

Meeting Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

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

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

- I. Opening Business
 - A. Call to Order – 9:04 am
 - B. Roll Call – present: Rosa, Tomas, Brandon, Jeff, Jesus, Cindy, Matt, Scott
 - C. Vote to Approve Agenda – moved to approve by Scott, seconded by Jeff, all approved – no opposition
 - D. Vote to Approve 10.9.19 Meeting Minutes – moved to approve by Rosa, seconded by Scott, all approved - no opposition

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

- III. Action Items
 - A. Budget Adjustment Requests (BARs)- Library Funds – this BAR is for Library materials that must stay at the school, it is not for materials that students can take home. The funds will be used to purchase books to expand the guided reading level programs. Moved to approve Cindy, second from Scott, all in favor - no opposition.
 - B. Director of Curriculum & Instruction Contract – this is for a substitute Director while the full-time director is out on maternity leave. Brandon brought up two revisions that should be made, recommended that the contract be amended to include the following changes: Change “or” to “and” in section 8 and then section 18 adding “during the term of the agreement” at the end of the second paragraph. This contract is anticipated to run through the end of November. Brandon moved that the contract be amended with these changes and the motion was seconded by Scott, all approved - no opposition. Scott moved to approve the amended contract, Jeff seconded. All approved – no opposition.
 - C. Enrollment Cap 2019-2020 – School Director recommended that for next year the enrollment be capped as follows: K – 60, 1st - 30 2nd - 30 & 3rd - 20, discussed how the new number will impact the budget and the concern of managing a number of kindergartners where enrollment falls between 30 – 60. Discussed more work will occur during the summer to prepare. Scott motioned to approve the recommended enrollment cap, seconded by Brandon. All approved – no opposition.

- IV. Information Items
 - A. Finance Committee Report
 1. FY20 Budget and Current Financials – EdTec Manager presented the finance committee report. She is conservative in our revenue estimates and Jade and Katie are paying expenses strategically in order to manage the cash flow.
 - B. Audit Committee
 1. FY19 Audit Update – exit interview is November 5th.
 - C. Governance Committee Report
 1. New Board Member Onboarding – will schedule several 1-hour sessions to review ACCS information, no feedback from PED on the onboarding program that was

submitted. Jeff is waiting to hear back on the 1-day session 11/9/19. Jade discussed the lunch and learns that are offered. Discussed options for new board member training.

2. Board Member Trainings – discussed along with new board member training
3. Committee Assignments – Tomas & Rosa, academic; Scott & Cindy, governance; Brandon remains on audit; Matt must remain on the finance committee. Tomas asked everyone to email him with our committee preference.

D. Academic Achievement Committee Report:

1. Board Visits during Year – Rosa introduced the Board Visitation form and she is working to get Academic credit for the board members when working on this project.
2. October Istation Data – discussed proficiency levels overall and by grade for October

E. Director Report

1. Facilities Update – discussed above
2. 2020-2021 Expansion Plan - discussed above, Director showed her illustration of potential expansion. We will be working with a lobbyist to get capital outlay funds from the legislature, Director will meet with various legislators.
3. (Legal) Update on PED Response to Martinez/Yazzie – Rolling out new rules regarding lack of funding and support for at risk students in the state.

V. Closing Business

A. Date of Next Meeting & Upcoming Calendar Year Meetings –Hold, December 7th for the next meeting.

B. Adjourn – Scott motioned to adjourn at 10:29 am, Brandon seconded.