

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: February 22, 2021

Board Members Present	Brenda Baca, Melissa Trujeque, Doris Cole, Julian Munoz, Jose Garcia	
Absent		
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, Constance Dove	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:34 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	02/22/2021	Brenda Baca called for a motion to approve the agenda. Melissa Trujeque 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	01/25/2021 and 02/05/2021	Brenda Baca called for a motion to approve the 01/25 & 02/05 minutes. Melissa Trujeque 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	<p><u>Hunt:</u> BARs for consideration:</p> <ul style="list-style-type: none"> • #0027-D • #0028-M • #0029-M • #0030-T <ol style="list-style-type: none"> 1. Justification: \$106,221- To decrease budget to match 40D SEG adj memo sent by PED. 2. Justification: \$0- To match budget to program expenditures. 3. Justification: \$0- To match budget to employee program not contracted program. 4. Justification: \$0- To move salaries for student support to appropriate function in 2100. 	Brenda Baca called for a motion to approve BARs 0027-D, 0028-M, 0029-M, and 0030-T. Melissa Trujeque motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt:</u> Starting with our financials, we start with the revenue report and these are all the moneys we've received as of January 31st, 2021. We are missing some budgets within these rentals and contributions; we actually did budget these with our BARs last month. As of February, we've actually received quite a few more of these revenues and I believe we got our PSCOC lease assistance in, some of our Title programs in, and our Pre-K as well. Going down to our Expenditure Report, please stop me if you do have any questions on any lines, as I did mention we do have a large amount of availability especially within this Other Textbooks line which is where that decrease BAR came from. It was \$110,000 so it got to be around \$80,000 budget or so which is fine because our state mandated other textbooks expenditures for the instructional materials was actually about \$36,000-\$37,000 for the year; so we are over that. Going down to the other functions, we do have this At-Risk Registrar and she is being moved to the CARES Act, so once those maintenance BARs are approved, she will be moved out and this function BAR will resolve itself with a negative line. Going down, we did have some changes with the copyright troubles and some other items, but we do have some adjustments coming in which will open up a lot of these budgets and correct these negative lines. Going through, our only other major negative is down at the bottom of Function 2600. This mainly due to the fact that we had so much of our lease put into here and once we actually have the PSCOC lease purchase budget in place, I'll be able to move a big portion of that to 31200 and it will open up this function and keep all the functions positive. And Operation will show a proper availability of about \$750,000 given after our decrease. Going down, Student Transportation we're still paying it as we had invoiced. Title 1, we did some rearrangements on and flowthrough BAR is still waiting on approval but that is \$28,000 and once that BAR is entered it should fix most of these minuses and encumbrances and our budget will be positive for there. Going through, we do have the CARES Act and I did mention we did rearrange a lot of this. We actually did move this \$23,000 here down to the other amount that we're reclassifying, and we cleaned up a lot of this is and this one is almost fully expended at this point. But those won't be shown until February when we've made those adjustments. Pre-K Initiative, we do have a little bit of budget left over after all of our encumbrances. I'm not sure if you do have any expenditures for that Chris that you might want to think about. All the other capital funds are as expected, nothing new. We do need to do a minor</p>	

