

AGENDA

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

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

- I. Opening Business
 - A. Call to Order - 9:10 am
 - B. Roll Call - present: Brandon, Scott, Tomas, Matt, Cindy
excused: Joshua and Rosa
 - C. Vote to Approve Agenda - Brandon moved, Tomas seconded, all approved, none opposed
 - D. Vote to Approve 6.1.19 Meeting Minutes – Motion: Brandon, Tomas seconded, all approved, no opposition

- II. Public Input (10-minute time limit) - no public input

- III. Action Items
 - A. Budget Adjustment Request (BAR) Approvals - discussion about the role of Charter School Boards needing to approve BARs ensued. Matt has authority, and so does Katie to approve BARS without board approval but it is recommended that the board approve a BAR history report at the end of the year.
Cindy made a motion to approve the BARs History Report Matt seconded the motion, all voted to approve, no opposition. The board voted to allow Katie to perform maintenance BARS, Brandon moved to approve the motion, Tomas seconded, all voted in favor, no opposition.
 - B. Attorney Contract - Dan Hill, attorney at law, presented information about the contract and his firm. Tomas moved to approve, seconded by Cindy, Brandon abstained, all else voted in favor.
 - C. Technology Support Contract – Following discussion and questions, Brandon made a motion to approve, seconded by Tomas. All in favor, no one in opposition.
 - D. Head Administrator Contract – Following discussion and questions, Brandon moved to approved, Tomas seconded, all voted to approve, no opposition.
 - E. Board Member Removal - Beverly verbally notified us that she was resigning but PED required a written notice. PED has advised that we vote to remove since we haven't been able to get something in writing from her. Brandon moved to remove, Matt seconded, all voted to remove her, no one in opposition. Rosa and Joshua also gave Scott a proxy vote to approve the removal. The board met the 30-day notification requirement of her removal.
 - F. Board Member Addition (Tentative) - no action taken

- IV. Information Items
 - A. Finance Committee Report
 1. PED Repayment FY19 - we owed PED approximately \$103,000.00 We have paid \$30,000 and will pay the remainder when we receive the \$130,000 from RFR and the pots of money are \$70,000 in CSP, \$20,000 in Title I \$26,000 in IDEA and \$2,000 in Title II. Once received we will finish paying off PED and EdTec.
Katie presented FY19 financial records.
Katie discussed FY20 assumptions - what may change in certain categories depending on enrollment. She also presented the monthly financial summary. Next

steps - keep a close watch on FY20 enrollment and pay back PED and EdTec. Most likely we will ask for a cash advance. There is a possibility of CSP to advance cash as invoices come in which would help with cash flow. Dan Hill has a meeting scheduled with PED July 23, 2019 about an electronic interface with EdTec which would expedite money movement.

2. Review Financial Self-Assessment Questionnaire - no action, will review at the August meeting.

B. Audit Committee

1. Auditor Meeting Recap - Brandon and Katie met with the auditor this past week. Will be on site 8/27/2019. Within 2 weeks after the audit we will have statements and findings and then will have until the end of October to review and respond by mid- November.
2. Preparation for FY19 Audit - Jade will make sure that all of the items on Katie's list are in house for the audit.

C. Governance Committee Report

1. Addition of New Board Member - Cindy discussed potential candidate. Tomas and Jade met with an additional candidate who may be interested.
2. New Board Member Onboarding - will develop the training packet prior to onboarding the new board member, Jade will provide some materials as well.

D. Academic Achievement Committee Report:

1. Recruitment Updates: 2019-2020 - we are currently at 69 committed students, there has been a recent uptick in enrollment packets submitted. Will begin conducting outreach to the families next week to encourage them to remain committed to attending ACCS. Will post advertisement on social media. Public data expected next week, can't push out the schools results until public data is available.
2. Upcoming Events - Information sessions are scheduled, one at 11 am today. 7/25 is another information session. Family orientation August 2 day, board presence requested.
3. Board Observations - at the conference it was suggested that board members can come in and observe the classrooms going forward. Committee will develop a board evaluation tool to use during their evaluations. Also suggested that board host a luncheon for the staff. Week of July 29th is proposed. Rosa will send out a poll for which date will work best.

E. Founder Report

1. Facilities Update - working with playground company to do some renovations on the playground.
2. Preparation for 2019-20 School Year - would like a volunteer work day prior to the family orientation. Help is needed with small handyman jobs and classroom set-up. Volunteers needed for 7th, 8th and 9th to help with the start of the year.

V. Closing Business

- A. Date of Next Meeting: August 3 at 9 am
- B. Adjourn - 10:42 am