

Albuquerque Bilingual Academy
ABA GC Regular Meeting Minutes for Virtual Meeting
Date: Monday, August 1, 2022

Board Members Present	Julian Munoz, Doris Cole, Brenda Baca, *Jose Garcia	
Absent	Melissa Trujeque	
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Monica Chavez, Esteban Cole, Ross Chase	
QUORUM	<u> X </u> YES NO	
Meeting called to order	Julian Munoz called the meeting to order at 5:36pm & Roll Call by Julian Munoz	
Item	Discussion	Action/Recommendation
Approval of Minutes	06/27/2022 – No Minutes for 06/27/2022- Meeting was Cancelled	
Approval of the Agenda	08/01/2022	Julian Munoz called for a motion to approve the agenda. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues	Discussion	Action/Recommendation
Budget Report Updates	<p><u>Hunt:</u> Overall, looking through our budget it was great. We ended the year with another very successful year. Originally, for FY23 budget that we did back in April our estimations put our operational at \$1.8million in carryover operational. It is looking to be closer to \$2.2. I always try and go a little bit more conservatively that way we're never taking money out of budget and only adding to it. So, another couple hundred thousand we'll be getting to add to and that's mainly due to some of the items that we moved to the ESSER and our budgets last minute when we realized it did qualify. Going down, these are just those budgets. We have fully expended all of ESSER II and we will have \$400,000 left for the next two years which we do have some plans for. ESSER III we'll have about \$800,000 left and a big portion of that is still paying for the buildout as it continues into this year. We do have \$600,000 of carryover in HB-33 and \$400 is SB-9. But we do have a lot of ongoing projects that do have obligations for those funds such as the CARE project and everything like that. Overall, we did have a lot of negative cashflow because we did have a large amount of bills like Brycon, large payrolls, everything like that, CES; we just had a lot of big purchases and so our bank balance did suffer from it. We went from \$3.28 million down to \$2.6 and \$200,000 with still outstanding checks. \$2 million is pretty much the threshold where we have to hold so that the ban doesn't charge us anything and we actually have \$1.3 million of outstanding reimbursements from RFR's which we started receiving late July. So our actual bank account balance is closer to \$3.6 once all those RFR's from FY22 are received. There is a listing of our outstanding checks I case anyone was curious about them. And then how that \$3.6 million is actually going to be laid out. So you can see that we have \$2.5 million almost in operational with \$260,000 dedicated to the July payrolls. Then it does have to cover the negatives for Title I, IDEA-B, and all these other federal funds with the majority of them being in ESSER II and ESSER III where large construction projects started at the end of this year. Also, K-5 Plus once we got that funding straightened out. The remainder of the other few million in HB-33 and SB-9. Overall, we did actually decrease instructional spending because the K-5 Plus fund and it being moved out of operational into its own fund and that is the big difference in the state initiatives as well. Food service was also because it wasn't going during COVID, and we had to reactivate it.</p>	
Approval of BARs	<p><u>Hunt:</u> BARs for consideration:</p> <ol style="list-style-type: none"> 1. FY22 Final BARs 2. 528-000-2223-0001-I <ol style="list-style-type: none"> 1. 528-000-2122-0051-I: \$5,840 Justification: To increase budget to match funds received to end of year for HB-33 from counties. 2. 528-000-2122-0052-I: \$5,438 Justification: To increase budget to match funds received for property taxes from counties. 3. 528-000-2122-0053-IB: \$3,367 Justification: To create activity fund budget based on donations from fundraisers by PTO. 4. 528-000-2223-0001-I: \$0 Justification: To increase budget to match memo and schedule provided by PED. 	Julian Munoz called for a motion to approve BARs #0051-I, #0052-I, #0053-IB, and #0001-I. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
FY22 Audit Update	<p><u>Hunt:</u> We have begun the audit and that is really all I can say. I started providing sample lists and other items to the auditors. As we go further into this process, they will be requesting to be meeting with our audit committee which consists currently of myself, Mr. Jones, Julian, and Brenda. We still do need other parent volunteers and just someone else inside the community with finance experience. So if you guys know of anyone that would want to volunteer for the audit committee please let them know and we can get them signed up. It's probably just going to be a meeting once a month maybe once every few weeks to talk about the progress of the audit and make sure where they basically touch base with you and tell you how I'm doing and if I'm providing everything in a timely manner, or if they notice anything crazy so far. It should be pretty much a standard audit.</p>	

	<p><u>Munoz:</u> Chris, do you still have Oliva Thompson's contact? <u>Hunt:</u> He did put in chat that he was stepping away for a second.</p>	
<p>Approval of Contracts</p>	<p><u>Hunt:</u></p> <ol style="list-style-type: none"> a. Hellas Field Construction Project b. FY23 Transportation Contract c. FY23 Matthews Fox d. School Specialty Furniture for C and Campus e. Jani-King Custodial f. E & M International-Fire Alarm Expansion g. Intercom Proposals (Audio Enhancement/Rising Sun) <p>a. <u>Hellas Field Construction Project:</u> Hellis did update their proposal; these proposals are typically only good for two weeks just because of the kind of volatility of the industry and materials right now. This proposal is I believe about \$76,000 greater, yeah it did go up almost \$100,000 actually I think from the previous proposal. I believe the estimator mentioned that it was mainly due to gas prices for the mobilization and stuff like that. But Ross could speak to that a little bit more. But other than that, the proposal itself hasn't changed. The only thing that has changed is that me and Chris actually want to commit to this and begin pretty much as soon as possible now that we have a great idea of where our carryover with operational is. We are actually confident that we do not need to wait on the sale of Central anymore. That we would just rather begin, get pricing locked in, and get this going for our students.</p> <p><u>Munoz:</u> I thought we needed the Central sale to even afford this? So now what's changed? <u>Hunt:</u> We decided that since our carryover is actually approaching 50% of our SEG budget and the stance the what K-5Plus changed on what they would allow on their RFR, we can actually pay for this just using our operational carryover if needed. It's going to save our carryover in case they come back and try to sweep balances again; we can actually say "no, we've already obligated all of this carryover to this project." And then basically it can't be swept.</p> <p><u>Munoz:</u> What is the carryover amount? <u>Hunt:</u> \$2.2 million.</p> <p><u>Munoz:</u> What is the final on this one? <u>Hunt:</u> \$1.421 million.</p> <p><u>Munoz:</u> Is this an action item? <u>Hunt:</u> Yes, it is.</p> <p><u>Munoz:</u> The carryover, do we have to wait for audit for financials on that? Or are we pretty confident on that? <u>Hunt:</u> I am pretty confident on that. There might be \$10/20,000 maybe in changes in RfR's depending on if like final approvals but that is most. I don't see us ending with less than \$2.1 million.</p> <p><u>Munoz:</u> Chris, did you look at the numbers here? <u>Jones:</u> Yeah, I did. Unfortunately, the amount of material and everything else, we can't predict the increases that we'll see. Unfortunately, in the last meeting we didn't have the quorum or else we could've had some what of a discount or at least we had an original price in mind. They did forewarn us that the price will continue to go up by month. I think one thing that Kyle and I had discussed, and I know he shared this is that we have some concern regarding what will happen with the PED and with the Governor and potential sweeps. So, we're still making a full effort to sell Central that is something that we're hoping for that will happen very soon. But in looking at all the work we have to do especially with security, we would like to try and move this project forward as soon as possible. Without this project happening we can't completely secure our campus because that field construction campus needs to happen before a perimeter security fence is built. There are just several factors that have led us to really agree and bring to you guys the idea of moving sooner faster rather than later because of the increase.</p> <p><u>Munoz:</u> As long as the projections for the carryover are accurate, I see why not. Like Kyle said, it's just a safer way to kind of lock those funds in. We are confident. We're fairly confident with those numbers, I guess is my only concern, right? <u>Hunt:</u> I am 99.99% sure it's going to be over \$2.2 million.</p> <p><i>*Jose Garcia entered the meeting at 5:48</i></p> <p>b. <u>FY23 Transportation Contract:</u> This is our standard. We do get a transportation allocation from the PED and through that Herrera's have purchased buses on our behalf. So basically, they put a lean on the bus obligating us to sign a contract with them year until that loan for the bus is paid off. So here is our contract for Herrera Coaches for \$110,000. It is our entire transportation distribution for the 10 months of school.</p> <p><u>Munoz:</u> This is the standard one that they make us and kind of get us with every year, right? <u>Hunt:</u> Exactly, yes.</p> <p>c. <u>FY23 Matthews Fox:</u> They have been our attorney for several years. There is not even a chance that we might actually not exceed \$25,000 but you never know with employee issues, with construction issues, there is always a chance that we might need their services. So, we always bring you this agreement to approve.</p> <p><u>Munoz:</u> It's been no changes from last time, I think I read, right?</p>	<p>Julian Munoz called for a motion to approve the Hellis Field Construction Project as presented by Kyle and Chris. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve transportation contract. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve the Matthews Fox Contract. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

