

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

Board Members Present	Brenda Baca, Doris Cole, Jose Garcia	
Absent	Melissa Trujeque, Julian Munoz	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee,	
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 Minutes	06/28/2021	Brenda Baca called for a motion to approve the 06/248minutes. Doris Cole motioned. Jose Garcia seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of the Agenda	07/29/2021	Brenda Baca called for a motion to approve the agenda. Doris Cole motioned. Jose Garcia 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	<u>Hunt:</u> These are our budget reports for 6/30/21 which is the close of our fiscal year; this is pretty much how we ended for the year. Good news all around. We were on track; we kept with our budgets. We did receive some fees and contributions and donations; we didn't necessarily have to budget those just because our expenditures they never outweigh. Normally we try to budget them at the end of the year but this season got so hectic that we weren't able to fully secure those BARs. But it shouldn't affect us in any type of long-term thing. Going down to our federal funds such as Title I, Title III, Title IV, CARES Act, a lot of these that do have a large balance remaining such as Title I, the IDEA-B, and portions of Title III and Title IV we have received all of those reimbursements throughout July with our final RFRs. We fully used all of our CARES Act except for maybe \$200 or so. These won't actually be reflected in the new fiscal year reports but we did receive those revenues as expected. We fully received our lease reimbursement. We fully received all of our Pre-K and our SB-9 and HB-33 as well; or slightly over with \$2,000 and \$1,000 over each of those. Going down to our report, since it is the end of the year, all of the items have been paid out which means that all of our contracts were paid out and all the POs we did have open for services rendered were closed. So there is no longer any encumbrances were just looking at how we ended the year. So as you can see, we did do a lot of major cleanup and made almost every single line in our budget positive; we don't have any negative functions, so that's good. That is what we have to have for compliance for the statute. Ending the year, our operational actually ended with \$1.34 million which is about \$150,000 over what we initially budgeted for FY22. So, once the audit is complete and we have a set of financials to present to PED, we'll actually be able to add some money to our operational budget which is really nice. Going down, we did not spend all of our transportation fund that's because they didn't bill us with COVID and unfortunately we don't get to keep this money, we have to send it back to PED to be re-disbursed for next year's transportation. Food services with COVID we had much lower expenditures and revenues as expected. Going through the Title I, we did expend most of the items; our salaries that we planned for were fully expended. There was just parts of the after school that were missing for most of the year that we didn't actually get to expend. So, we'll have \$25,000 is carryover there. IDEA-B because we have to do maintenance of effort within our operational fund, we only have \$11,000 that we'll be taking over into next year. Title III some pretty restrictive in what we can actually spend it for but we did have a small amount of curriculum that we did expend and got fully reimbursed for. With school starting back up in April and May, we did have a small continuance of our after-school program which did go to our Title IV funds. And then our CARES Act as I did mention, we spent almost all of this and with \$200 remaining that will actually get used in the remaining this next year. Going down to Pre-K, this did cover our entire Pre-K program. The 2 teachers, the 2 EAs and their benefits. Their allocation is slightly over what we actually expend each year but that is usually for supplies and other assets that we need to buy for that program. We did have a lot more HB-33 expenses this year with our LPA. We had \$300,000 of our LPA expenditures here and we had a lot of roof care work and some other items being done which was a big cost of this maintenance of buildings and grounds since we are now in the LPA. Going down to the bank account register activity report, overall it was a very normal month for us, not too many things going out except for just trying to make sure we pay all of our final bills. You will see quite a few disbursements across them. Overall, because of how many disbursements we had right at the yearend close from 6/30 down, you can see we did have negative cash flow for this month. Dispersing almost \$700,000 and only receiving	