	<p>maintenance within SB-9 for some of the maintenance that we actually did at this building. Other than that, all of the expenditures look good. Going down to our Bank Account Register Report, we paid the lease for two months and at this we owed December and January for our new lease to purchase. We received quite a few of our other RFRs, IDEA-B, Pre-K, and a large distribution for HB-33 and SB-9. Because of all of those, we did have large cashflow this month of taking in \$703,000 and only dispersing \$556,000. Going into our Bank Reconciliation, we started the month with almost \$2.7 million and thanks to all that cashflow we ended with a little over \$2.8 million with \$15,000 in outstanding checks. Those outstanding checks are listed right here, a good portion of them is actually T-Mobile. We've been waiting for T-Mobile to give us a response on if they're going to cash these checks or if they actually shredded them because we need to resend them to a different site but as soon as we have confirmation, that should be cleared before the February reports as well. Going down to our Balance Sheet, these last two pages represent how that \$2.8 million is laid out between all of our accounts with a majority of it being with our Operational, our Food Services, and HB-33 and SB-9 funds. Going down to the Dashboard, comparing year over year, we do have some minor differences in expenditures but nothing too major. The lease reimbursement is just because we lack the budget authority because we had that mix-up within the minutes, so we had to approve the BAR just in January. So as soon as that's pushed through that will be corrected and we'll have pretty much matching expenditures. Are there any questions or concerns for me over these reports?</p>	
<p>Facilities Update and Approval of Roofing Project</p>	<p><u>Jones:</u> Give me one second and I'm going to go ahead and pullup our estimate. Obviously, this can be a closed session item, but I have it on the full agenda item. I don't think it there isn't anything that really needs to be discussed in closed session because we do have capital funds that are available and obviously, we know the condition of our roofs in all of our buildings; they all need significant repair. You're looking at a roofing proposal and we actually went through CES to obtain several proposals. We wanted to get estimates to see if we could of course get the best value for our buck. We do have all of our shells currently as well as the 4 that are built out that are in need of total roof replacement or repair. No of course there is the opportunity to replace each of the roofs but there is a significant cost difference. So, what Ms. Diana, our Director of Operations, and myself have done is we actually went with the repair as opposed to the replacement. What we have in front of us is one of the estimates that we actually selected. RoofCare is the company and this is the letter that you're looking at in front of you. We did obtain many quotes and some of the quotes were in excess of \$350,000 and some even close to half a million for simple repair and the replacement was getting up towards almost a million to repair each of the four roofs. We found that this company seemed to offer not only the best service, but we also researched and tried to vet what their service was, their business as a whole, their reputation, and also information about the quality of their work from previous jobs. We really started to look at the material that they were using and after speaking to several vendors it became obvious to us that we had many options and we decided to go with something that was going to be affordable for the school that wouldn't exhaust our capital budget but would allow us to have a good warranty. It comes with a 10-year warranty. It's an acrylic system; they're actually going to use a certain material it's called ELASTEK Acrylic renovation system. They're going to do some patch repair and then spray it with a new coating that's going to give us a lot of useful life. We have many areas in which our current roofs are leaking. We're looking at doing each of the four buildings. We know that if you come onto our campus, you see some of the sediment from the roof and its coming into the gutter system and its actually drained down into the courtyard. If we want to buildout of additional spaces, we definitely want to take care of what we have already built out. This is a starting point for us, where we can fix some of these leaks that have caused problems in the past. Our campus is beautiful; we have probably one of the nicest facilities when it comes to charter schools, so we're blessed and fortunate to have that, but we do need to take care of our assets. Now with the new purchase arrangement, its really important for us to go ahead and get this done. We can use our capital funds because we are in the agreement, we should be ok and again it will not exhaust our budget. The final cost is \$174,000 and this comes with a 10-year warranty. This is through CES so of course we we're able to avoid the RFP process. We have some payment terms. Our original quote from them was because she made an error was \$115,000, so after identifying them as our vendor of choice it turned out that her quote was inaccurate. So. The final quote that she returned to us was \$280,000 and that was for a slightly different material and Diana and I got into a whole negotiation process with our representative as well as the owner of the company to talk about other materials we could possibly use and not only that but the fact that they made an error and wanted our business we were able to come to some terms and receive a better price. So, what I'm asking for at this point and time for approval to allow us to go ahead and move forward with this repair. Again, we do want to protect this investment; we hope to be in that space for a long time. Just something to consider, we will need to repair the rest of roofs across our campus. So, as we do the rebuilds or the build outs rather that is something that we can negotiate at the time of construction projects and ensure that we each of the roofs taken care of. So, thank you guys for your time for allowing me to explain to best of my ability what we're proposing and again I do ask for your consideration in approving this project as soon as we possibly can.</p> <p><u>Munoz:</u> So, question we are covered through that CES, right? We're good with the contract that we have with CES?</p>	<p>Brenda Baca called for a motion to approve the Roofing Project. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>