	<p>d. <u>School Specialty Furniture for C and Campus</u>: As we near completion of Building C which should be done right in September, the very beginning of September, we do need to outfit it. We do have some stuff in backorder but what is the point of buying this entire new building if we're not going to put nice new furniture in it to match and go along with our students. So, in here we have several items a lot of tables and desks for the computer lab, the art lab, and the three new classrooms, the gym, and a lot of new storage cabinets. These storage cabinets are actually not only going in C but in every classroom in our school with one new storage cabinet as that has been a major request from our teachers for this next year. The total is \$147,000 it is through school specialty which is a CES vendor, and we are planning to pay for this with a combination of the K-5 Plus funds and ESSER II.</p> <p><u>Munoz</u>: ESSER II which ones are those? <u>Hunt</u>: K-5 Plus is the additional program that we enrolled in a few years back and ESSER II is the second COVID Act. <u>Munoz</u>: That qualifies for furniture? <u>Hunt</u>: Yeah, since we are using it to socially distance our students to outfit classrooms for new space to continue to socially distance our students, it does. <u>Munoz</u>: Ok, interesting. So, we were covered on the expense then? <u>Hunt</u>: Correct.</p> <p>e. <u>Jani-King Custodial</u>: Jani-King was our nightly custodial provider of last year and we would like to continue using them again this year. This agreement, I believe is for right under \$60,000 for the 10 months that we are in school plus the 10 additional learning days in June. So, they provide three custodians to clean our entire campus. Last year, it was roughly \$45,000 and this year it is an additional \$8/9,000 because they did include Building C's cleaning in it.</p> <p>f. <u>E & M International-Fire Alarm Expansion</u>: This is a fire alarm provider. They are the ones who did the original fire alarms on our four buildings. They also worked with a sub with Brycon and their electrician to continue our fire alarms in Building C but that was a part of Brycon's proposal. We do actually need to tie in Buildings A and B though which are currently our gym and our music building. So as we do want to continue to have students in there, we actually have to fully tie it into the main system. This is basically making sure that we have all those alarms in there. It does include alarms for the new modular restroom that is coming in. It will tie up all three back to Building F where the main alarm is. This for \$38,000 and this will be paid for using capital funds which will be HB-33 and SB-9.</p> <p>g. <u>Intercom Proposals (Audio Enhancement/Rising Sun)</u>: The last two is actually two agreements that I'm not sure if anyone's had a chance to preview either of them but they are two different intercom proposals. This last year we had our intercom go out and it was hard. We were able to have someone patch it. In the meantime, we've been talking about updating as a part of our school's security expansion and I basically have two quotes from five-six vendors that we talked to that we decided are the best. The first one is from Audio Enhancement and Bloom and they are actually an education company and while it is a part of the intercom system that we need to use it is actually much more of a thing where they're going to put more speakers in each of our classrooms and they're going to provide us with mics that every teacher will get. These mics basically broadcast even sound waves throughout each of the classrooms. That way the teacher is not having to project their voices much and they're actually able to teach from any portion of the classroom without having to yell across and kids in the back are getting the same instruction as the kids in the front; these mics do also have emergency buttons in them. We can broadcast over all of the speakers from the front if we needed. There are just quite a few nifty cool things that you can do with this one, but it is \$130,000. It is looking at improving our entire school instructional and intercoms safety-wise. The other agreement is for IPB6 Clock which are basically we're going to replace all of our clocks and intercoms with this digital clock that can act as an alarm and intercoms/speakers. Basically, we can send out alerts and announcements, everything over these intercoms but it doesn't provide the same kind of instructional benefits that the Audio Enhancement would, but it is also less than half the price.</p> <p><u>Munoz</u>: I honestly didn't have time to look at these; did I miss these? <u>Hunt</u>: I've been trying but with the cancellation of the June meeting, I was hoping to bring it to your guy's attention then so we can start looking at deciding before. So, if you guys would like to talk about them, I do have resources from both vendors and I can definitely send them to the entire group. <u>Munoz</u>: Yeah, if you don't mind can we, is this high priority? Can we table this for the august meeting? <u>Hunt</u>: No, we can table it. You know I've been in constant communication with both vendors, and they understand this is a process and that you guys are needing to compare both projects. <u>Munoz</u>: Yeah, no sorry about that I didn't see it. <u>Hunt</u>: We haven't had a time to discuss it, I just wanted to put it on your guys' radar. <u>Munoz</u>: I'll make it a motion to table this. If you could, I don't know if you could get both of them, or just kind of get a little bit more information from them to like present like 10 minutes each or something like that, that would be helpful.</p>	<p>Julian Munoz called for a motion to approve the school specialty furniture request as presented by Kye. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve the Jani-King custodial agreement. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to approve the E & M International-Fire alarm expansion. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p> <p>Julian Munoz called for a motion to table this item and have a working session. Brenda Baca motioned Doris Cole seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
