

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: March 29, 2021

Board Members Present	Brenda Baca, Melissa Trujeque, Doris Cole, Julian Munoz	
Absent	Jose Garcia	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, Gary Benavidez, Wendy Caruso	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:30 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	03/29/2021	Brenda Baca called for a motion to approve the agenda. Julian Munoz motioned. Melissa Trujeque seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of Minutes	02/22/2021 and 03/15/2021	Brenda Baca called for a motion to approve the 02/22 & 03/15 minutes. Julian Munoz motioned. Melissa Trujeque seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<u>Hunt</u>: We have the financial reports for the month of February. Starting with our Revenue Report, the month prior we did approve BARs for a lot of the other revenues such as for the rentals from the central campus, from YDI, and prior year refunds we had. So those have been received and we've also been receiving most of our other revenues as expected, e-Rate was included in on there. We also do have movement on Title I and CARES Act as well; I did see approvals for those RFR's come through this month so we should be getting payment within March or beginning of April. Other than that, we are receiving all of our other revenues as expected. Going down to our financial reports, we do have a minor negative right here as shown but this is mainly due to the fact that we have to split out our at-risk, with these other salary expenses which do have much more positive available budget at the \$383K and \$146K; those are for our other at-risk things. So, some of these costs will be allocated to those budgets and actually clear up that line; that's just program identification that we're having to deal with new legislature from last year. Going through, we are maintaining most of our budget within all the other lines; we do have a lot of budget availability. We did have growth this year along with stacked programs so even if we do have minor negatives from encumbrances such as this diagnosticians where we've actually only received \$600 in service but with our POs with CES and LSG & Associates we actually have \$35K in possible encumbrances even though that most likely won't materialize and that's going to open up back up at the end of the year. But even then with those, we still have major positive budget availability. And with the stacking of all those programs, we're actually showing a very high positive SEG availability. This does not include a few things that are not shown within our encumbrances such as the fact that we do have to open up our K-5 Plus Program and we haven't actually encumbered any of those salaries or any other items like that and those will typically actually be about \$100,000-\$200,000. We're going to be seeing some reduction in this but I do think we're going to end of year on a very positive strong note for our Operational Budget which is always great to hear. Our Food Services, we've had a high budget and we continue to carry that high budget; we've looked at other options such as outfitting and redoing one of the buildings for a cafeteria. Title I, we are expecting full use; we do need to shift around some of the budget as we stop this summer and after school program but we continued our other payroll salaries, software, and other equipment purchases. IDEA-B is going to be almost fully utilized. Title IV is going to be corrected next month I believe; we just have to reallocate these funds to what we're planning. CARES Act we have almost fully used these; we do expect to use the remaining additional compensation as well, we just have to have those expenditures. We are pretty much using all of our other items. We did just get our breakfast for elementary students so I will be reallocating part of our food services expenses to that so we can continue with those. Even with our additions with our capital outlay and our lease to purchase, we do have an encumbrance here for our HB-33 and a lot of maintenance and other possible additions since we are now allowed to do that with those capital monies. And some again, maintenance and repairs in SB-9 which we are allowed to use because of the out pay now and we will have to shuffle a little bit of budget from this lease to purchase. Going down, we do have our Bank Account Register Report, this everything that entered or left your bank account within this month. Please stop me if you do see or have any questions on any of the vendors mentioned or any of the other items shown. This total shows we had positive cash flow of \$569,000 and disbursements of \$407,000. Going down to our Bank	

	Account Reconciliation, we did begin the month with \$2.8 million in the bank account and we deposited \$550,000 as shown above. Only \$308,000 cleared our bank account leaving us with a bank account balance of \$3 million with \$84,000 of outstanding checks because we did have a run right at the end of the month. We didn't have any issues reconciling through the system, there weren't any variances. Here is the Outstanding Check Report for all the items mentioned. We did have one check reimbursement for actually a class, Chris; if we wanted to ask Ms. Cera about this just because it is technically stale dated at this point because she never cashed it. We could re-issue it for her but typically we just counted those revenues back into the school. Going down to our Balance Sheet, this shows how the \$3 million in funds we have that's spread out amongst the funds. As you can see our Operational cash balance is very strong and we are expecting to end the year with \$6/\$700,000 at least in the bank and it's reflected here in the balance sheet with this strong cash balance as we do have a lot of year-end expenditures coming up. We also do have our huge food service surplus which we've talked about before in previous meetings. Are there any questions or concerns for me over these reports? I did not have any BARs for anyone tonight but I did receive a summative budget due date from PED; they've set our budget to be due on April 23rd, we are one of the first. They still have a lot of changes coming through legislation and the governor technically has until April 9th to line veto any of the changes within the possible already approved legislation. So, there could be some minor changes still and then PED has to release those forms to us and any of those corrections on how they interpret those laws. I do believe that we'll be able to meet where Chris, I, and the budget committee can get a solid budget that we'll present to you at the same time or pretty much given to PED because your meetings got to be on April 26th so it's technically after but PED is aware that we're going to be approving it after and there might be some slight line item changes.	
