

Albuquerque Bilingual Academy
ABA GC Meeting Minutes
Date: October 28, 2019

Board Members Present	Brenda Baca, Julian Munoz, Doris Cole	
Absent	Melissa Trujeque, Jose Garcia	
Others in Attendance	Chris Jones, Danielle Miranda, Pryium Banerjee, Esteban Cole, Kyle Hunt	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:33 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda		Brenda Baca called for a motion to approve the agenda. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	09/30/2019	Brenda Baca called for a motion to approve the 09/30 minutes. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Consent Agenda		
Approval of BARs	BARs for consideration: 1. 528-000-1920-0008-1 1. Justification: \$128,778- To match budget to FY20 initial award.	Brenda Baca called for a motion to approve BAR 0008-1. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<i>*Finance Team met prior to Regular GC meeting to review both the budget reports and BAR</i>	
Annual Monitoring and Renewal Visit Updates	<p><u>Jones:</u> On October 18th, we had a group come out to conduct our renewal site visit. They looked at or renewal application and verify that. But they also did their annual visit; we have two per year. They come out at look at everything that is within our performance framework. To make a long story short, we only had four people who came out. I assumed there would be over 10 people because it is a pretty big visit; it's a renewal visit to determine if we are going to get recommended for renewal. But they only had four people and their director left at lunch time, so then there were only three of them. They gave us a lot of recommendations that we need to fix but a few things resonate as far as what we needed to fix immediately. The first thing to know is that Diana Diaz, our Director of Operations, is our CPO and her CPO certification lapsed and it expired last May. Fortunately, we were able to get a hold of the state purchasing office and they did approve an extension of her current certificate. Someone will go to the training that is in February. The second thing was testing; we had our ELL testing occur at the beginning of the school year. But we were lacking certification at the time prior to administering the Access test. They did let us know that there might be something to come but I haven't heard back from them. I have uploaded the certificate to them. Everything else went pretty well. We will have the recommendation by November 12th and from there they will send that same recommendation to the PEC. I'm hopeful we will get a five year term. So they have 45 days to respond and then we have 30 days to respond to them including our documentation. We will have another visit in the spring. We do have our date which is December 12th and we are the first agenda item.</p>	
Approval of Revised School Year Calendar	<u>Jones:</u> This is the other thing that came up; we did have a calendar issue that we needed to fix. One of the big misunderstandings comes from me from last year's visit. They said that we no longer had to follow the contract and that we could follow the statute instead. But in talking to the team, they're referring to the next contract negotiation period. Because we were under, we had some changes to make. So we are extending the school day by 15 minutes and we had to take away several of our PD for staff. We also had to extend the school year to May 28 th . If you could take a look at this calendar and approve it today and we will continue to march forward with our new calendar.	Brenda Baca called for a motion to approve the revised school year calendar. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of CPO MOU with SABE	<u>Jones:</u> If we can have some sort of level of approval, just in case we need it. We still need to do the training in February. The training is a week long here in town.	Brenda Baca called for a motion to approve the CPO MOU with SABE for contingency planning. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