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<p>School Security Enhancements Update</p>	<p><u>Jones</u>: I wanted to give you guys some updates because at one point when of course there was the incident in Texas, we did discuss school security and enhancements. We are working on our end. I have been in communication with a resource officer, friend of mine, who is sending me resumes of his colleagues. He was interested at the beginning in taking a position. I am hopeful that we will have several applicants here in the next week or so. My goal is to hire a full-time resource officer to be on campus. Ideally, I would like to bring in a former peace officer who can actually be armed. We're looking for that and we're going to have to work with the PED, follow all regulations, and work with you guys as well. The thing that happened in Texas, obviously one gun doesn't make a huge difference because there were resource officers on campus however, it is in my opinion not only a good deterrent but it's certainly a lot more secure than what we have currently. What I would like to do is just have that peace of mind for staff who of course there is a lot of duress for staff, the same for parents, and students. It was a concerning time. The peace officer is the first thing, certified, retired, that is what we would like to do; similar to what APS has. We want to have someone that we can rely on if there are unruly parents, if there are custody issues and there is violence on campus, or things like that. It shouldn't be up to administration and teachers to try and solve that problem or get in the middle; I really do want to have that. Next, of course with security enhancements will be the field project and with the field project we do plan on investing in a perimeter security fence around not only through the entire field but through the back, end of our campus where there are residential homes. There is open access as of now but what we want to do is secure that. With the field project, will be security fencing. The other thing that we would like to do and that we are looking into anyway is see-through backpacks. I think that is something that would be a little more difficult because I think we would need to get input from parents. We could purchase the backpacks. Those are just clear backpacks as they use in say the jail or prison system where if you're going to enter a facility, it's see through and it's for peace of mind of course and just for the visual inspections. I think we would need a peace officer prior; we need systems in place so that we could kind of review what those backpacks look like while entering buildings. But that is to come in probably the future; we would bring that back to you for some further discussion. Finally, what we would like to do as well is just work on securing a vendor. So, what I wanted to do is just get some basic permission from you guys to have authority. Of course, staffing is entirely up to the school with the exception of some of the peace officer issues that I just presented. But if you give me the approval, we would move forward with the resource officer position that is armed; that is what we're going with. The other one of course, for me, is going to be security. With that in mind, we want to have more active-shooter drills. We want to do more training for staff and for students to make sure that our emergency drills are effective and continue to monitor them. But we could use some support from these companies that do it. I would like to get your approval. I don't believe it will be above my threshold but in the event that it is we want to act on it as pretty quickly. We will be looking into these different companies that come out and we contract with them to help us with security evaluations but not only that training for our staff. That is where we are with security enhancements.</p>	
<p>FY22 Board Training and Membership Update</p>	<p><u>Jones</u>: With training, what I would like to do is and I want to thank everyone for completing their trainings. I want to say also that I know it's super difficult and I appreciate everyone who has participating on the board. It is a voluntary position, it is thank-less position, we do appreciate it and we hope that we can take advantage of some of the trainings and travel. I think for us to not only attend some of these things it's going to also help us communicate with one another, figure out systems, and maybe address some of the policy and administration concerns as well. I hope you guys can work with me in the future here in the next year in figuring out the best way that we can ensure that everyone feels satisfied, that everyone is contributing, and that everyone is participating. Some of those training opportunities will be presented to you in the upcoming meetings. I believe we can do some make-up training for those that are missing hours from the previous year. I know Jose you and I can have some discussion about that as well. The training opportunities will be there. I do want to try to contract with Patty Matthews this year to provide some of the training, so that we're not waiting until the end of the year and then just try to continue to make sure that we're more proactive in completing the training. Of course, in your pace and in your time because this thing is entirely up to you guys. The other thing that Mr. Munoz and I discussed is additional members. I think with people having lives and kids and jobs and all that good stuff, I appreciate everyone's attendance I know it can be hard as well. Obviously, it is once a month and we all need to do our very best to attend. I've even had to miss some meetings so I completely understand when the career takes precedence; there's nothing we can do about that. We would like to try and increase our membership by two. If we could get to a seven-member board that would give us more opportunity for people to come in and we could have a quorum at four. Maybe some new ideas, new fresh ideas, and also it wouldn't be so burdensome for everyone. We need everyone here every month that is for sure and that is a part of accepting the position. But we know that isn't always the reality. So, if you know of anyone who</p>	