	<p>Jones: Yes, Mr. Munoz that is correct. So, we chose to use CES and their blue book that has a list of vendors that have been vetted. They have already gone through that RRP process for us.</p>	
<p>Reentry Update</p>	<ul style="list-style-type: none"> a. Albuquerque Public Schools Online Decision b. Reentry Requirements c. Staffing d. Reentry Site Inspection Date and Time e. Reentry Survey Results f. March 1 Small Group Reentry Logistics <p>Jones: I just wanted to give you guys a couple of updates on what we have going on with our own re-entry.</p> <ul style="list-style-type: none"> a. Albuquerque Public Schools Online Decision: Of course, APS making our agenda is only a need to know type of item; there's no action to be taken and it's more of a discussion. In looking at our re-entry, one of the things that we considered was Aps and their decision to allow students or ask students to re-enter. We know that they have delayed their decision at one point and then they made the final decision to not have students re-enter for the duration of the school year. Primarily, because they could not fill the classrooms with an adequate number of teachers to support a re-entry. I believe there was some union negotiation that needed to happen; there were a lot of factors that affected that. But they are working, and I am an employee of APS as well as a coach so I'm a contractor of course and it doesn't conflict with my responsibilities here. I know that the high schools are working on a plan for re-entry and it's a small group/hybrid. But I do not foresee elementary or middle school students coming back based on what I'm aware of anyhow. So, there's two parts to that 1) students are looking for a place to go if they're within APS and there's school has chosen to obviously not return for in-person instruction. We've gotten some interest from outside students and we continue to enroll students for this year. So, that's a good thing for us and for next year as well because our enrollment is looking good and it's shaping up. I believe right now were projecting already about 375 students, but we are under enrolled for next year; however, we are completing the lottery. Really the APS update is just to let you guys know what's going on, you watch the news. There are a couple of things that impacted us 1) if we asked our staff to come back but APS allowing staff to work from home, we could've potentially lost some teachers and 2) the upside for us is that we could gain some students. So, I'll continue with my update and obviously we don't need to harp on that for very much longer. b. Reentry Requirements- the re-entry requirements have been met for ABA. ABA as a staff, we've worked on all of the Fire Marshall checklist requirements. We are continuing to work on obtaining cloth masks at this time for students; they asked for multiply masks and so we're researching that. We're also working on our central campus and we're working on creating a process and systems to make sure students are socially distancing. That's appropriate in meeting all requirements. We're worked on creating a dot system, where each student has a marking in the courtyard. We're also created the same system for emergency drills behind our shells. So, we have all of that in place and students will have a designated area by which they are asked to line up in the morning before entering the buildings before screenings. The same thing in the afternoons, they will line up on their dots and they'll be released accordingly. So, we have the alphabetical system that we're working on and all of the other requirements including signage seem to be met at this point. We're looking forward to our Fire Marshall Inspection. c. Reentry Site Inspection Date and Time-That has been delayed for us until the 8th of March. So, the Fire Marshall will be out on the 8th of March to do the inspection at both sites. So, the requirements have been met. I will update you once the inspections take place. d. Staffing- We have 100% of our staff members hat have agreed to return. So, that is huge for us; we haven't lost one staff member. I'm very excited about that; everyone is on board. Everyone is very excited to come back believe it or not. So, it was a big push and I appreciate all of the support from our board. Obviously, we know that we're fortunate to have gotten the majority of our staff members vaccinated; we're very happy about that as well. We feel that it is time to come back, the teachers feel that way too. We feel it will be safe for our students. So, thank you again for our support. e. Reentry survey results- I just want to share with you that we have 70% of our families that have expressed interest in having their students return. So only 30% of students and families are wanting to stay home and finish out the year online. That's big for us. We're really looking forward to getting all of our kids back. April 5th is the date in which students will come back at 50% capacity. We're excited to be able to accommodate more of our students. f. March 1 Small Group Reentry Logistics- On March 1st, we'll start with small groups of 5-1 and that was based on a priority system. What we did was we took the students who had several indicators and gave teachers the discretion to identify and finalize a final list of 5 students that they're contacting and getting commitment from to return on Monday. That was attendance, special programs (special education and ELL), students experiencing homelessness, students in foster care, students who are undergoing the SAT process, students that have been recommended for retention, and then of course we have those families that 	

	<p>work and can't adequately supervise their students. We have a list and Mr. Bryant help us by preparing a list of priorities kids, color coding each kid and then teachers were given that list and they were able to actually create again their finalized list of five students. Really with re-entry updates and again in the packet you'll see some of the information and of course we've already touched on this a lot. Thank you again for your help and your support. We are excited and I will continue to keep you updated. Thank you very much guys.</p>	
Head Administrator Updates	<p>a. Current Enrollment b. Projected Enrollment Per LOI Submissions</p> <p><u>Jones:</u></p> <p>a. Current Enrollment- We're at about 370 students. Again, we are under enrolled for next school year but we're anticipating 400 students; I think 408 is our projection. We did get the majority of our returning students to committed to coming back. We are completing the registration process for returning students. Now we're actually enrolling new students; we had a couple of people in today doing a campus tour. We've started the registration packet distribution and that has gone on at the ABA site located at Unser.</p> <p>b. Projected Enrollment Per LOI Submissions- So again these are only projections for next school year based on pre-registration and letters of commitment coming back from our students that were currently enrolled. We are under enrolled again for next year. But I wanted to give you the total and it looks like 341 is where we're sitting. We're looking at a projected enrollment of 416 students and obviously we have some work to do. I do want to remind you that these are returning students only so, we have not begun to add the students that are currently enrolling for next school year meaning new students. I believe we already have about 20 of them and we're teetering around 370 but we have a lot of work to do. So as a board, I w want to ask for your help of course in spreading the word. Thank you guys for sharing our posts; word of mouth is always huge for our school and we hope to continue and also working with our marketing coordinator to see if we can get some new and interested families to come in and join us for next school year. Looking at our enrollment for next year, the projection is 416 being at 341. Knowing that we have roughly 20 students that are new that have already gone through the first wave of the lottery, we still have a lot of work to do. Obviously with COVID its going to be difficult to win the trust of all of our families, new families anyhow but we do have the benefit of APS choosing not to re-open. I think there is a huge opportunity for us.</p>	
Closed Session	<p><u>Baca:</u> I invite Chris Jones and Constance Dove to the closed session.</p> <p>Time: 6:08pm</p>	<p>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 Property. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>
Reconvene to Open Session	<p><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.</p>	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)		<p>Brenda Baca called for a motion to approve the contract of Constance Dove upon the legal review and opinion of Patricia Matthews, ABA attorney. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>
Board Training Discussion	<p><u>Jones:</u> Please review the upcoming training options.</p>	
Public Comment	N/A	
Announcement of Next GC Meeting	<p>Next GC meeting: <u>Monday, March 29, 2021; 5:30 pm</u></p>	
Adjourn	<p>Meeting was adjourned</p>	<p>Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>