Discussion RE: Audit Committee Membership	<u>Baca:</u> We have two people willing to join the Audit committee. <u>Jones:</u> We need to meet more often. As soon as we have our findings and the release of the report, we'll need to meet and come up with the management responses and adult actions.	
Review of ABA Board Mentorship Process and Procedures	<u>Jones:</u> I just wanted to bring this up very quickly. I think it's really important that we continue talking about what that mentorship looks like. Especially when we're recruiting and trying to retain members. We do have the 'Table of Contents' that was created by Ms. Judy at one time and we need to implement these with our new members. We also need to look at the board manual and make some revisions to that. For future meetings, I will put it back on the agenda, if you are ok with that.	
Approval of OMA Annual Resolution	<u>Jones:</u> We missed it in August, so we need to get it done. We need to decide on the Open Meetings Resolution. Our meetings are scheduled on the last Monday of each month at 5:30pm. If everyone is ok with keeping that day and month, we just need to have you vote and sign.	Brenda Baca called for a motion to approve the OMA Annual Resolution. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Review and Approval of ABA Bylaws	<u>Jones:</u> Hopefully you had an opportunity to review the bylaws. If you remember, we approved my own threshold for certain financial transactions in which I can only approve a certain amount of money. Also we have between 5-11 members we can have on the board; we do have flexibility. We have different terms; we have two years for an officer. We have no term for being a member. Other than that, everything else is fine as we have already reviewed these thoroughly.	Brenda Baca called for a motion to approve the ABA Bylaws. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Wellness Policies – new and revised	<u>Jones:</u> Within your packet, you have a copy of the Wellness Policy that was actually written by Ms. Pryium and approved by our wellness team. We have an upcoming visit from the USDA program and they're going to audit us. This policy is one of the requirements. Ms. Pryium followed the template and helped to write the policy. So hopefully approved by you, we can submit it to PED. <u>Banerjee:</u> Like Mr. Jones had said we were missing one so Ms. Miranda and I we met with our committee and this is the resulting policy. It mostly talks about nutrition education, physical activity, health education, and things that will promote healthy eating. There are some recommendations in there and it is pretty standard.	Brenda Baca called for a motion to approve the Wellness Policy. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Homeless Education Policy	<u>Jones:</u> The only addition we need to make to the homeless education policy is when it comes to dispute resolution. So instead of it stopping with the homeless liaison and straight to the state; they want there to be different layers. Ms. Miranda will be our Homeless Liaison this year. So if it doesn't work with Ms. Miranda, it will go to me, and then to the GC board, and then it will go to the state. That is the only addition and the rest of the policy is still pretty solid as far as they're concerned.	Brenda Baca called for a motion to approve the Wellness Policy. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Field Trip Policy	<u>Jones:</u> I would like to request to table this item until we have an opportunity to send this to the leadership committee. I'll give you an idea of what I would like to do with this field trip policy. What I want to do is implement a policy that immediately designates a number of chaperones we need and these people have to go through the volunteer process including a background check. But I want to make sure we have a set number and based on the number we projected to attend each grade level field trip. This will apply through 8 th grade. We want to have a good ratio depending on the ages of the students. We need to do something better and that is what I intend to bring to you, after the leadership meets.	Brenda Baca called for a motion to table this item. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Renewal Process Updates	<u>Jones:</u> We already discussed this item.	
PF Update-Monitoring Tool Presentation	<u>Jones:</u> I would like to also table this item until the next meeting. I do not have all of the information needed from STARS.	Brenda Baca called for a motion to table this item until next meeting. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Closed Session	Time: 6:20pm	Brenda Baca called for a motion for ABA's Board of Education to convene in Executive Session Pursuant to the Open Meetings Act: NMSA 1978 § 10-15-1 (H)(8) for the Purpose of Discussing the Sale or Lease of the ABA Central Campus. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Reconvene to Open Session	<u>Baca:</u> Roll Call- states that all members agree that the matters discussed in the Executive Session were only limited to those specified in the agenda. Time: 6:29pm	Reconvene to Open Session
Action as Necessary from Closed Session		GC approved what was discussed in closed session is approved. GC approved unanimously by a

(Discussion/Action)		vote of 3-0; 0 opposed; 0 abstained
Head Administrator Updates	<p><u>Jones:</u> The first update is about the camera system; I'm really excited about getting a camera system because we've had a tough year already. Our middle school students are acting a little crazy. Hopefully, the cameras will help us in that we will have less time dealing with investigations around discipline. Also, it's a good way to ensure that everything is flowing smoothly. It is much easier to sit with the staff member, student, or parent, and say this is what's really happening. The other thing that we will be seeing, like Kyle mentioned, is that we are going to see an increase to our SEG which is a great thing. Our 40 day count was at 388 students and that report is being finalized. On Friday, our staff was working on common formative assessments. We have to do that this year. It is something we have built into their PDP's that teachers are going to write these and turn in a number of common formative assessments. So hopefully we can get through that.</p> <p>We had the Harvest Fest on Thursday and it was really nice to see families come out. Next event will be our Holiday Performances if you can attend that, it would be great. Get ready to go on the 12th, if you can be there it is going to help us a lot. We are going to try to take students, parents, and staff members.</p>	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, November 25, 2019; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned at <u>6:40 pm</u>	