

Meeting Minutes

Albuquerque Collegiate Charter School Governing Board Meeting

Saturday, January 25, 2020 | Time: 9:00am

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

- I. Opening Business
 - A. Call to Order – Tomas called the meeting to order at 9:03 am
 - B. Roll Call – Cindy, Tomas, Scott, Brandon, Rosa, Jeff, Jesus and Matthew all present
 - C. Vote to Approve Agenda – Scott moved to approve the agenda and Rosa seconded, all in favor, none opposed
 - D. Vote to Approve 12.7.20 Meeting Minutes –Jeff moved to approve the minutes and Brandon seconded, all in favor, none opposed

- II. Public Input (10-minute time limit) – there was no public input, Katie Rarick, Jade Rivera, and Daniel Ivey-Soto were present.

- III. Action Items
 - A. Budget Adjustment Requests (BARs)- there were no BARS requiring approval
 - B. Open Meetings Resolution – Annual review of this policy is mandated. Cindy moved to approve and Scott seconded the policy, all approved, no opposition.
 - C. CIPA Policy – this policy was written by school attorney for the purposes of obtaining e-rate funding. Scott moved to approve and Jeff seconded. All in favor, no opposition.
 - D. Expansion Lease – The landlord is requesting a 5-year lease be signed but the space will not be big enough to house the students for more than 2 additional years. The discussed different lease options with the landlord understanding that he has put significant renovation dollars into the space. It was decided that the lease could not be extended out beyond the approved charter date of FY 22. Jeff identified a mistake in the rate, there was a mismatch on section 3a, the rent in parenthesis states \$13,500 a month but is verbally written out to indicate \$26,500. There was no approval as the lease extension as presented isn't acceptable, the attorneys and Jade will continue to work on an agreement.

- IV. Information Items
 - A. Finance Committee Report
 1. FY20 Budget and Current Financials - Katie (EdTec) presented the update, ACCS is still waiting for over one million dollars in SEG funds owed to the school based on the 40th day enrollment. She has asked for PED to review her calculations for budgeting purposes but hasn't received any feedback. The school will not go into negative cash flow due to strategic bill paying. Next year they will put more salary dollars on the federal funded programs such as IDEA, Title I, etc.
 2. FY21 Projections – Projections for next year around financial status with 110 versus 140 kids were presented, the larger number of students will create a shortfall of \$200,000 in December through April per month but at the end of the school year, a greater amount of funds will be available.

 - B. Governance Committee Report
 1. Training Hours & Opportunities – reminded the board members to complete their training hours and discussed upcoming training opportunities

2. Policy Manual Updates – Cindy mentioned that the policy manual was last updated in September of 2019 and needs the new policies added.
- C. Audit Committee
1. Audit Updates – Committee completed an audit of the purchase orders this morning and found one minor error that needs correcting.
- D. Academic Achievement Committee
1. Istation January Results – results were presented, and the students are improving as expected.
 2. Enrollment Update 2020-2021 – we are expecting to need a lottery for grades 1 – 3 in April.
- E. Director Report
1. Facilities Update – discussed during the lease extension presentation
 2. Enrollment Planning – we are planning on 60 kindergarteners, 30 1st graders, 30 2nd graders, and 20 3rd graders. There are not many open spaces in grades 1 – 3 and that will most likely require a lottery. Applications have already been received for the following school year.
 3. Equity Council Update – we needed to complete our assessment within the week, but PED hasn't sent out the tool as of this date.
 4. Fundraising Update - Director is going to be focusing more of her time and efforts on fund raising in order to help stabilize the school's financial status which is at this completely dependent on government funding which isn't often paid timely. This will allow the school to offer more programs and have more money to purchase items needed for students versus always having to wait until the funds are received from the state.
- V. Closing Business
- A. Date of Next Meeting: TBD: February 2020 – we will send out a Doodle poll for the next meeting date in February.
 - B. Adjourn – Scott moved to adjourn the meeting at 10:40 am, Rosa seconded. All in favor.