Facilities Updates	<u>Jones:</u> Just a very quick update, I wanted to let you know and as you just saw we do have two funds that have been encumbered. The roofing project is getting underway. On Monday, we have the roofing company coming out to make some of the minor repairs to the roof prior to beginning the actual work. We have all four buildings that will have their roofs redone; so they won't be totally replaced but they'll be repaired. And as you know based on the last meeting when you approved the expenditure, we're looking at about \$197,000 to make this total fix. But it is beginning on Monday and timeline is about 2-3 weeks. I will keep you updated on that. The only other update I have for you which we can discuss now before we get into closed session, I wanted to let you know that we have a representative from Brycon here, Mr. Benavidez is with us. We also have Wendy Caruso who is with The Design Group and she was the architect that assisted us with the facilities masterplan. Both are here today and both will present in closed session. But I also did want to let you know that I did receive some additional quotes back from the other group that we were working with and I want to share those with you, not during closed session, but at another time. I am very interested to hear what Brycon and The Design Group have for us as far as what to share. They've already briefed me; we had a meeting where I got most of the information and I was able to ask some questions. But of course, it does depend on the entire group and hopeful that you guys will have some better questions than I had and hopefully we can move forward with our construction work.	
Reentry Update	<u>Jones:</u> I just wanted to let you know that we are continuing with the 50% model starting on Monday. We will have 50% of our students back in our classrooms. We are working on rosters, trying to balance them. But we're also well aware that if the PED decides to come in and conduct a visit we may very well be back at 100% before we know it. Our intention is still to have students come back at 100% at the beginning of May. We feel like we're prepared for the transition. All of the teachers for this week are teaching from home because of Spring Break; we have a 5 day basic quarantine period. So we'll be back at it on Monday with students and beginning of May we'll have all of them back. That's really it for the re-entry updates; you guys are pretty well aware of what has happened.	
