



**1.6.18 MINUTES**

Albuquerque Collegiate Charter School Governing Board Meeting  
Saturday, January 6, 2018 9:00 - 10:30 AM  
Modrall Sperling Law Offices (500 4th St NW, Albuquerque, NM 87102)

- I. Call to Order
  - a. Roll Call: ALL PRESENT
  - b. Approval of Agenda: Motion made by: Rosa, second by: Brandon
  - c. Approval of December 2nd, 2017 Meeting Minutes: Motion made by: Beverly, second by: Brandon
  
- II. Public Input: No public present
  
- III. Academic Achievement Committee Report
  - a. Discussion Student Enrollment Update:

Rosa defers to Jade for update regarding enrollment – good push, more attention coming thanks to article in journal – Adam has helped make a large impact – challenges moving forward – 15 application so far, 80-85% are for kindergarten – plan to send out direct mailer info to 1<sup>st</sup> grade student from 87102 4 5 7 – provided by APS 9 (5000 student outreached to ) – outreach to community organizations have not been well received due to misguided information – we are not private – there is not tuition, may opt to visit face to face in order to provide people a must trusted relationship and source of information – Cindy (promote/educate – what is a charter, FAQs) Josh: part of marketing materials ??? – Jade plan is for Adam to take on more duties as he becomes trained – Board will move to take on more – REMINDER: when possible attend events/add events – also provide Adam with contacts/introduction email for better relationship fostering
  
- III. Finance Committee Report
  - a. Discussion and Approval of Internal Control Procedures Manual Overview

Last meeting documents were proposed – changes have been made

    - How deposits will be made – weekly was updated to daily
    - State law updated from Indiana – to NM (old draft)
    - Section 3 – purchasing discussion included makes sure policies and procedures are aligned with NM procurement act / code
    - Update to title – now update to executive director and director of curriculum and instruction

Cindy will update finance info and add page numbers – question (change specific vendor info to general umbrella terms ) – NOTE: authorized signatory – includes executive director of school , Board Treasurer and Board Chair can sign financial documents

Vote to approve Internal Control Procedures- motion made by: Rosa, second by: Tomas – approved

#### IV. Governance Committee Report

##### a. Discussion of Board Policy Manual V2

Approved/alignment to state statute – track what regulation our policy relates to – will help monitor when things are updated with the state – ACCS attorney will review revised document to ensure all policies are followed and listed – plan to add page numbers to board policy annual

##### b. Status on Vacant Board Seat

State CPA list has been online polices that org needs to be 501C3 – will be available through first week of Feb

Chamber has partnership with SCORE – info can be passed along

PED request for board member extension sent so that we can vote at Feb meeting – refer potentials to Scott/Cindy for vetting – send to ASM community list serve – need finance experience/ be school mission aligned – vetting process will include score sheet for applicants

#### V. Founder Report

##### a. Facilities Update

Realtor and Jade visited APS available portable building to be leased free of charge – we would pay for transport – set-up/hook-up , Wells park land has told us they have a developer looking at the land next week for the selling price – we would lease with the option/intention to buy at an appraised rate (seller ?) and will have MOU from APS at next meeting for use of portable buildings , if land is not available, our realtor is looking at other open areas (tierra adentro charter may not work as space is limited. ATTC (academy of trades and tech) may close but until May (fall back option)

##### b. Attorney Contract:

Flat rate for attorney vs hourly – currently pro-bono until opened – will move to sign at Feb meeting for voting

##### c. Charter School Program Grant Application

800,000 in funding – funding available for 2 schools - 3 schools will be applying, including Altura Vista – unclear on guidelines of what funding can be put towards

##### d. Discussion: Vista College Prep

wants to expand to NM with new federal funding and wants to move to ABQ and/or SF – interested in looking at possible collaboration ( potential to become umbrella network of school) in likeness of “the uncommon schools network”

- e. Founder will have limited access to contact as she will be out of state in intensive training starting Monday 8<sup>th</sup> to 22<sup>nd</sup>
- f. Banking account : NM Bank and Trust

VI. New Business

- a. Contact Scott via cell phone for info regarding new Board member vetting

VII. Old Business

- a. NONE

VIII. Adjourn

Move to adjourn- motion made by: Tomas, second by: Brandon

Adjournment\* 10:00 am