

MEETING MINUTES

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, January 5, 2019 | Time: 9:00am

Albuquerque Collegiate Charter School (1720 Bridge Blvd Suite 101, Albuquerque, NM 87105)

- I. Opening Business
 - A. Call to Order: Called to order 9:06am
 - B. Roll Call - Brandon Meyers, Scott Hughes, Rosa Pynes, Cynthia Al-Aghbary,
Also Present: Jade Rivera, Katie Rarick
Absent: Tomas Garcia, Beverly Cruz, and Matt Callahan
 - C. Vote to Approve Agenda - Motion Brandon, second Rosa - approved
 - D. Vote to Approve 12.1.18 Meeting Minutes - Motion Joshua, second Cindy - approved

- II. Public Input (10-minute time limit)

None.

- III. Action Items
 - A. Adjustment to Enrollment Cap for 2019-2020:

Discussion regarding enrollment caps for next school year was discussed by Academic Achievement Committee as well as with advisors, current enrollment cap is 60 per grade (K, 1, 2) - plan is to expand into building space next door to accommodate potential increase in enrollment, recommendation is to set CAP for Kinder at 30, First grade at 30, and Second grade at 20 - 2020-2021 school year would require expansion into new space and allow for two Kinder sections.

Motion to set 2019-2020 Enrollment Cap for Kinder at 30, First Grade at 30, and Second Grade at 20 was made by Joshua, seconded by Brandon Meyers - all in favor, none were opposed - motion passes.
 - B. Grant Request ESNM:

ACCS Board reviewed official grant request to ESNM and final edits were made.
 - C. Approval of BARs (As Necessary):

None to approve at this time.

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Bank Reconciliation
 3. Review of Checks

Discussed potential revenue shortfall based on cash flow and current enrollment. Need for Special Education teacher is immediate and projections are based on a full-time teacher salary in this position. Continued efforts for fundraising from multiple sources is still a priority for the board. All payroll deadlines have been met and there has not been a negative cash balance to date.
 4. FY20 Budget Projection Overview
 5. Social Security Next Steps

B. Audit Committee

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or listen to the meeting, please contact jrivera@abqcollegiate.org or 505-712-1927 at least 48 prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Ms. Rivera at the phone number or email address above if a summary or other type of accessible format is needed.

1. Next Steps for Upcoming Months

February 7th, 2:30pm audit run #2, need to include additional members to committee (parent and community finance expert).

C. Governance Committee Report

1. Board Member Training Opportunities
2. Outreach for New Board Member

D. Academic Achievement Committee Report:

1. Recruitment Planning for 2019-2020 School Year - 14 new applications received for next year without advertising (13 Kinder, 1 for First) - monthly open house held at ACCS for prospective families to visit, visits with pre-k programs, an increased social media outreach effort and creation of promotional video for marketing are planned for recruitment.

2. Upcoming Assessment Window:

Data from state can be pulled at end of Jan for Istation date review for comparison and to assist with recruitment efforts.

E. Founder Report

1. 2nd Semester Priorities

Recently vacant Special Ed Teacher position is top priority, Istation assessments will be occurring soon

2. Mid-Year Evaluation for Head Administrator

Audit committee will own and have completed by end of February

V. Closing Business

A. Date of Next Meeting: February 2, 2019 9:00 AM

B. Adjourn - 10:27 am