	\$510,000. However, we did have a lot of reimbursements as I had mentioned, so we are definitely going to have positive cash flow in the month of July. Going to our bank account balance, we started the month with \$3.4 million in the bank but because of the negative cash flow, we ended with \$3.3 million and \$78,000 in outstanding checks because we did have to issue all of those items on 6/30. Going down to our outstanding check report, this is how it shows that \$78,000 and the balance sheet which shows how that \$3.32 million is divided up among our assets. So in our operational fund it's actually \$1.6 million with \$289,000 of it being for employees insurances, the direct deposits for the future summer payrolls, other items like that, and the amount of our actual fund balance is \$1.346 which was shown in the account summary at the top. You can see that we have the negative title funds and all those which we should be receiving by the end of July or possibly the end of August depending on how fast PED moves. And even with the larger expenses in our capital funds from the LPA, you can see that our HB-33 and SB-9 still have \$1.5 million or so in their cash and make up the majority of the other amount of cash carryover from the \$3.2 million. We are going to be in a good position to continue through our LPA and our expansions that we're talking about for this next year. The dashboard report shows a year over year comparison for how we ended this year to last year, we did increase our expenditures and we knew that was coming. Some areas didn't like support services dropped because we didn't have as many ancillary services with the pandemic, our food services program definitely dropped because we didn't have as many meals or as many claims for the USDA reimbursement since we were remote for so long of the year. The state initiatives that was actually more due to the movement of funds; we didn't have instructional materials or other items like that, those were moved to SEG and operational. Are there any questions for me over any of the items that I mentioned?	
Approval of BARs	a. N/A <u>Hunt:</u> We do not have any BARs this month. We did receive one adjustment BAR that we'll be bringing to you net meeting. But we're hoping it's going to be 2 because this one was shown to be an operational decrease and it's just a way that PED is moving part of our K-5 plus money. So we're waiting until we get the increase to offset this decrease basically in an award letter.	
FY21 Audit Update	<u>Hunt:</u> We've started the audit but that's pretty much all we can say at this point. The audit is underway and when we have finance meetings we'll discuss it a little bit more in depth but since we're in a public meeting we can't disclose anything. Jones: I think the big idea behind that item, Brenda, is that we definitely need to convene our audit committee. So that we can get together and have some discussions about what's coming up and what we can do to address whatever findings come about. But it is going to be awhile.	
Discussion RE: ESSER III Application	<u>Jones:</u> ESSER III application will be due next month and that's the timeline that they've given us. We're working on the ESSER III application and we've already satisfied the requirements that they set forth for deadlines. Back in June we had a few deadlines to include the application link on our website and then to just include some basic information within the application. I'm bringing this up because I do want to work with the board in obtaining input, sharing the input of our stakeholders from the stakeholder's survey, and making sure that you guys completely understand the requirements of the school. I just wanted to give you a quick update as to what we have so far, what we've done and what's coming up next month. So we'll put that back on the agenda for next month.	
Facilities Updates	a. HVAC project and possible phase two b. Restroom construction in current gym c. Buildout d. Sports Fields e. Landscaping f. Central vandalism and sale <u>Jones:</u> The first phase of the HVAC project is complete. We have PNM coming out and Kyle has been working on this with the contractors and utility company to ensure that everything has been completed. I've also been working on it and so has Brenda. We have HVAC in the extra gym building that we have kind of created on our own; it's nice to have cooling as of now. They're going to come tomorrow and ensure that the connections we made so that we have heat in the winter. PNM is supposed to come and activate that heater. The benefit to them is that they get to bill us for that extra building, so that's the entire idea behind the meter. So that HVAC project has been great. It feels fantastic in there; we have 4 thermostats and it's a nice setup so far. Looking forward to the restroom project. Phase 2 is going to be the music room so, we have an extra shell in the corner that we're hoping to put HVAC in. They've submitted a proposal, so we're hoping to begin the work very soon. That again is going to be used as a music room but in time what we can do is the same thing that Brycon did with our current campus, the 4 buildings that we occupy currently. They put the HVAC in for the office building and they kind of repurposed it so that it could work for our classrooms. So, 2 or 3 classrooms will share and HVAC unit and that isn't ideal of course but it is pretty common in big buildings. So we're going to put the HVAC in and have a music program going and they'll have their own designated space. Restroom: Wendy from The Design Group came with Brycon to take a look and they're going to give us some pricing information on what that restroom would cost. So hopefully that'll begin soon but we want the	

