

## Minutes

Albuquerque Collegiate Charter School Governing Board Meeting  
Wednesday, October 9, 2019 | Time: 6:00pm

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

- I. Opening Business
  - A. Call to Order – 6:07 pm
  - B. Roll Call – Present: Scott, Jeff, Tomas, Rosa, Cindy, Brandon, Jesus, Absent: Matt excused
  - C. Vote to Approve Agenda – Jeff moved to approve, Tomas seconded, all in favor
  - D. Vote to Approve 9.7.19 Meeting Minutes – Cindy moved to approve, Tomas seconded, Brandon abstained
  - E. Welcome for ACCS New Board Member – Scott welcomed Jeff Kiely, Jesus Ontiveros.
  
- II. Public Input (10-minute time limit) - none
  
- III. Action Items
  - A. Budget Adjustment Requests (BARs)- Lease Reimbursement - Doc. ID: 574-000-1920-0003-IB, Jeff made a motion to approve, Rosa seconded, all in favor, no opposition, motion approved.
  - B. Instructional Materials Policy – required for compliance, Rosa motioned, Tomas seconded – all in favor, policy was approved
  - C. Medical Marijuana Policy – Tomas motioned, seconded by Cindy, all in favor, policy approved
  - D. Selection of Board Officers - The board thanked Scott for his service as our chair – he is standing down at this point, Rosa and Cindy nominated Tomas for Chair, all voted in favor and he accepted the appointment, Scott nominated Rosa and Tomas seconded for Vice Chair – all voted in favor and she accepted the appointment Tomas nominated Matt for Treasurer, seconded by Cindy – all voted in favor and he was not present to accept the appointment Cindy remains the secretary from last month’s vote
  
- IV. Information Items
  - A. Finance Committee Report
    1. FY20 Budget and Enrollment Implications – board reviewed financials along with Katie Rarick from EdTec. Today is the 40<sup>th</sup> day and there were 74 students in seats today. Waiting for cash advance (asking for 160K) before paying all liabilities/accounts payable in order to preserve cash flow. Currently we are only funded on last years student numbers. Discussed extended school year funding, ACCS students attended 10 additional school year days. Funding process and expectations have not been clearly stated causing confusing.
  
  - B. Audit Committee
    1. FY19 Audit Update- Katie has received all of financials and findings recently and will be thoroughly reviewed by the audit committee. Meeting with the auditors scheduled in late October/early November.

C. Governance Committee Report

1. New Board Member Onboarding – document sent to Jesus and Jeff by Scott. Scott also submitted to PED.
2. Board Member Trainings - reminder for all of board members to take training as required. Jade demonstrated the board training tracking document in our Google drive. She also reviewed available training opportunities from PED.  
Jade also discussed that her and Rosa are working on academic training, Katie can provide financial training and our attorneys can provide the remainder of the training.

D. Academic Achievement Committee Report:

1. 40th Day Enrollment Update – 74 students
2. Board Visits during Year – Observation form is created and linked into Google drive. Board members will be observing teachers using the form while visiting ACCS. Would like this form used at least once a year. Form is designed to guide board members on what to observe and document while on site. Scott asked if there is any preparation, we could have ahead of our observation visit, Jade and Rosa are working on developing something to share before board members perform the observation task.
3. STEP & Istation – Istation reading proficiency has increased overall. Students that started at the beginning of the school opening are ahead of new students coming in at later grades– need to discuss how to handle going forward.

E. Founder Report

1. Facilities Update – realistically doubt we can move in the next year. Discussing with the landlord extending the school to the south. Hoping to have expansion completed by summer.
2. 2020-2021 Expansion Plan – Jade mentioned that we should increase up to 60 kindergarten seats next year. Families are already inquiring for next year.

V. Closing Business

- A. Date of Next Meeting: November 2, 2019
- B. Adjourn – 7:38 pm