



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, July 7, 2018 | Time: 9:00am

Greater Albuquerque Chamber of Commerce (115 Gold Ave SW, Albuquerque, NM 87102)

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 6.2.18 Meeting Minutes

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

- III. Action Items
 - A. Budget Adjustment Request CSP Funds
 - B. Vista College Prep Consultation Agreement
 - C. 2018-2019 Annual Calendar Amendment
 - D. PowerOn Technology Startup Services Quote Approval
 - E. PowerOn Technology Year 1 Service Agreement
 - F. Playground Quote Approval
 - G. Purchase Card Policy and Procedures

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update and CSP Grant

 - B. Governance Committee Report

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
 2. Upcoming Events

 - D. Founder Report
 1. Facility Updates
 2. Hiring Progress
 3. Staff Summer PD
 4. First Day of School

- V. Closing Business
 - A. Date of Next Meeting: August 4, 2018 9:00 AM
 - B. Adjourn

Albuquerque Collegiate Charter School

Governing Council Minutes – July 7, 2018 9:00 am

- I. Opening Business
 - I. The meeting was called to order at 9:13 am by Governing Council Chair Scott Hughes and was initiated with roll call. Board members present: Scott Hughes - Chair, Brandon Meyers, Cindy Al-Aghbary, Beverly Cruz -Treasurer, Tomas Garcia – Vice Chair, and Joshua Gallegos – Secretary. Quorum met. Also present: Jade Rivera, Abby Lewis
 - II. Mr. Meyers called for a motion to approve the agenda. Ms. Pynes seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
 - III. Mr. Garcia called for a motion to approve the minutes from the June 2 meeting. Mr. Gallegos seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Callahan, Gallegos. Opposed: None
- II. Public Comment
 - I. N/A
- III. Action Items
 - I. **Budget Adjustment Request CSP Funds** – Board begins discussion regarding what is considered a CSP allowable expense. After discussion, the following was decided: **The board approves a BAR for FY19 for the full CSP grant amount of \$792,000. The board approves that this funding will only be used on CSP allowable expenses.** Ms. Pynes called for a motion to approve this – this was seconded by Mr. Garcia. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
 - II. **Vista College Prep Consultation Agreement** - Ms. Rivera provided an overview of the VCP Consultation agreement. Mr Garcia made a motion: **The Board moves to approve the Vista College Prep professional consultation agreement to the executive director and school legal counsel on the final form on contract** -Mr. Meyers seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
 - III. **2018-2019 Annual Calendar Amendment** – After brief discussion Mr. Meyers made a motion to **approve an amendment to the annual calendar with a new start date of August 13th, and new end date of May 30t**, this seconded by Ms. Al-Aghbary. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
 - IV. **PowerOn Technology Startup Services Quote Approval** – After review and discussion regarding this services quote, Mr. Gallegos made **a motion to approve**

the PowerOn Technology Startup Services Quote with delegation to the executive director and school legal counsel on the final form of the contract, seconded by Ms. Pynes. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None

- V. **PowerOn Technology Year One Service Agreement** – after review and discussion of the service agreement, and despite some concern a **motion to approve PowerOn Technology Y1 service agreement with delegation to the executive director and school legal counsel on the final form of the contract** was made by Mr. Garcia, and seconded by Ms. Cruz. - All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
- VI. **Playground Quote Approval** – A **motion to approve Playground Quote with delegation to the executive director and school legal counsel on the final form of the contract,** was made by Mr. Gallegos and seconded by Ms. Pynes. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None
- VII. **Purchase Card Policy and Procedures – ACCS business manager and Finance Committee will review, and then report to board** – a motion to approve this procedure was made by Ms. Al-Aghbary and seconded by Mr. Garcia – All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Gallegos. Opposed: None

IV. Committee Reports

- I. Finance Committee: After having met with Ms. Rivera, Mr. Callahan and Ms. Rarick - Ms. Cruz provided information on cash-flow based on two different budget projections, one with an enrollment of 80 and the other 90 – the importance of reaching an enrollment of 90 was reiterated
- II. Governance Committee: All ACCS board members have completed the minimum hours of training required. Training for this year can begin at any time – an email will be sent out regarding the specific hours needed for new/returning board members (8 hours minimum, may be reduced to 6 if first audit is perfect)– a review of our policies with begin and will be discussed at the August meeting.
- III. Academic Achievement Commitment: ACCS board member can refer to the google form regarding upcoming events and canvassing – enrollment is below target, but now that we have solidified our location many community members should begin to take notice – we have a budget for recruitment efforts so please contact Ms. Rivera with ideas/contacts
- IV. Founders Report: Facility Updates: Building is currently under renovation – plumbing has started - demo has started –July 23rd to August 1st teachers begin PD in temporary office. Hiring Progress: Current office manager will not continue full time and will begin his transition soon. Please suggest people for this position, bilingual (ENGL/SPAN) ONLY – helpful to have Spanish speakers available at future recruitment events. We are holding the hire of 1 teacher based

on current enrollment, but have some people in pipeline if available. Note that classroom set up will need board help.

- V. Closing Business
 - a. July 17th, first audit committee meeting with Ms. Rarick
- I. Next regular meeting August 4th, 2018 9am..
- II. Meeting adjourned at 11:40 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, August 4, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 7.7.18 Meeting Minutes

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

- III. Action Items
 - A. [Financial Policies and Procedures \(Updated\)](#)

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment projection implications)

 - B. Governance Committee Report
 1. Board Policy Manual Review

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
 2. Upcoming Events and Strategies

 - D. Founder Report
 1. Facility Updates
 2. Hiring Progress
 3. Staff Summer PD
 4. First Day of School

- V. Closing Business
 - A. Date of Next Meeting: September 1, 2018 9:00 AM (TBD)
 - B. Adjourn

Albuquerque Collegiate Charter School

Governing Council Minutes – August 4, 2018 9:00 am

- I. Opening Business
 - I. The meeting was called to order at 9:06 am by Governing Council Chair Scott Hughes and was initiated with roll call. Board members present: Scott Hughes - Chair, Brandon Meyers, Cindy Al-Aghbary, Beverly Cruz -Treasurer, Matt Callahan, and Joshua Gallegos – Secretary. Quorum met. Also present: Jade Rivera, Abby Lewis
 - II. Mr. Meyers made a motion to approve the agenda. Ms. Pynes seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Callahan, Gallegos. Opposed: None
 - III. Ms. Cruz made a motion to approve the minutes from the July meeting. Mr. Gallegos seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Garcia, Callahan, Gallegos. Opposed: None
- II. Public Comment
 - I. There was no public comment
- III. Action Items
 - I. **Financial Policies Review** – Budget update - Ms. Cruz has been made an approved signer – Purchase card amount not to exceed \$10,000. A motion to approve the policy changes as discussed by the Board was made by Mr. Meyers, this was seconded by Mr. Callahan. All in favor: Hughes, Meyers, Al-Aghbary, Cruz, Callahan, Gallegos. Opposed: None
- IV. Committee Reports
 - I. Finance Committee: Ms. Cruz provided information on cash-flow based on two different budget projections with an enrollment of 75 could still see us end the year positive– the importance of reaching an enrollment of 90 was reiterated
 - II. Governance Committee: The Board Policy Manual was sent to each individual Board member via email so that we are in compliance – address will be updated to new school’s physical location – Our legal counsel will research and will present samples of Immigration in Education policies at the next regular meeting.
 - III. Academic Achievement Commitment: update on enrolment, current number is around 60 students – 40 day mark is monumental to our success for enrollment. We may see a large portion of students enroll on the first day/week. New recruitment billboards are going live on Monday the 6th as well as radio ads – We

are advertising continued enrollment through August 31st. We are looking to hire part-time college students for more help and bodies at the school to work as Operations Fellows. Students who are SPAN/ENGL bilingual will be critical. Founders Report: Projected to be complete on 8/9/18, many hands needed to help move items and set up classrooms so any volunteers are welcome.

IV. Closing Business

- a. September 1 meeting moved to the following weekend on September 8th due to the labor day holiday

I. Meeting adjourned at 10:20 am



AGENDA

Albuquerque Collegiate Charter School Governing Special Board Meeting

Saturday, August 11, 2018 | Time: 11:30am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 8.4.18 Meeting Minutes

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

- III. Action Items
 - A. 2018-2019 Academic Calendar Change Approval
 - B. 2018-2019 Calendar Check Approval

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment projection implications)

 - B. Governance Committee Report

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment

 - D. Founder Report
 1. Facility Updates
 2. First Day of School

- V. Closing Business
 - A. Date of Next Meeting: September 8, 2018 9:00 AM (TBD)
 - B. Adjourn

Albuquerque Collegiate Charter School
Governing Council Minutes – August 11, 2018 11:30 am

I. Opening Business

- A. The meeting was called to order at 11:37am am by Governing Council Chair Scott Hughes and was initiated with roll call. Board members present: Scott Hughes - Chair, Brandon Meyers, Cindy Al-Aghbary, Rosa Pynes, and Joshua Gallegos – Secretary. Quorum met. Also present: Jade Rivera, Abby Lewis
- B. Mrs. Al-Aghbary made a motion to approve the agenda. Mr. Meyers seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Pynes, Gallegos. Opposed: None
- C. Mr. Meyers made a motion to approve the minutes from the August 4th meeting. Mr. Gallegos seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Pynes, Gallegos. Opposed: None

II. Public Comment

- A. There was no public comment

III. Action Items

- A. **2018-2019 Academic Calendar Change Approval** – Start of School Update – Due to construction setbacks at the facility, the start of school needs to be delayed.
A motion to approve the changes (changing from August 13 to August 27) as discussed by the Board was made by Mr. Meyers, this was seconded by Mrs. Al-Aghbary. All in favor: Hughes, Meyers, Al-Aghbary, Pynes, Gallegos. Opposed: None
- B. **2018-2019 Academic Calendar Check Approval** – Verify instructional hours of updated calendar.
A motion to approve the calendar check (changing from August 13 to August 27) as discussed by the Board was made by Mrs. Al-Aghbary, this was seconded by Mr. Meyers. All in favor: Hughes, Meyers, Al-Aghbary, Pynes, Gallegos. Opposed: None

IV. Closing Business

- A. Next Meeting: September 8th, 9am, at the Albuquerque Collegiate building, due to the labor day holiday
- B. Meeting adjourned at 12:39 pm



AGENDA

Emergency Meeting

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, August 25, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 8.11.18 Meeting Minutes

- II. Action Items
 - A. 2018-2019 Academic Calendar Change Approval
 - B. 2018-2019 Calendar Check Approval

- III. Closing Business
 - A. Date of Next Meeting: September 8, 2018 9:00 AM
 - B. Adjourn

Albuquerque Collegiate Charter School
Governing Council Minutes – August 25, 2018 9:00 am

I. Opening Business

- A. The meeting was called to order at 9:04am am by Governing Council Chair Scott Hughes and was initiated with roll call. Board members present: Scott Hughes - Chair, Tomas Garcia- Vice Chair, Brandon Meyers, Cindy Al-Aghbary, Matt Callahan, and Joshua Gallegos – Secretary. Quorum met. Also present: Jade Rivera
- B. Mrs. Al-Aghbary made a motion to approve the agenda. Mr. Garcia seconded this. All in favor: Hughes, Garcia, Meyers, Al-Aghbary, Callahan, Gallegos. Opposed: None
- C. Mrs. Al-Aghbary made a motion to approve the minutes from the August 11th meeting. Mr. Meyers seconded this. All in favor: Hughes, Garcia, Meyers, Al-Aghbary, Callahan, Gallegos. Opposed: None

