016-I 3. #0018-D 4. #0019-D 5. #0020-I 6. #0021-IB <ol style="list-style-type: none"> 1. Justification: \$84,613- To increase budget to match cash carryover from fy20 draft audit financials. 2. Justification: \$6,251- To increase budget for cash carryover to match FY20 draft audit financials. 3. Justification: (\$20,966)- To match cash carryover budget to amount shown in fy20 draft audit financials. 4. Justification: (\$46,810)- To match cash carryover budget to amount shown in FY20 Draft audit financials. 5. Justification: \$3,020- To match cash carryover budget to FY20 draft audit financials. 6. Justification: \$17,767- To create a budget using cash carryover shown in fy20 draft audit financials. 	Brenda Baca called for a motion to approve BARs 0015-I, 0016-I, 0018-D, 0019-D, 0020-I, 0021-IB. Julian Munoz motioned. Melissa Trujeque 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>: We have the Revenue Report, we will be doing BARs to do these few revenue line items. We will have to increase our budget and it will be a singular BAR for each. We do expect to receive a few more contributions and prior year refunds and we do still have the contract with the rentals with YDI. So, we are expecting to receive a few more, so I haven't actually put in those BARs; we're going to be waiting a few more months just to get some final numbers before we finish those budgets. We should be receiving movement on our federal funds; I've been seeing others get reimbursed so hopefully ours our next in line. Going through our Operational Budget, we do still have a large amount of available funds, it shows over \$800,000 positive and really, we have been sticking to pretty much the entire plan. We did do some changes around with paying for more of our software out of Title I because we didn't have the aftercare programs that we've done before, so that helped us a little bit. But overall, we just had such an increase from the two new programs and new students everything like that. Our program with COVID is much smaller; we didn't have to increase it as much and our funding just got higher. We do have a few minor negatives; this one is going to be corrected with that BAR I showed you earlier. We do have one large negative in function 2600 and that is because a big portion of this lease is still sitting here. So now that we have the LPA approved, this is going to be moved into our Lease assistance fund award which is \$154,000; this will actually correct itself too as soon as we get that proper budget authority, and we move on that BAR for PSCOC lease adjustment. Going down, a few others, we did actually start paying our transportation contractors; they did revise our contract and there is a PO here. It just wasn't showing because all that happened on December 1st after we got the adjusted contract and new invoices. Going down, again I did mention the food service fund we did have a decrease of \$46,000 but that budget is just so big because you guys have had years and years of cash carryover kind of building up, so it's not something you guys need to worry about.</p>	

	<p>This is the Medicaid fund that we just established a budget for so, once we have that approved by PED, we will be moving in items there. Other than that, pretty much same activity as usual throughout all the funds; nothing really stood out to me. This is our Bank Account Register Report, this is everything that has entered or left your bank account within this last month of November. You guys did have slightly negative cash flow I believe, at negative \$375,150 being deposited with \$385,076 being dispersed. Once we actually start seeing the PSCOC lease assistance coming in and the other federal funds, we should actually have positive cash flow for pretty much the remainder of the year along with an increased SEG. Going down to our Bank Reconciliation, we started the month with \$2.6 million and ended with \$2.6 million. These are the actual checks that were cashed as opposed to the report above; there was only \$375,000 actually leaving our bank and \$32,000 of outstanding checks. So really \$2.57 is what we ended the month with. Going down to our outstanding check report, this Fiber Platform is now voided, and these Home Depot checks will soon be voided as well as we will have to reissue them to continue remaining the gift cards that we buy with them. Other than that, not too many big items on there. Going down, this is our Balance Sheet- this actually details how the \$2.6 million is disbursed. We have \$900,000 sitting in Operational, it is like I said we've just increased our funding. We're now doing K-5 plus program, we're stacked with the extended learning time because they were requirements this year since we have a shorter calendar year than last year. That alone with positive trends in our student growth in the last two years, our operational fund is just sitting in a really a positive spot right now. Going down, food service again a huge cash balance, some minor negatives in the federal funds but we should be seeing reimbursement on those hopefully by January, and our HB-33 and SB-9 which carry almost \$1.7 million in between the two. Going down to the actual Dashboard, pretty much all the expenditures have been the same. You can see that some of these have kind of leveled out; for a while in the previous reports, these were shown to be a little bit higher just because we had a lot of summer programs going than we did this year and now some of our spending is actually caught up. Some big differences within the federal programs though just between the amount of federal programs that we have available and what we actually dispersed so far this year with buying software and items from Title I as opposed to payroll and other items that would take the entire year. Are there any questions or concerns over these reports that I could answer?</p>	
<p>Facilities Update</p>	<p><u>Jones</u>: I wanted to give you a quick update on some of the work that's been done over the break. We actually had some artificial turf installed in the field where kids play the most; it's the soccer field that they use. So, we've had that installed and we got a little bit installed in coach's area. A small project but it is something that the kids will find meaningful when they return. The other thing that I wanted to update everyone on is the fact that I did meet with Brycon Construction and they're going to give me some estimates on work to be done. So, we're hoping to build out a little bit and use some of our capital outlay. I still need to get with Kyle about a lobbyist for the upcoming session. But ideally what we would like to do is build out one of the spaces, most likely where we have the school bus at this point in time, including the landscaping in the courtyard. So, that information will be coming soon and as soon as I get that I will share it and of course invite members of the board to participate in meetings.</p>	
<p>Head Administrator Updates</p>	<p>Head Administrator Updates –staffing, enrollment, other <u>Jones</u>: I just wanted to give you guys a couple quick updates. First of all, enrollment: we're about 380 students right now, so that is good. We also right are ok staffing wise; we did hire a fulltime art teacher, so that is an addition to our staff. Otherwise, we did submit the second report to the state so we're looking good in that respect. And really otherwise there isn't a whole lot of updates of course we know about re-entry and we will definitely do our best to re-enter as soon as we can, as soon as it is safe. Not a whole lot of other updates.</p>	
<p>Public Comment</p>	<p>N/A</p>	
<p>Announcement of Next GC Meeting</p> <p>Adjourn</p>	<p>Next GC meeting: <u>Monday, January 25, 2021; 5:30 pm</u></p> <p>Meeting was adjourned at 5:55 pm</p>	<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 3-0; 0 opposed; 0 abstained</p>