K-5 Plus and ELTP Updates	<u>Jones:</u> Let me go ahead and share with you the memo that we received. It is pretty exciting for us; I think it's something that the entire staff would be excited about and I know our board will be as well. We're one of the first K-5 Plus schools in the entire state; so we adopted the program a very long time ago when they introduced it to the entire state. We have been a little bit concerned about whether or not we can continue with K-5 Plus because of all that's gone on with COVID and the breaks and the requirements coming down from legislative session. This is one of the requirements, so let me share the memo with you. It turns out that the extended school year that was set to be mandatory is something that's going to be more optional. So what they're doing is giving us the opportunity to use K-5 Plus and ELTP to stack our programs once again. It's going to help us with funding but most importantly it'll add time to our calendar to make sure that students have that additional time to try and get caught up in some of those areas that they're lacking currently. So all of this is saying is that there are some changes but some of the flexibilities which are most exciting is what I wanted to share with you. In prior years, the way K-5 Plus worked is you would receive a budget based on 25 additional days. What they did is they gave you a prorated budget basically that was a formulated off of a percentage of the unit value for students; so you came up with a large sum of money. It was based on a projection, when it comes to student participation. Sometimes you would exceed the balance that you had and other	

	times you would fall short. Primarily because the number of students that you projected wouldn't end up coming to the summer program. But with that in mind, we had a lot of other things that we had with K-5 Plus: 1) they made it a requirement before that you had to be in a cohort and teachers would have to stay with their students for the entire year including K-5 Plus. The difficulty there is that teachers go on vacation, they have other things to do so we can't require that they're there. And if they weren't there, we lose funding for all students in those classes which made it very challenging for us. And we're happy now that with these flexibilities it says that cohorting needs to be done to the fullest extent possible which means it isn't necessarily a requirement; it is something that we need to strive for. In addition to, it talks about the 25 days. Now it used to be that you had to insert those days to the beginning of the school year; so for us, that meant that the month of July we were in school for 25 days and then in August we would have a very small break and then we would start with the traditional school year. Now with this, it's stating that we can actually add the 25 additional days in the beginning, in the middle, or the end of the year. So that's a good thing; all we need to do is offer 205 instructional days per school year or 25 additional instructional days per school year. Now the additional K-5 Plus days may occur at any time during the school year. Let's say we wanted to cut one of our holidays short or we wanted to decide not to have a specific holiday, we could actually replace that with a K-5 Plus day. That also means that if we so chose we could use some of the instructional minutes that's the last thing I heard but I'm going to attend that session tomorrow, to make sure I'm understanding this correctly. We come to school for a longer period of time every school day. So with ELTP that helps us a lot or did in the past to make sure that we got our professional development hour's in. But I believe with the instructional minutes equivalent, we should be ok. But I do foresee us adding some days to the end of next school year, so we can continue with K-5 Plus. In summary what that means for us is that we don't have to have 25 days added to the beginning of our school year. As you know, our final day of this school year is June 22nd because we had to implement K-5 Plus at the end of this year. So June 22nd would give our teachers about 5 days off and then they would have to come back for the next K-5 Plus session. Because of this flexibility, we can add it to the end of the school year and avoid burning our teachers out. In summary, that is the benefit. There's also a K-8 requirement which is good for us because all of our students can participate and that's something that we want to do school-wide anyway. Now with ELTP, the flexibilities in this is the 5-day week, we're going to offer a minimum of 190 instructional days per school year or 10 additional instructional days per school year. We have to do this school-wide so that's something that we're already know. After-school programming has to be implemented as usual; if we're in-person it must be in-person as well. Our staff needs to complete 80 hours of PD. We can stack them and this is the big thing that helps us. For this year, it will boost our operational budget a ton; so that was great for us. And #6 says "Both K-5 Plus and ELTP programs may be stacked at eligible K-5 Plus schools by ensuring that each instructional day throughout the school year is at least 5.8 hours long." So, we go to school for a much longer than that and it's definitely over 5.8 hours. That's why we feel good about our ability to again have a stronger budget, more available funding to play with so we can really boost our instructional programs and offer these additional school days for students. And #7 it tells you exactly how that works and a multiplier of 0.41 is added to the SEG for purposes of funding. And I'll defer to Kyle very quickly, Kyle what was our increase? What was our boost to funding this year? If you could give us an estimate of the dollar amount. <u>Hunt:</u> Just to give you guys a rough estimate, when we got our mid-year adjustment BAR where they included both programs for us, there was an increase of \$422,000. <u>Jones:</u> We're looking a nearly half a million, that's why this was a big blow for our school. Because we didn't want to burn our students out but with these additional flexibilities we feel good about not only offering additional programming for kids but keeping our staff and not having any of them leave us because we're expecting too much and of course our budget is going to thank us in the long run. So, really that's it; I just wanted to give you guys that information. You can expect for us to present to you a calendar during the April meeting; we have a rough draft that now we can start to build on a little bit more, now that we know about these flexibilities, it will help us a lot. And Ms. Miranda been great in drafting calendars and schedules for us; so we'll continue to work through that. You can anticipate having both programs stacked for next year, that will be what we plan to do in terms of applications and I will keep you posted from here. If you guys have any questions, you're free to ask and I'd be happy to answer. <u>Baca:</u> Yes, Mr. Jones I have a question for you, on your 50% enrollment, are we going to do the Cohorts A and B? <u>Jones:</u> That's a really good question, we are doing 50% in cohorts for the month of April, Brenda. So we will have Cohort A on Monday and Tuesday, Wednesday off for deep cleaning, and Cohort B on Thursday and Friday. That was important for us and I think it was a good accommodation for our teachers to make sure that they felt safe because we still needed to test our systems a little bit more when we have additional students on campus. But we will continue to do the cohort model through the month of April. <u>Baca:</u> Thank you for clarifying that. Anybody else have any other questions?	