II. Public Comment

- A. There was no public comment

III. Action Items

- A. **2018-2019 Academic Calendar Change Approval** – Start of School Update – Due to construction setbacks at the facility, the start of school needs to be delayed.
A motion to approve the changes (changing from August 27 to September 4) as discussed by the Board was made by Mr. Callahan, this was seconded by Mrs. Al-Aghbary. All in favor: Hughes, Garcia, Meyers, Al-Aghbary, Callahan, Gallegos. Opposed: None
- B. **2018-2019 Academic Calendar Check Approval** – Verify instructional hours of updated calendar.
A motion to approve the calendar check (changing from August 27 to September 4) as discussed by the Board was made by Mr. Meyers, this was seconded by Mr. Garcia. All in favor: Hughes, Garcia, Meyers, Al-Aghbary, Callahan, Gallegos. Opposed: None

IV. Closing Business

- A. Next Meeting: September 8th, 9am, at the Albuquerque Collegiate building, due to the labor day holiday
- B. Meeting adjourned at 9:24 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, September 8, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 8.25.18 Meeting Minutes

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

- III. Action Items
 - A. Travel Policy
 - B. Section 125 Plan (Retirement Plan)
 - C. Section 218 Plan (Social Security Plan)
 - D. Reduction in Force Policy

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

 - B. Governance Committee Report
 1. Board Policy Manual Update

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
 2. Upcoming Events and Strategies
 3. Upcoming Assessments

 - D. Founder Report
 1. Facility Updates
 2. Hiring Updates

- V. Closing Business
 - A. Date of Next Meeting: October 6, 2018 9:00 AM
 - B. Adjourn

Albuquerque Collegiate Charter School
Governing Council Minutes – September 8, 2018 9:00 am

- I. Opening Business
 - A. The meeting was called to order at 9:08 am by Governing Council Chair Scott Hughes and was initiated with roll call. Board members present: Scott Hughes - Chair, Brandon Meyers, Cindy Al-Aghbary, Tomas Garcia, Matt Callahan, and Joshua Gallegos - secretary, Beverly Cruz and Rosa Pynes. Quorum met. Also present: Jade Rivera, Abby Lewis and Katie Rarick
 - B. Ms. Al-Aghbary made a motion to approve the agenda. Mr. Garcia seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, and Pynes
Opposed: None
 - C. Ms. Al-Aghbary made a motion to approve the minutes from the last meeting. Ms. Pynes seconded this. All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, Pynes
Opposed: None

- II. Public Comment
 - A. There was no public comment

- III. Action Items
 - A. **Travel Policy** – After hearing information from Ms. Rarick (EdTech rep) regarding the process of having all travel fund reimbursed through a foundation, a motion to approve the amended travel policy as presented was made was made by Ms. Cruz, this was seconded by Ms. Pynes. All in favor Hughes, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, Pynes
Opposed: None Abstention: Meyers – motion passes
 - B. **Section 125 Plan – cafeteria plan (retirement)** – After reviewing details regarding section 125 Plan (medical benefits are pre-taxed – will cost the school a 1 time fee of \$500 for set-up) a motion to approve the board resolution for section 125 plan was made by Ms. Pynes and seconded by Mr. Meyers – All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, Pynes
Opposed: None - approved
 - C. **Section 218 Plan – Social Security Plan** – Ms. Rarick provided information regarding this plan and explained that we are voting to pass a resolution to allow staff to take a majority vote if they want to opt in or out of Social Security (staff will vote in December*) 1 time forever vote – if voted not to opt in – the school can re vote in 3-4 years – our concern is not how teachers vote. A motion to approve staff to vote to contribute to social security was made by Mr. Garcia and second by Mr. Callahan – All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, Pynes
Opposed: None - approved
 - D. **Reduction of force policy** – This would allow head administrator the authority to do a reduction in force – after discussion a motion to approve the Reduction in Force Policy as written was made by Mr. Gallegos, seconded by Ms. Cruz All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, Pynes
Opposed: None - approved

IV. Discussion Items

- A. **Finance committee report:** the board was presented with various scenarios regarding enrollment and how funding would look based on these numbers. Ms. Cruz discussed that bank reconciliation docs were reviewed – not many expenditure's so all corresponded well with check register
- B. **Governance Committee Report**
 - 1. New board policies will be incorporated in updated version at the earliest date for submission
 - 2. Reminder that board training requires 8 specific hours that must be completed by next July 1 for New Year – once training hours are complete notify Abby
- C. **Academic Achievement Committee Report** -Discussion of current student enrollment – students that are enrolled now are committed – lost about 10 families when building delay occurred – about 10-15 families that applied decided to attend elsewhere – this is a similar situation to Vista – there will be several initiatives for recruitment begging asap – please attend any/and all events for tabling, canvassing, and social media blast as you are able so that we can continue to enroll more students up until 40 day stats – keep a lookout for google docs with information
- D. **Founder Report** – Building is complete and touch ups will continue – Ms. Rivera emphasized the importance of recruitment efforts so that we can potentially enroll more students as there are active spaces available

V. Closing Business

- A. Date of Next Board Meeting: October 10, 2018 9:00 AM
- B. Meeting adjourned at 10: 50 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, October 6, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 9.8.18 Meeting Minutes

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

- III. Action Items
 - A. Budget Adjustment Request

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

 - B. Governance Committee Report
 1. Board Policy Manual Update

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
 2. Upcoming Events and Strategies
 3. August Assessment Review

 - D. Founder Report

- V. Closing Business
 - A. Date of Next Meeting: November 3, 2018 9:00 AM
 - B. Adjourn

Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, October 6, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Meeting was called to order at 9:09 am
 - B. Roll Call - Board members present: Scott Hughes - Chair, Brandon Meyers, Cindy Al-Aghbary, Tomas Garcia, Matt Callahan, and Joshua Gallegos - secretary, Beverly Cruz Quorum met. Also present: Jade Rivera, Katie Rarick
 - C. Vote to Approve Agenda – at motion was made by Ms. Cruz, seconded by Mr. Meyers - All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, and Opposed: None - Passed
 - D. Vote to Approve 9.8.18 Meeting Minutes – motion to approve was made Mr. Garcia, seconded by Mr. Callahan - All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, and Opposed: None - Passed
- II. Public Input (10-minute time limit)
 - A. No public input
- III. Action Items
 - A. Budget Adjustment Request
EdTec representative provided information regarding the need of a transfer BAR for the playground and kitchen equipment – this will assist in expediting reimbursement. A motion was made by Mr. Meyers to approve the Budget Adjustment Request as presented, seconded by Ms. Cruz. All in favor: Hughes, Meyers, Al-Aghbary, Gallegos, Callahan, Garcia, Cruz, and Opposed: None - Passed
- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
A review of cash flow with an enrollment of 40 was provided by Ms. Rarick
 2. Bank Reconciliation
 3. Review of Checks for July
Checks have been reviewed by both head administrator and Finance committee chair
 - B. Governance Committee Report
 1. Board Policy Manual Update
 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
Current enrollment reviewed – Wednesday, Oct 10 is last date for enrollment numbers
 2. Upcoming Events and Strategies: 10/7 continued recruitment at Holy Family Church, canvassing to continue through Tuesday

3. August Assessment Review: Head administrator provided review of September testing Istation (required by state), internal STEP assessment is a rigorous reading assessment – goal is to have kinder students end at step 3

D. Founder Report

V. Closing Business

A. Date of Next Meeting: November 3, 2018 9:00 AM

B. meeting adjourned at 10:30 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, November 3, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 10.6.18 Meeting Minutes

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

- III. Action Items
 - A. Budget Adjustment Request

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

 - B. Governance Committee Report
 1. Board Policy Manual Update
 2. Board Officer and Membership Discussion

 - C. Academic Achievement Committee Report:
 1. Update on Enrollment
 2. Recruitment for 2019-2020 School Year

 - D. Founder Report

- V. Closing Business
 - A. Date of Next Meeting: December 1, 2018 9:00 AM
 - B. Adjourn



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, November 3, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order: 9:13 am
 - B. Roll Call: Scott Hughes, Rosa Pynes, Tomas Garcia, Matt Callahan, Brandon Meyers, Joshua Gallegos - Jade Rivera, Katie Rarick, Meghan Shannon - Cindy Absent Beverly Cruz
 - C. Vote to Approve Agenda: Brandon moves to approve agenda, second by Ms. Pynes - all in favor (Hughes, Pynes, Garcia, Callahan, Meyers, Gallegos) - none opposed
 - D. Vote to Approve 10.6.18 Meeting Minutes - Meyers motion to approve, second Mr. Callahan - all in favor (Hughes, Pynes, Garcia, Callahan, Meyers, Gallegos), none opposed
- II. Public Input (10-minute time limit) - no public input
CSD Technical support - observe 1 board meeting each year - offer assistance and/or training if requested/needed
- III. Action Items
 - A. Budget Adjustment Request
 1. Katie Rarick provides review of maintenance BAR for OCT - including how funding for playground was short by \$680.
 2. Motion to approve transfer bar in amount of \$700.00 from function 2500 professional services to function 2600 to cover remainder or reimbursement of the playground - Motion made by Mr. Callahan, seconded by Mrs. Pynes, all in favor (Hughes, Pynes, Garcia, Callahan, Meyers, Gallegos), none opposed
 3. PSCOC has approved a total net award of \$66,263.00 from the 2018-2019 Lease Assistance Grant Award Program - motion to authorize budget authority over \$66,263.00 Lease Assistance Grant award was made by Ms. Pynes, seconded by Mr. Callahan - all in favor (Hughes, Pynes, Garcia, Callahan, Meyers, Gallegos), none opposed
- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications) - with no changes we look at a potential loss of \$47,000 best case scenario, worst case scenario would result in loss of \$73,309 - heavy push for fundraising is still necessary. Cash report was submitted to state and approved for October.
 2. Bank Reconciliation - currently under review by Treasurer Cruz
 3. Review of Checks
 - B. Governance Committee Report
 1. Board Policy Manual Update - no updates at this time

2. Board Officer and Membership Discussion - next month nominations/selected - officers selections needs to be made annually - members can serve two, 3 year terms in a row -nominations for officers and board continuance will occur at next meeting

C. Academic Achievement Committee Report:

1. Update on Enrollment from director
2. Recruitment for 2019-2020 School Year - continue to send Ms. Rivera ideas for recruitment tools for 2019/2020 school year

D. Founder Report

Splitting Special Education Teacher time, part-time with ACCS and part-time collaboration with Altura - this assists with budget while allowing us to maintain fidelity of academic program, MOU is currently being drafted and likely to include mornings spent at ACCS and afternoons spent at Altura. We will be requesting an additional grant from Excellent Schools NM. There are also plans to apply for an additional grant monies. Sec. of Ed made surprise visit to ACCS last week and provided great feedback. Management perspective for ideal class structure includes one of 2nd grade, one class of first grade, 2 kindergarten sections. Next Thursday November 8th, 11-12pm Thanksgiving luncheon \$3 dollars.