	restroom project so we can begin leasing out that space. I think there's still a lot of interest especially on this side of town and I anticipate we'll be able to make some revenue off that space as soon as we have a restroom. We'll share information as soon as we have it. Buildout: Again, it's going to be September before they begin building. They've come out to measure the space itself and they're trying to get us some figures on the restroom. They are formalizing their floorplans which is the latest email that I received today. They'll get together with us after obtaining costs that are more precise and then we'll have a meeting probably in the next week or so. Sports fields: Landscaping: we're still waiting on landscaping. That is an option but I think the best thing for us to do is table it. We've come across some pretty cool structures that we may be able to install but the wait time is 10 weeks. So it's looking like we can purchase these things; they may end up costing us about \$40,000 per structure. They're very nice, they come with tables for outdoor classrooms or lunch outside. So it'll be about \$40,000 to purchase this fairly large structure that has a canopy and seats underneath. They are ADA compliant so that's another benefit. We can most likely fit two inside of our courtyard with Pre-K moving over and the need for playground equipment. This would save us on our landscaping costs. If we purchase these structures, we have outdoor space to learn, for events, and then we can go ahead and landscape around them. But that's something that I think we'll have to have some further discussion on. Central: we've had a couple of different instances where people coming in, they're breaking into school. They have stolen our copper on a couple of different occasions. Once was right in the middle of the repair project. Kyle has been really helpful in this entire process. They've broken in and taken all of our wiring. We went through the insurance and Kyle assisted through that. They went out and they priced it, they started the work, we approved it before starting and the people came back and they stole additional wiring. Now they secured it a little bit more but that is going to be an ongoing problem. Hunt: We're waiting on PNM to pretty much restore power at this point. From my understanding, once PNM restores power the City of Albuquerque will do a final inspection and then that building will be good to go. That is pretty much what DJ is waiting on as well who is selling the building. They want the power on so they can put a whole marketing advertisement together. It is just kind of coming down to this. We've been working with TLC pretty much every day for the last 2 weeks to make sure this gets restored and hopefully tomorrow. Jones: Central continues to be a little problematic. It has always been that way with trash and the transient population not only that but we've had some other instances of them trespassing on our property, and also windows broken. We know that there's activity, we have armed security there at night but people are coming during the time the workers stop working. So they're watching and it's kind of a scary situation for us because we are responsible for maintaining the building. We're very concerned about that and hoping that it sells. But as Kyle mentioned, DJ can't do anything until there's power; there's no sense in showing a building that doesn't have utilities.	
NM Pre-K Update	<u>Jones:</u> We have our Pre-K in that site so they are currently located at central. Our Pre-K right now isn't in good shape because we did lose a teacher. Our bilingual Spanish teacher left for a position in APS; we're not very happy about that of course, we're going to miss her a lot. She was a good teacher but cited family reasons and wanted shorter hours. She's gone and that leaves us with somewhat of a hole for our bilingual Pre-K offering. We've had some applicants but most of them have already secured positions and have fully committed after signing their contracts. Unfortunately, we lost our Pre-K teacher after signing her contract but we're going to have to make due. With that in mind we have Raelene and 2 EAs. Because of the vandalizing at central and it's ongoing, we don't want any disruptions in their programming and we also don't want to sell the building and have to move them in the middle of the school year. We've decided to bring 1 Pre-K classroom over to Unser because we do have adequate space. That classroom will begin with 25 students and we're assuming as of now based on the feedback we've gotten from parents it will be down to 20 students which is the appropriate ratio. We will give Ms. Raelene 2 EAs and they can divide that classroom and try to provide as much as support for both languages as possible because both EAs are bilingual. It is also going to help us so that we're a little bit more proactive instead of reacting mid semester. We're going to continue to search for a Pre-K teacher, the listing is still there, and hopefully we can accomplish our goals for the pre-k program.	
Annual Authorizer Monitoring Visit Update	<u>Jones:</u> I've submitted our school response. We didn't have anything cited that they were concerned with or about. So that was a good thing for us from finance to school safety to our academic program. They seem to have been very content with everything that we've shared with them and everything that they were able to see on their own. This was a remote visit which meant that they accessed our data ahead of time and they verified things that we told them through the PED systems primarily. Any follow-up that they requested would have been in this case for us to continue to meet with the bilingual multicultural education bureau and their staff to ensure that we're continuing to meet our EL services correctly. Other than that, everything seemed to have gone well. There was one thing mentioned about our site safety plan. At the time of the visit, we had resubmitted for final approval so we didn't have the verification of approval for them. Since then, we obtained that verification so all of the requirements have been met. Finally, our mission specific indicators had to do with the AVANT Spanish language proficiency assessment and for us we couldn't necessarily measure our progress towards meeting goals because it was a strange year with the pandemic and testing was voluntary. We didn't have full participation and	

	ultimately the state made it optional for us and we did the best we could. We are pleased with the results we have but at the same time it's very difficult for us as a school to hold ourselves to the standard we set forth when we didn't have all our students in classrooms. PED seems to have been ok with our responses and they understand our circumstance that we were under and that we faced. All is well with the Authorizer Monitoring Visit.	
Board Evaluation Update	<u>Baca</u> : We did that already Mr. Jones so we can move on to the Head Administrator report.	
Head Administrator Report – SY 21-22 enrollment; staffing; reentry-virtual option; board evaluation	<u>Jones</u>: Enrollment: we're up 365 students. I think people right now are still trying to understand the pandemic and what's the best school environment for their kids. We're under-enrolled but I'm hopeful that things will stabilize in time. We're continuing with our marketing efforts: posting to social media, purchased radio advertisements, lawn signs around the city, bumper stickers, fliers, and most recently purchased some billboards. Staffing: we have a couple concerns: pre-k but we've already figured that one out and another challenge is that we did lose our fine arts teacher. We're looking for a fine arts teacher and we're working with ACES to get a full-time sub because we do have a fine arts grant that we need to satisfy. We're still working to find a good applicant; we have an ongoing advertisement going. We hope to find someone soon and I hope to have an update for you next month. Reentry-virtual option: as of now, schools have 2 options. We know families aren't yet comfortable sending their kids back to school full-time especially with the new variant. There's a lot of things happening that are concerning at this point in time. With the virtual option, the state has created their own. So, if our families don't want to come back to in-person instruction we're encouraged to ask them to take advantage of the state option. We were told that we were going to be held harmless; so if our students wanted to enroll in the state virtual academy, we would still get credit for those kids. That was the very beginning of this discussion; so we're still hopeful that there's some truth to that. The second option would be that we create our own virtual option which would put a strain on our educators at this point in time. It's hard to recruit and retain staff and it's really a watered down version of what we would be able to provide if we request that they go with the state option. It would be asynchronous, it wouldn't be in real time. It would be a lot different and less quality than what they would get with the state option. That's option 2 and we're trying to stay away from that. Option 3 is just the full re-entry for kids. As far as that's concerned, it isn't necessarily a virtual option, it's just given them the information which is the reality. They have to come back; our kids have to come back. The other option really is with the state and their virtual program. Those are the 3 things that we've been communicating with families. Unfortunately, it is getting harder and harder for us to provide this well-rounded sort of education from all facets. I wanted to give you an update as to what you can expect to hear from families. If there are some stakeholders that have some input about things that we can do online that might help us to meet the goals of remote learning then we'd be interested in listening and considering. But it is too hard for us to do everything again for the second year in a row. Board evaluation: I don't think we have to cover that one because Brenda and our board have already covered it. You guys have already had discussions which is documented. Thank you guys.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, August 30, 2021; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn.
Adjourn	Meeting was adjourned	Doris Cole motioned. Jose Garcia seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained