

**Albuquerque Collegiate Charter School  
Governing Board Meeting Minutes  
December 2nd, 2017**

Member	Present	Not Present
Scott Hughes	x	
Tomas Garcia	x	
Vacant		
Joshua Gallegos	x	
Cindy Al-Aghbary		X - excused
Beverly Cruz	x	
Brandon Meyers	x	
Rosa Pynes	x	

**Also Present:**

Katie Rarick  
Julie Crespy  
Jade Rivera

**I. Call to Order-** The meeting was called to order at [9:05]. It was determined there was a quorum.

- a. **Roll Call-** Introductions made
- b. **Approval of Agenda-** A motion was made by [Brandon Meyers] and seconded by [Rosa Pynes] to approve the agenda. The motion [Passed]
- c. **Approval of October 28<sup>th</sup> Meeting Minutes\*** - A motion was made by [Beverly Cruz] and seconded by [Tomas Garcia] to approve the agenda. The motion [Passed]

**II. Public Input**

Katie Rarick – EdTec contracts review with board and discuss transition from board to EdTec as she serves in new role

Julie Crespy – possibly interested in vacant board seat ACC

Scott – known for 30 years, impeccable character with strong ties to NM and ABQ especially in education – Jade would love to meet with governance committee and Julie prior to Jan meeting for official vote as new member

**III. Nomination and approval of Treasurer-**

The nominations for the position of Treasurer include [Beverly Cruz].

· Motion moves 6-0

**IV. Finance Committee Report**

- a. **Discussion and Approval of Internal Control Procedures Manual Overview\***  
[Attachment 1-Key Points]  
[Attachment 2- Internal Control Procedures]  
Discussion with Treasurer:  
Review Key points document – Checking account currently not established\*  
Be mindful of lobbying and how/if/when we choose to engage in those activities under IRS guidelines – Scott: does possibility of use of Credit Union is valid as “banking institution” page 3 – F – item 4 – reference to Indiana Statement [**will be updated to New Mexico\***] – does day need to specified for “weekly” deposit – state rule requires that deposits are made daily [update weekly – section 2 letter 4 item “deposits of receipts” – credit will not be assigned to school, but to either the director of ops or principal is we choose to get one – section 4 - D, recommendation that we add a reference to compliance with [**state procurement code**] – should time limitation be added to use instead of “as soon as possible” – [**more research needed**]  
**Board move/motion to table Brandon Meyers, second Rosa Pynes - vote for internal controls until Jan meeting**
- b. **Discussion and Approval of EdTec Contracts\***  
[Attachment 3- Master Services Agreement]  
[Attachment 4- Pre-Launch Scope of Work]  
[Attachment 5- Yr1/Yr2 Scope of Work]  
Arbitration clause attachment 3, master services item 12 discussion  
**Motion to vote: Rosa Pynes – Second: Joshua Gallegos - passed 6-0**

## V. **Governance Committee Report**

- a. **Board Policy Manual discussion** – policies individually approved/amended/updated and then changes made to the hard copy at school building when needed – we as a board will be in charge of those changes – physical print of the document will not be decided by the board

## VI. **Academic achievement committee report**

Rosa: review of attachment 7 – goal #1

## VII. **Founder Report**

Hired office manager – full time work with student recruitment through April as well as creating additional relationships with families to maintain interest – APS has provided parent contact information for all APS kindergartners – clarification that lottery will be held at the end of April – application close on April 15<sup>th</sup> for enrollment – please add events as you become aware – do not burden yourself with using too much time to create events – plans for a lot of tabling and anytime we can be there will be super helpful – high numbers are likely to start filing in march/april – 180 means that we have 90 applicants per grade will waitlist

SIS provided rec will maybe be school runner – but conversations are still happening – first year cost 34,000 – 10,000 – 12,000 in following years – original budget cost (15,000 – 20000 CSP funds will assist with these costs

Licensure update – Jade will be licensed, is currently teaching at Mission Achievement – will be using some same curriculum components – observations and teacher coaching through the rest of the school year so that she can be licensed by July for official contract - applicant pool will not be considered for director of DCI position – still must have admin license – may not require in future years – may be part time prior to start of term as they are likely working as current principal or teacher –

facilities update: Dove properties submit letter of intent for building on 4<sup>th</sup> street – owner backed out as other clients did not want a school in their building – looking at land for lease of purchase as well as modular for lease or purchase, charter school development org have worked with BES

schools with this type of plan long term – land on 5th and 6<sup>th</sup> next to wells park community center, but pricey –  
waiting for finalized CSP application from the state – requesting \$800,000 – will submit grant request in Jan – it is competitive but if approved we can offer higher teacher salary and transportation – Jade plans to attend NJ curriculum conference in early spring – DCI hires to happen in next couple of month

**VIII. New Business: governance coordinate with Cindy to have intro**

Abq collegiate holiday cards to people who supported or want to support ACCS

**IX. Old business: meetings may move to Hispano Chamber**

**X. Adjournment: motion by Brandon second by Rosa, meeting adjournment at 10:52 am**