Head Administrator Report	<u>Jones:</u> The only other updates that I have for you is:	

	1. Assessment- is now a requirement. Obviously, we know that there was a big shift in the PED's thinking, so students are returning at 100% capacity. With their shift came another pivot and that was testing. Testing was optional at the beginning of the school year and students and families had to opt in the districts. So us as an LEA, we opted out of testing because we felt like it was inappropriate for our students to test this year. The PED has now shifted and they're asking us to get students tested. We feel it's in our best interest to do what they PED is asking us to do. So with assessment we can expect for our students to have scores this year. And that's a good thing because we as an administrative team will have something to review and plan for when it comes to summer and how we approach next school year. 2. Enrollment- we're still about 40 students shy of our enrollment mark for next year. So our projection, we continue to shoot for over 400 students but right now we're closer to about 360 students. We have a lot of work to do with marketing and recruitment. I will speak to our marketing coordinator, to see if there's anything she can do to assist us and I know social media posts only get us so far. I would really like for us to get out to some community events and see if we can start to work with community groups to help us with the marketing and word of mouths efforts. I think we are going to face somewhat of an enrollment shortage next year anyhow because parents are still leery of public schools and schools in general. I think COVID has scared some parents into providing homeschool for their students and that's perfectly reasonable and understandable. But I wanted to let you guys know that because as important as it is for all of us, especially our board, to have those two programs stacked and we know the ultimate benefit in the long run, it's going to be that financial gain in additional programming. We also know that we may not get back to our projected number of students which would almost offset in a way what we were hoping to plan for when it comes to our budget for next school year. 3. Staffing- We're looking good staffing-wise. We're starting to send out contracts for next school year to all of our staff. I would love to keep everyone in place so we can continue to build. I will let you guys know what our staffing pattern looks like as soon as I have that information. <u>Baca:</u> I have a question for you, Mr. Jones. At the last meeting we had, we had decided about the Heritage program. So if we do this program, would we start marketing? Wouldn't that help us a little bit because that might bring in more kids? Am I correct? <u>Jones:</u> Right, I do believe that could help us. But I also believe that we need to get that marketed asap so we need to work with again our marketing contractor and community groups to help us spread that word. We do have the opportunity for students that don't want to be fully immersed to come to our school now. That's going to require a lot of getting out there and speaking to people about this change. Hopefully we can get on the PEC's agenda, if not for April but for May. And if we do that we still have some time to try to fill those classes and ultimately put students in the seats that we need filled. <u>Baca:</u> Alright, thank you. Anybody else have any questions?	
Closed Session	<u>Baca:</u> I invite Chris Jones, Kyle Hunt, Gary Benavidez, and Wendy Caruso to the closed session. Time: 6:05pm	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 4-0; 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.	Reconvene to Open Session
Action as Necessary from Closed Session (Discussion/Action)	N/A	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, April 26, 2021; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn.
Adjourn	Meeting was adjourned at <u>7:08pm</u>	Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained