

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: March 28, 2022

Board Members Present	Julian Munoz, Brenda Baca, Jose Garcia	
Absent	Melissa Trujeque, Doris Cole	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Julian Munoz called the meeting to order at <u>5:33pm</u> & Roll Call by Julian Munoz	
Item	Discussion	Action/Recommendation
Approval of Minutes	02/28/2021	Julian Munoz called for a motion to approve the 02/28 minutes. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of the Agenda	03/28/2022	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Budget Report Updates	<p><u>Hunt</u>: Starting with our Revenue Reports as always, we have been receiving some revenue. We did finally get our Title III from our first one back at the end of October; they are starting to finally move through some. Then we are going to start submitting some for our newer funds such as ESSER III, Family Income Index, and K-5 Plus, so we should be seeing those revenues in the next few months. Other big news is that we did get a large portion of our SB-9 and HB-33, which we're depending on since we do have so many capital projects going on. We've gotten \$186,000 almost \$187,000 of \$298,000 projected, so we should still hopefully be getting another \$100,000 in HB-33 and \$96,000 of a projected \$151,000, still roughly \$55,000 or more as well. Going down to the Expenditure Report, we do still have a few negative line items. Mainly because the BAR's that we did pass last month were effective March 1st so they aren't actually reflective in these reports but they will be reflected in the March reports. But overall, you know we've had great budget compliance; we do have positive functions at all levels which is the main compliance check that they look for in the audit and when we submit our cash reports to PED. As I mentioned before, our Operational is continuing to go up. I started reallocating salaries to our K-5 Plus fund which we recently received and they'll actually show an even greater amount in March once the rest of those reallocations are shown in the reports; that was a several day process. Going through to function 21,000, if you go back it does show negative because of encumbrances and because we are running a greater food service than prior years. But if we look back at revenues, we will be increasing revenues. We've already received \$73,000 more and we've only received up to January so by the time the year is over we'll actually be jumping this number from \$200,000 to probably \$400,000; we'll be increasing budget well above the negative amount and we will not be in any negative just as a side note. Going through our federal funds, they are all on track for the most part. Our community schools, we did start our stipends for that as we previously discussed in the prior meeting. We did use some of our Title II and Title IV we are still waiting for the final award letters; I've emailed but haven't heard a response back. We're hoping that we will get award letters before the end of the year like normal. Going to ESSER III, we did get our first pay application from Brycon; so we did start dipping into the ESSER III construction services. \$96,000 was the first pay application was about \$187,000 was allocated to ESSER III just based on the 50% reimbursement that we asked for. Other than that, most of our other items are on track. We still do have a large amount remaining in capital of HB-33 and SB-9 as we are talking about a lot of projects later on. We did do some maintenance for these funds especially SB-9 last month but again they aren't reflected until March. Going down to the Bank Account Register Activity Report, this is everything that entered or left our bank account in the month. You can see that we are actually getting large amounts of USDA in; there is the December and also at the very end of this report, there is the January. There are large amounts of SB-9 and HB-33; it's typically right in the winter months December/January we get large amounts of those and then May/June and June/July when property taxes are due from escrow accounts. Chris and myself are both on this list; we did have reimbursements from our HR conference that we attended right at the end of June just to note that in case you were wondering why we were paying ourselves. Going down to the bottom of the list, we did actually have negative cash flow this month at \$593,487. A large portion of that was our first pay application to Brycon, which was about \$170,000, or about 10% build of the total contract. Going down to the Bank Reconciliation, while it did show negative cash flow in the report above, we did actually have positive cash flow because we have so many checks outstanding that were issued this month. So we did go from \$3.1 million to almost \$3.3 million but \$265,000 of outstanding checks. We are staying right at our \$3 million dollar amount.</p>	

	<p>Once we get some of our other RFR's such as ESSER III and IDEA-B, we will be at a much better cash flow position. Going down, these are our list of outstanding checks with the majority being Brycon but we also Aces for food services, some IT, transportation, CES for ancillary. Please let me know if you do have any questions on any of those. Going down to our Balance Sheet, you can actually see how the \$3 million is laid out. A majority of it is in operational, some in food services, and then carrying our negative federal funds while we wait for those RFR's, and then we have our HB-33 and SB-9 which have a great amount of capital funding in them at \$1.2 million combined for that. Comparing year over year, as previously stated we are expending more in instruction now that we've been expanding our program and hiring more teachers to combat the COVID learning loss. But with our LPA we aren't spending as much in support services from operational so that is kind of evening out. Our federal programs are on track for the most part except for this time last year we had fully expended all of our CARES Act while we were still working through our ESSER II and our ESSER III monies this year. But we do have several years to expend both of those grants. The difference in state initiatives is the Pre-K teacher loss, which we are still actively recruiting for a Pre-K teacher. Capital expenditures, we are funding the LPA and all of our other projects through capital this year so we actually get to use more of those funds.</p>	
<p>FY22 Budget Review and Public Comment</p>	<p><u>Hunt:</u> Our budget due date has been assigned by PED this year. It is going to be for 04-22-22; it is incredibly early. Typically the budget due date is open right at 04/20 and then submission of times range from right at the end of February all the way to the middle of June at which PED does their final reviews and submits through their levels right through the middle of June. Ours is 04-22-22 and we're probably the first or second due for our budget analyst; she doesn't really give us a timeframe to kind of select from, she just sent me an email saying this was selected for us and you need to have your budget prepared. It was this way last year and we are going to be able to meet that deadline. However, we do have that requirement that we need to solicit public input on our budget. So there is an opportunity within our agenda today for anyone in the public to give concerns, give input, or provide any kind of stance they might have or what they want to see on our budget next year.</p> <p><u>Munoz:</u> Is this new?</p> <p><u>Hunt:</u> No, technically we have to solicit public input in at least one-two meetings per year.</p> <p><u>Munoz:</u> So this meeting will count as public input and we'll do another one or? Because we have to submit next month.</p> <p><u>Hunt:</u> Yeah and you guys technically will have to approve as well. You'll have to approve our calendar, salary schedule, and actual operational budget. But we just, like last year, me and Chris and now David, we will all work together on a feasible budget that works within the staffing requirements that we need, legislative requirements given the unit value that we have, and we'll put together something that we think is the best fit and we will bring it to you on our regularly scheduled meeting which will be on 04-25-22. So it will actually be after submission but PED is aware that with the deadlines they're giving and GC approval coming on these, that sometimes there are minor revisions. So if there is anything that you guys see that you want to see changed, we can make minor revisions.</p> <p><u>Munoz:</u> So you're currently working on the FY22 budget which you will present to us at the next meeting but you would have already submitted it to the PED?</p> <p><u>Hunt:</u> Correct. At the 04-25 meeting, we will also solicit public input on that one as well just to make sure that we are meeting the statues to the fullest requirement.</p> <p><u>Munoz:</u> Do you guys have numbers yet for the FY22 budget or are you guys just getting started on it?</p> <p><u>Hunt:</u> We are just getting started on it. We probably will not receive the 910B5, which is the state actual funding formula where they plug in the new unit value and our STARS data into their formula and then they generate the actual amount of operational funding we'll get. I have previous amounts and they've given us unit values which they did raise by a substantial amount to cover all the legislative changes that we've had over this last year. So it is going to look promising hopefully. But we won't actually have that until probably 04-10 and then so we'll be in a decent crunch. We already have a lot of our staffing plans in place. So it's just going to be detailing those numbers to make sure that we're matching what we have or what PED is providing us and that we aren't overreaching or anything like that.</p> <p><u>Munoz:</u> Ok, alright thanks. That is good to know.</p>	
<p>Approval of BARs</p>	<p><u>Hunt:</u> BARs for consideration:</p> <ul style="list-style-type: none"> a. #0038-I b. #0039-IB <ol style="list-style-type: none"> 1. Justification: \$25,683- To adjust budget for ERB Increase as directed by PED in attached memo. 2. Justification: \$9,600- To create a budget based on the award from the ABC Community School partnership contract attached. 	<p>Julian Munoz called for a motion to approve BARs #0038-I and #0039-IB. Brenda Baca motioned Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>
<p>Special Issues</p>	<p>Discussion</p>	<p>Action/Recommendation</p>
<p>Facilities Update</p>	<p><u>Hunt:</u> They are going good. Brycon is scheduled to hopefully begin next month. I feel like me and Chris have been saying that for the last eight months now. We've been seeing a lot more contracts</p>	

	<p>and materials, emails back and forth that Chris and I are copied on, so we are at least hopeful that we are at least on track to begin within the next month or two. However, we are still very concerned that we might not have this building ready for the beginning of the next fall semester. However, we will keep you updated as that progresses.</p> <p><u>Munoz:</u> So is this Brycon failing to keep to their schedule?</p> <p><u>Hunt:</u> Yes and no. They tell us that they plan to begin this but then they come back and say the supplier has a different lead-time. It seems like it's much more due to materials shortages or other supplies and not actually them bringing in their contractors or subcontractors to do the work.</p> <p><u>Munoz:</u> Jose, is that still a problem going on in construction?</p> <p><u>Garcia:</u> Very bad problem. I kinda got some info on it actually from the school well the guys that are working on the school there. I know before they were wanting contractors that were approved and all this stuff through certain programs but they can't even find those anymore. So now, they're just trying to find anybody to take over these positions and take over what the subs already bid and they're trying to get people to hold them to that number when prices have gone up. So nobody wants to take it on, you know and that's the problem that they are having. They already got a price in the beginning and now prices have gone up and they're trying to hold people to those prices and they are not going for it.</p> <p><u>Munoz:</u> Alright, well thanks for the update on that.</p>	
<p>Head Administrator Report</p>	<p><u>Jones:</u> I am working on a staffing pattern with David. We have a lot of people that are making certain requests. So I am hoping to have those letters of commitment out here in the next couple of weeks after I conclude meetings with teachers because there will be some shifts. Other than that we have testing that is happening; we have science testing happening this week. We just finished with our Access testing and that is for our ELL students, so students who are classified as ELL take the Access test to test their language proficiency. Soon, we have our state summative assessment coming up the I-MSSA. It is a busy testing time for us. I did submit the 20% module based on the guidance received from the PED and this is for the ESSER III application. The 20% module was a big one that the federal government was really focusing on and that was based on classroom spending and classroom instruction and intervention. I revised that and it was accepted by the PED so we should be ok with that submission. We have many applications that will be submitted here in the near future. The next one will be the BMEP application and we are thinking about maintaining the current structure for the instructional plan; so English and Spanish classes will stay the same. One major difference will be that we are going to make it a requirement across the board that our English teachers support math instruction as well. Otherwise, we're just trying to get through. It is kind of a busy time right now because of spring fever and behavior and all of that good stuff. We're just trying to make sure that we keep the ball rolling. We have some new staff upfront in the office and they are working out very well so far. We have a couple of new special education staff that are helping us with an inclusion model, so that the students don't have to leave the classroom and they get their special education services directly in the classroom. That one is a pilot model that we're trying out, so it is a push-in model. All in all things are going well. Coming back from spring break that isn't easy for everyone but I can't complain.</p>	
<p>Public Comment</p>		
<p>Announcement of Next GC Meeting</p> <p>Adjourn</p>	<p>Next GC meeting: <u>Monday, April 25, 2022; 5:30 pm</u></p> <p>Meeting was adjourned at 5:57pm</p>	<p>Julian Munoz asked for a motion to adjourn. Brenda Baca motioned Julian Munoz seconded Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained</p>