V. Closing Business

- A. Date of Next Meeting: December 1, 2018 9:00 AM
- B. Adjourn - 10: 18 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, December 1, 2018 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 11.3.18 Meeting Minutes

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

- III. Action Items
 - A. Budget Adjustment Request
 - B. Nomination and Selection of Board Members
 - C. Nomination and Selection of Board Officers

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

 - B. Audit Committee
 1. Review of Findings

 - C. Governance Committee Report
 1. Board Member Training Requirements

 - D. Academic Achievement Committee Report:
 1. Recruitment for 2019-2020 School Year
 2. November Istation & STEP Results

 - E. Founder Report

- V. Closing Business
 - A. Date of Next Meeting: January 5, 2019 9:00 AM
 - B. Adjourn

MEETING MINUTES

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, December 1, 2018 | Time: 9:00am Albuquerque Collegiate
Charter School (1720 Bridge Blvd Suite 101, Albuquerque, NM 87105)

1. Opening Business:

A. Call to Order: 9:05 a.m.

B. Roll Call – Matt Callahan; Rosa Pynes; Beverly Cruz; Scott Hughes; Tomas Garcia; Brandon Myers; Cynthia Al-Aghbary; Jade Rivera

C. Vote to Approve Agenda

MOTION (Tomas); Second (Brandon) – APPROVED

D. Vote to Approve 11.3.18 Meeting Minutes

MOTION (Rosa); Second (Brandon) – APPROVED

2. Public Input (10-minute time limit):

No public input

3. Action Items:

A. Budget Adjustment Request

Request for budget authority for Excellence in Teaching Award in the amount of \$5,382.50

MOTION (Beverly); Second (Cynthia) – APPROVED

B. Nomination and Selection of Board Members

Nomination of Cynthia for a three-year board term

MOTION (Brandon); Second (Beverly) – APPROVED

Nomination of Tomas for a three-year board term

MOTION (Brandon); Second (Beverly) – APPROVED

C. Nomination and Selection of Board Officers

Nomination of Scott as Chair

MOTION (Cindy); Second (Matt) - APPROVED

Nomination of Tomas as Vice Chair

MOTION (Brandon); Second (Cindy) - APPROVED

Nomination of Matt as Treasurer

MOTION (Scott); Second (Rosa) - APPROVED

Nomination of Joshua as Secretary

MOTION (Tomas); Second (Brandon) - APPROVED

4. Information Items:

A. Finance Committee Report – Presented by Beverly

1. Budget Update (Cash flow, enrollment implications)

2. Bank Reconciliation

3. Review of Checks

Updated budget forecast looks better than previous report due largely to continued management efficiencies and decisions.

B. Audit Committee – Presented by Brandon Myers

1. Review of Findings

Identified policies the committee wants to review on a regular basis. The Committee plans to meet in May 2019 to review financial policies to ensure transactions are being done appropriately. At their last meeting they audited the schools' compliance with internal requirements and procedures for (1) deposits; (2) contracts; and (3) check-signing. Audit results for deposits and contracts revealed no issues of non-compliance. With regard to check-signing, the committee found that some electronically generated checks from EdTec in amounts greater than \$5,000 contained only approval of Executive Director but not Board Chair. Corrective steps to be considered.

C. Governance Committee Report – Presented by Scott

1. Board Member Training Requirements

Board members each need to complete 8 hours for 2018-2019 academic year. Scott will obtain list of course offerings to the board as he receives them.

D. Academic Achievement Committee Report – Presented by Rosa

1. Recruitment for 2019-2020 School Year – Committee will be planning recruitment events for 2019-2020 school year in the first few months of 2019. Regarding enrollment, given the limitations of the building, may need to consider limiting 2019 Kindergarten enrollment to 30 instead of 60 so that best accommodate the students.
2. November Istation & STEP Results – Progress of all students since the beginning of the school year is very promising.

7. Founder Report – Presented by Jade

Parent conferences were this week and we had 100% participation; 40-day site visit from the State PED happened a few weeks ago. Minor issues pointed out for correction, but the review was overwhelmingly positive. Holiday performance on 12/20 at 6pm. Scholars will be singing holiday songs and highlighting their accomplishments and projects. Would like to have board members present if available. Overall the first semester is ending on a high note with scholars' academic performance gains, parent conferences went well, and with budget forecast improvements.

8. Closing Business

- A. Date of Next Meeting: January 5, 2019 9:00 a.m.
- B. Adjourn – 10:25 a.m.

AGENDA

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
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 12.1.18 Meeting Minutes

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

- III. Action Items
 - A. Adjustment to Enrollment Cap for 2019-2020
 - B. Grant Request ESNM
 - C. Approval of BARs (As Necessary)

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Bank Reconciliation
 3. Review of Checks
 4. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Next Steps for Upcoming Months

 - 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
 2. Upcoming Assessment Window

 - E. Founder Report
 1. 2nd Semester Priorities
 2. Mid-Year Evaluation for Head Administrator

- V. Closing Business
 - A. Date of Next Meeting: February 2, 2019 9:00 AM
 - B. Adjourn

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



http://linknet.nml.com/client_svc/advisory/enhanced_trading/index.htm

AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, February 2, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 1.5.19 Meeting Minutes

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

- III. Action Items
 - A. Adjustment to Academic Calendar 2018-2019
 - B. Approval of BARs (As Necessary)
 - C. Declaration of Open Meetings Act

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Bank Reconciliation
 3. Review of Checks
 4. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Next Steps for Upcoming Months

 - 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
 2. January Istation Review

 - E. Founder Report
 1. Mid-Year Evaluation for Head Administrator

- V. Closing Business
 - A. Date of Next Meeting: March 2, 2019 9:00 AM
 - B. Adjourn

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Meeting Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, February 2, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order - 9:05 am
 - B. Roll Call - Present: Rosa Pynes, Matthew Callahan, Brandon Meyers, Tomas Garcia, Scott Hughes, Cynthia Al-Aghbary, Joshua Gallegos,
Absent: Beverly Cruz
Quorum Met, also present: Jade Rivera and Katie Rarick
 - C. Vote to Approve Agenda - motion to approve made by Brandon Meyers, seconded by Matthew Callahan - all in favor, none opposed - approved
 - D. Vote to Approve 1.5.19 Meeting Minutes - motion to approve made by Cynthia Al-Aghbary, seconded by Rosa Pynes - all in favor, none opposed - approved

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

- III. Action Items
 - A. Adjustment to Academic Calendar 2018-2019: Motion to adjust 2018-2019 Academic Calendar made by Joshua Gallegos, seconded by Cynthia Al-Aghbary - 6 in favor, 1 opposed - motion passes
 - B. Approval of BARs (As Necessary) - N/A
 - C. Declaration of Open Meetings Act - ACCS Board declared annual Open Meetings Act Resolution - motion to adopt updated resolution made by Brandon Meyers, seconded by Rosa Pynes - all in favor - none opposed, motion passes

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications):
 2. Bank Reconciliation
 3. Review of Checks
 4. FY20 Budget Projection Overview
CSP funds were received in January, all payroll deadlines have been met, we have monitored cash-flow to make sure that we have no negative balances - next steps include continuing to reimburse CSP and lease, will follow up with ESNM ask - budgeting will begin in March so that a budget can be voted during May meeting

 - B. Audit Committee
 1. Next Steps for Upcoming Months : meeting Tuesday the 5th of February at ACCS

 - C. Governance Committee Report
 1. Board Member Training Opportunities

2. Outreach for New Board Member: search for board member with a background in finance continues

D. Academic Achievement Committee Report:

1. Recruitment Planning for 2019-2020 School Year:

2. January Istation Review

First open house occurred last week, we are gaining interest for this month's info session - social media presence has increased, we will request pre-k K, 1st, and 2nd grade address list for mailer outreach, current families have been assisting in promoting by requesting materials to distribute. Istation reports reviewed for January assessment round.

E. Founder Report:

1. New Special Ed. teacher has been hired and will be joining the ACCS team this later this month, brings a wealth of experience. Mid-Year Evaluation for Head Administrator: will be conducted by the Audit Committee

V. Closing Business

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

B. Adjourn: 10:05 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, March 2, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 2.2.19 Meeting Minutes

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

- III. Action Items
 - A. Approval of BARs

- IV. Executive Session
 - A. Executive Director Mid-Year Performance Evaluation

- V. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Bank Reconciliation
 3. Review of Checks
 4. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Review of Findings
 2. Next Steps for Upcoming Months

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member

 - D. Academic Achievement Committee Report:
 1. Recruitment Updates for 2019-2020 School Year
 2. February STEP Assessment Review

 - E. Founder Report
 1. Hiring Progress for 2019-2020 School Year
 2. Legislative Update

- VI. Closing Business
 - A. Date of Next Meeting: April 6, 2019 9:00 AM
 - B. Adjourn

Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, March 2, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order (9:05am)
 - B. Roll Call (Present: Matt Callahan, Cindy Al-Aghbary, Scott Hughes, Brandon Meyers, Tomas; Absent - Joshua Gallegos (excused), Beverly Cruz (excused), Rosa Pynes (excused))
 - C. Vote to Approve Agenda (Motion: Cindy; Second: Matt; Unanimously approved)
 - D. Vote to Approve 2.2.19 Meeting Minutes (Motion: Tomas; Second: Brandon; Unanimously approved)

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

- III. Action Items
 - A. Approval of BARs: (1) Decrease BAR of \$365,115.87 to account for decrease in enrollment (Motion: Tomas; Second: Matt; Unanimously approved); (2) Increase BAR of \$70,000 from the Foundation (Motion: Cindy; Second: Tomas; Unanimously approved); (3) Transfer BAR of \$7,000 from instructional to support services in the CSP budget (Motion: Tomas; Second: Brandon; Unanimously approved).

- IV. Executive Session
 - A. Executive Director Mid-Year Performance Evaluation
 - a. Entered closed session at 9:20 am to discuss Executive Director's mid-year summative evaluation report and next steps (Motion: Brandon; Second: Tomas; Unanimously approved).
 - b. Went back into open session at 9:47 am (Motion: Tomas; Second: Matt; Unanimously approved).
 - c. Approved mid-year summative evaluation report (Motion: Tomas; Second: Cindy; Unanimously approved).

- V. Information Items
 - A. Finance Committee Report
 1. Budget Update: Cash flow and budget discussed
 2. Bank Reconciliation
 3. Review of Checks
 4. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Review of Findings (complied with all policies)
 2. Next Steps for Upcoming Months (meeting in March)

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member

3. Social Security Referendum Report (teachers opted out of Social Security payment, need signature from Board Secretary)

D. Academic Achievement Committee Report:

1. Recruitment Updates for 2019-2020 School Year (discussed received applications for kindergarten, 1st grade, second grade).
2. February STEP Assessment Review (94% of students have made two step levels of improvement, 79% have made three or more step levels of improvement)

E. Founder Report

1. Hiring Progress for 2019-2020 School Year (receiving applications, hiring three teachers)
2. Legislative Update

VI. Closing Business

- A. Date of Next Meeting: ***April 13, 2019 9:00 AM***
- B. Adjourn (10:45 am)



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, April 13, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 3.2.19 Meeting Minutes

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

- III. Action Items
 - A. Approve 2019-2020 Salary Schedule
 - B. STEP 19-20 Contract
 - C. Budget Adjustment Request (BAR) Approvals
 - D. Daily Schedule Adjustment

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Next Steps for Upcoming Months

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member

 - D. Academic Achievement Committee Report:
 1. Recruitment Updates for 2019-2020 School Year
 2. April Istation Results

 - E. Founder Report
 1. End of Year Closeout
 2. Preparation for 2019-2020 School Year

- V. Closing Business
 - A. Date of Next Meeting: May TBD 2019 9:00 AM
 - B. Adjourn

Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, April 13, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order: 9:08 am
 - B. Roll Call: Matt Callahan, Cindy Al-Aghbary, Scott Hughes, Tomas Garcia, Joshua Gallegos, Rosa Pynes - Absent: Brandon Meyers, Beverly Cruz (excused)
Additional Attendees- Veronica Barba, Katie Rarick, Jade Rivera
 - C. Vote to Approve Agenda: Motion to approve agenda: Tomas Garcia Second: Cindy Al-Aghbary - all in favor, none opposed
 - D. Vote to Approve 3.2.19 Meeting Minutes Motion to approve agenda: Cindy Al-Aghbary, Second: Joshua Gallegos - all in favor, none opposed
- II. Public Input (10-minute time limit)
N/A
- III. Action Items
 - A. Approve 2019-2020 Salary Schedule: State mandated 6% increase for all teachers, salary schedules were outlined by ACCS director and are currently accounted for in our budget - Motion to approve 2019-2020 Salary Schedule made by Joshua Gallegos - second by Tomas Garcia - all in favor, none opposed.
 - B. STEP 19-20 Contract: Motion to approve STEP contract for 2019-2020 school year made by Cindy Al-Aghbary, second Matt Callahan all in favor, none opposed.
 - C. Budget Adjustment Request (BAR) Approvals: Motion to appoint board treasurer as designee for approving BARS until June 30, 2019 made by Tomas Garcia - second by Cindy Al-Aghbary - all in favor, none opposed
 - D. Daily Schedule Adjustment: Motion to adjust daily release by 30 min for the 2019-2020 school year made by Joshua Gallegos - Second Cindy Al-Aghbary - all in favor none opposed
- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. FY20 Budget Projection Overview: Review from Katie Rarick from Edtec: Net operating continues to increase positively each month - Title I will be received May 1st - currently researching what can be reimbursed under Title I - MOU with Altura will be received Later than expected, maybe in June or July, we do not have an update from Excellent Schools New Mexico
 - B. Audit Committee
 1. Next Steps for Upcoming Months
Audit will begin in September
 - C. Governance Committee Report
 1. Board Member Training Opportunities: Training updates - Zoom training is an option, however cost is \$100 and must be paid for with PO - Charter Conference will occur on June 6th and 7th - unsure which day majority of

trainings for governing board will occur - additional training May available in Santa Fe - governance committee plans to meet with prospective Board Member the week of April 15th

2. Outreach/Update for New Board Member

D. Academic Achievement Committee Report:

1. Recruitment Updates for 2019-2020 School Year
2. April Istation Results

E. Founder Report

1. End of Year Closeout: field trip last Tuesday of the school year - end of year celebration on the 15th of May at 6 pm
2. Preparation for 2019-2020 School Year

V. Closing Business

- A. Date of Next Meeting: May TBD 2019 9:00 AM
- B. Adjourn: 10:18 am



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting
Monday, May 6, 2019 | Time: 5:30pm

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 4.13.19 Meeting Minutes

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

- III. Action Items
 - A. Approve 2019-2020 Calendar
 - B. Approve FY20 Budget
 - C. Budget Adjustment Request (BAR) Approvals
 - D. Review/Approve Internal Control Policy and Procedures (FY19 & FY20)
 - E. Review/Approve Purchase Card Policy and Procedures (FY20)
 - F. Per Pupil Expenditure Report
 - G. Sick Leave Bank Policy
 - H. Whistleblower Policy
 - I. BES Follow On Support Contract

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. FY20 Budget Projection Overview

 - B. Audit Committee
 1. Next Steps for Upcoming Months

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member

 - D. Academic Achievement Committee Report:
 1. Recruitment Updates for 2019-2020 School Year
 2. Upcoming Assessments (Istation/STEP)

 - E. Founder Report
 1. End of Year Closeout
 2. Preparation for 2019-2020 School Year

- V. Closing Business
 - A. Date of Next Meeting: June TBD 2019

B. Adjourn

Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Monday, May 6, 2019| Time: 5:30pm

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

- I. Opening Business
 - A. Call to Order: 5:32 pm
 - B. Roll Call : Matt Callahan, Cindy Al-Aghbary, Scott Hughes, Tomas Garcia, Joshua Gallegos, Rosa Pynes, Brandon Meyers, Excused: Beverly Cruz, Also present Jade Rivera and Katie Rarick from EdTec
 - C. Vote to Approve Agenda: Motion to approve made Cindy, second by Brandon - none opposed, agenda approved
 - D. Vote to Approve 4.13.19 Meeting Minutes: Motion to approve minutes made by Joshua Gallegos second by Rosa Rosa - Brandon Meyers abstains, minutes approved
- II. Public Input (10-minute time limit)
 - no public input
- III. Action Items
 - A. Approve 2019-2020 Calendar: We will exceed minimum number of instructional hours required (990 vs our appx 1147 hours - about 28 more days per minimum required) Motion to approve 2019-2020 calendar made by Rosa Pynes, second by Brandon Meyers, all in favor - none opposed, calendar passed
 - B. Approve FY20 Budget: Review budget based on current enrollment, this number will change based on membership numbers in August (possible SEG advance to hold over until February) Motion to approve FY20 budget as outlined by Edtec was made by Joshua Gallegos second by Tomas Garcia - all in favor, none opposed - FY20 Budget approved.
Motion to approve CSP budget as presented made Tomas Garcia, second by Cindy Al-Aghbary - all in favor, none opposed - CSP budget passes
 - C. Budget Adjustment Request (BAR) Approvals: CSP Transfer BAR and Instructional Materials BAR approved by Board Treasurer
 - D. Review/Approve Internal Control Policy and Procedures (FY19 & FY20): Motion to approve FY 19 Internal Control Policy and Procedures made by Joshua Gallegos second by Tomas Garcia - all in favor, none opposed FY19 approved
- Motion to approve FY 20 Internal Control Policy and Procedures made by Tomas Garcia second made by Rosa Pynes, all in favor, none opposed - FY 20 passes
 - E. Review/Approve Purchase Card Policy and Procedures (FY20): Motion to approve Purchase Card Policy and Procedures made by Cindy Al-Aghbary, second by Brandon Meyers - all in favor, none opposed - motion passes
 - F. Per Pupil Expenditure Report : Motion to approve Per Pupil Expenditure Report made by Cindy Al-Aghbary second made by Rosa Pynes - all in favor, none opposed, motion passes
 - G. Sick Leave Bank Policy: Motion to approve Sick Leave Bank Policy made by Brandon Meyers, second Rosa Pynes - all in favor, none opposed - motion passes
 - H. Whistleblower Policy: Motion to approve Whistleblower Policy made by Brandon Meyers, second by Tomas Garcia - all in favor, none opposed - Motion passes.
 - I. BES Follow On Support Contract: Motion for the approval of option 2 for BES Follow on Support Contract as defined made by Tomas Garcia, all in favor, none opposed - motion passes

