



ALBUQUERQUE COLLEGIATE CHARTER SCHOOL

APPROVED MINUTES

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

- I. Call to Order
 - A. Roll Call
 1. Joshua – Absent (excused)
 2. Beverly – Absent (excused)
 3. All other board members present
 - B. Approval of Agenda*
 1. Motion: Cindy; Second: Rosa
 - C. Approval of January 6, 2018, 2018 Meeting Minutes*
 1. Motion: Brandon; Second: Cindy
- II. Public Input (10 minute time limit) – Abby Lewis InAccord attorney
- III. Action Item
 - A. Approval of new board member Matt Callahan
 1. Motion: Tomas; Second: Rosa
 2. Approved
 - B. Approval of Attorney Contract (InAccord, P.C.)
 1. Motion: Brandon; Second: Tomas
 2. Approved
 - C. Open Meetings Act Resolution
 1. Motion: Cindy; Second; Brandon
 2. Approved
- IV. Discussion Items
 - A. Academic Achievement Committee Report – Student Enrollment Planning
 1. Rosa reports on meeting earlier this month, where Adam reported that we had 19 applications at that time. A current challenge to obtaining applications is the lack of an established facility in a specific location. Discussed how to message the pitch to families and emphasize that submitting an application is not a commitment to attend. Adam is creating a list of events to promote the school; board members encouraged to

review list and commit to attending some of the events to help Adam. Jade reports that as of 2/9/18 we have 26 applicants. Adam is ramping up targeted advertisements and making a push through social media. Family information session will be at the end of February (2/28 from 6-7pm at Los Duranes Community Center). Jade also reports that we sent a mailer to about 800 students who are current Kindergarteners in targeted neighborhoods. The goal is to attract more applications for 1st graders. Also sent mailers to 1,400 students in targeted zip codes who are in pre-K programs. Saw a jump in first grade applications after first mailer, and encouraged about results. We have a report due to PED in March regarding updates on adoption of policies and enrollment targets.

V. Information Items

A. Governance Committee Report – Update on Governance Board Policy

1. Manual Cindy prepared and it is now ready to be uploaded into the board member access document. Jade has been working on internal procedures documents that we need to have for our March report to the PED. Lottery and enrollment procedure; tobacco use policy; etc. As they are ready, Jade will submit them to PED and they may give us feedback on our report.
2. Completion of Affidavits of Governing Board Members (required with change in board membership)
3. Completion of Statement of Governing Body to Consult with PED

B. Finance Committee Report – Update on NM Bank & Trust Account

1. Jade reports that we are getting the accounts established. Needs to obtain signature from Beverly. Will look into having our funds transferred from Excellent Schools NM to our newly established accounts. Also working with EdTech to make sure once our bank accounts are set up, we set up accounting systems as necessary. Will be applying for a business credit card. Jade will be the only person authorized to use the card at the school level.

C. Founder Report

1. Facilities Update – No update on land (close to Wells Park) option. It is still available. Connie reports we should have an update soon. Jade visited a building on Tijeras and 10th Street, which is a potential option. Waiting to obtain the building plans from the architect to see if the building can accommodate classrooms. This building might be able to work for us. Most promising option is the Academy of Trades and Technology building (at Broadway and Gibson). Jade toured the facility and it could work for us. The current owners are looking to assign their mortgage to another school (\$400,000 to \$500,000 left). We could potentially own the property at the end of the lease purchase term.

2. Charter School Program Grant Application – Was supposed to be made available December 15, but to date it has not been made available by PED yet. Jade will do the behavioral interview portion of the application next week.
3. Update on Partnership with Vista College Prep – Jade has been speaking with Julia Myerson. Members of the Vista College Prep board will be here on February 26, 2018 for meetings with Jade at the Greater Albuquerque Chamber of Commerce. PED Secretary Chris Ruskowski and some members of his team will also be in attendance. Would be helpful to have some of board members attend part of the meeting, including the welcome lunch from 12:00 to 1:00 p.m. and the planning ahead session from 4:30 to 5:30 p.m.

VI. Closing Business

- A. Date of Next Meeting – March 3, 2018 at Modrall Sperling Law Offices from 9:00 to 11:00 a.m.
- B. Adjourn
 1. Motion: Rosa; Second: Cindy
 2. Approved

VII. Adjournment* 10:36 a.m.