IV. Information Items

A. Finance Committee Report

1. Budget Update (Cash flow, enrollment implications)
2. FY20 Budget Projection Overview

B. Audit Committee

1. Next Steps for Upcoming Months: Audit will occur in August or September - auditors will collect some data and look for certain policies to be posted, Edtec will assist in helping determine what ACCS is responsible for - committee membership must be complete at that time.

C. Governance Committee Report

1. Board Member Training Opportunities: June 6/7 hours can be completed - need to be done prior to July 1 - many opportunities are available however there is a cost for many training hours through NMCCS
2. Outreach/Update for New Board Member: no new updates, search continues at this time

D. Academic Achievement Committee Report:

1. Recruitment Updates for 2019-2020 School Year: Working with national recruitment consultant - looking for numbers to jump in late June early July - numbers are good at this time however we will continue push during the summer
2. Upcoming Assessments (Istation/STEP): Istation testing was completed today May 6th - 85% proficient - more students have moved from level 4 to 5, no students are currently in level 1

E. Founder Report

1. End of Year Closeout: May 15th - Wednesday 6 pm at the event center next to ACCS
2. Preparation for 2019-2020 School Year

V. Closing Business

- A. Date of Next Meeting: June 1st 9:00 am 2019
- B. Adjourn: 6:52 pm



AGENDA

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, June 1, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order
 - B. Roll Call
 - C. Vote to Approve Agenda
 - D. Vote to Approve 5.6.19 Meeting Minutes

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

- III. Action Items
 - A. Budget Adjustment Request (BAR) Approvals

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Budget Approval Signed
 3. Review Financial Self-Assessment Questionnaire

 - B. Audit Committee
 1. Next Steps for Upcoming Months

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member
 3. Board Member Resignation

 - D. Academic Achievement Committee Report:
 1. Recruitment Updates for 2019-2020 School Year
 2. End of Year Assessment Data

 - E. Founder Report
 1. Facility Updates
 2. Preparation for 2019-2020 School Year

- V. Closing Business
 - A. Date of Next Meeting: July TBD 2019
 - B. Adjourn

Minutes

Albuquerque Collegiate Charter School Governing Board Meeting
Saturday, June 1, 2019 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order: 9:06 am
 - B. Roll Call: Cindy Al-Aghbary, Scott Hughes, Tomas Garcia, Joshua Gallegos, Rosa Pynes, Brandon Meyers, Late: Cindy Al-Aghbary, Excused: Matthew Callahan, Also present Jade Rivera and Katie Rarick from EdTec
 - C. Vote to Approve Agenda: Motion to approve agenda made by Brandon Meyers, second by Joshua Gallegos - all in favor, none opposed - agenda approved.
 - D. Vote to Approve 5.6.19 Meeting Minutes: Motion to approve minutes from 5/6/19 made by Tomas Garcia,, second by Brandon Meyers - all in favor - none opposed, meeting minutes are approved.

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

No public input.

- III. Action Items
 - A. Budget Adjustment Request (BAR) Approvals: BARS approved by ACCS Board Treasurer Matthew Callahan in May 2019:
 - ESNM Grant – Increase BAR for 113,964 574-1819-0042-I
 - ABQ Foundation – Increase BAR 12,800 574-000-1819-0041-I
 - Principal PD – Transfer BAR 10,252 for CSP 574-000-1819-0044-T
 - Title I 2018-2019 Funding – Initial Budget BAR 20,203 574-000-1819-0047-IB
 - Operational Transfer BAR from 2000 to 1000 for 10k 574-000-1819-0045-T
 - Operational Transfer BAR from 2000 to 3100 for 1k 574-000-1819-0046-T
 - Title II 2018-2019 Funding – Initial Budget BAR 574-000-1819-0048-IB
 - CSP Initial Budget 2019-2020
 - IDEA BAR approval: Motion to approve IDEA BAR in the amount of 23,815 for salary use - made by Tomas Garcia, second by Brandon Meyers - 5 members in favor, 1 Abstained (Al-Aghbary) - motion passes.

- IV. Information Items
 - A. Finance Committee Report
 1. Budget Update (Cash flow, enrollment implications)
 2. Budget Approval Signed
 3. Review Financial Self-Assessment Questionnaire

 - B. Audit Committee
 1. Next Steps for Upcoming Months: A one day site visit has been requested and deadlines for financials will be in July. More requests can be made after August 1st 2019, but more information will not be available until later this summer.

 - C. Governance Committee Report
 1. Board Member Training Opportunities
 2. Outreach/Update for New Board Member

3. Board Member Resignation: ACCS Board recognizes resignation for Beverly Cruz effective today, June 1, 2019. New member will be onboarded within 45 days.

D. Academic Achievement Committee Report:

1. Recruitment Updates for 2019-2020 School Year: Current enrollment numbers - seven available seats for kindergarten, three for 1st grade, and eight for 2nd grade. Recruitment events will continue throughout the summer engaging both current families and prospective families as well.
2. End of Year Assessment Data reviewed for Istation and STEP. Students averaged 1.5 years of reading growth on STEP.

E. Founder Report

1. Facility Updates: Discussion of building updates to be made over summer.
2. Preparation for 2019-2020 School Year: In search of 1 more teaching position. Retaining full faculty from year 1.

V. Closing Business

- A. Date of Next Meeting: Saturday, July 13, 2019
- B. Adjourn: 10:15 am