	<p>might be interested in joining our board, we could use a couple of new members. Maybe we can come together in the very near future, have a working session, and look at our membership plans and try to come up with a recruitment strategy and figure out what the needs of our board members are. Look for that in the very near future and we'll try to plan it that's convenient for everyone.</p> <p><u>Munoz</u>: Awesome, so guys if you know somebody, please let them know that way we don't have to rely on all of us always being here. Please reach out to make this a little bit easier.</p>	
<p>Head Administrator Report- enrollment, staffing, site visit, upcoming events</p>	<p><u>Jones</u>:</p> <p>a. <u>Enrollment</u>: I am excited about enrollment, and I want to thank David and Kyle for all of their help as well as Julie in the front office. We're at our projected number 408, so we're looking at some growth. We're happy about that. We have turned all of our enrollment online, so registration is online and that is working wonders for us. We're really thrilled about our enrollment; It's the highest enrollment that we've had since 2017 and of course we dropped down from 400 to 330 students because of all that we went through. So, we're back and I think people see the work that is going on in classrooms, that you guys are doing as board, that our staff is doing, and of course our administration. We're going to continue looking at the applicants that come and we'll fill any openings as they present themselves.</p> <p>b. <u>Staffing</u>: We have all positions filled. I think I just filled on of our long-term PE positions as well. We're going to have four different specials so that our teachers can have common collaboration throughout the day and our principal, Mr. Bryant can work with them on some of the strategies and initiatives that we've come up as administration and as a school. We're missing one teacher as of now and that's a grade that is of really high importance and that is a 3rd grade Spanish teacher. We lost our Spanish kinder teacher just about a week ago for some odd reason and this person decided that she wasn't going to accept the position after she had already accepted the position. Instead of spinning our wheels and going to the PED to file a formal complaint about the teacher, we're just looking to recruit and working with ACES, an employment service, also asking around, word of mouth is a great way to attract good quality teachers. We're hoping to till that 3rd grade Spanish position here within the next couple of weeks; we're going to do our very best.</p> <p>c. <u>Site Visit</u>: We did have the site visit back in April. I think as of now we haven't received our full report maybe more of a preliminary report from the direct of CSD, but they are asking us for additional information. This is in regard to some of our capital expenditures, but Kyle is preparing something, and we'll send it to them and they will issue our final report for the site visit.</p> <p><u>Hunt</u>: It is just in regard to our corrective action plan to our prior year audit finding. It is just basically how I showed them we were tracking our capital assets. They just wanted it to be shown to our final audit schedule which I am in the middle of preparing for our audit anyways. Once I complete that I will be providing it to the PED and the auditors as needed.</p> <p><u>Jones</u>: Thank you Kyle for help with this.</p> <p>d. <u>Upcoming Events</u>: We really don't have very much. But I did want to make the board aware that we're having PD for our staff and that will be held beginning Wednesday. Today we had some curriculum training for our new curriculum. Tomorrow we're going to have the new staff members coming in and we have less than a handful of new staff members from art teacher to middle school science. They are going to be coming in and doing the new employee orientation with Mr. Bryant. We're going to do some orientations for families that are on the calendar. I've sent our welcome letters and welcome packets online. Now, we're going to push that same welcome packet out now that it is finalized through ClassDojo as well as through Jupiter. We did get a community schools implementation grant so that was released very late, only two weeks ago. It doesn't give most schools the opportunity to plan but we're going to do the very best we can. We're going to be making some adjustments not only to after-school but to some positions such as Mrs. Barnwell who will be kind of doubling up her duties with special education and community schools. We're excited. David and Kyle did a really good job with that as well as Ms. Miranda was a huge part of the planning process and Ms. Cecy our social worker. We're hoping to make some changes here to accommodate the grant award that we received, and we're really excited about the partnerships that we'll form and the use of the funding. We're excited about the new year with some sort of normalcy although COVID is coming back, and we have the monkeypox to worry about but we're going to do our best to stay safe and have a productive year.</p>	
<p>Public Comment</p>	<p>N/A</p>	
<p>Announcement of Next GC Meeting</p> <p>Adjourn</p>	<p>Next GC meeting: <u>Monday, August 29, 2022; 5:30 pm</u></p> <p>Meeting was adjourned at <u>6:19 pm</u></p>	<p>Julian Munoz asked for a motion to adjourn. Brenda Baca motioned Doris Cole seconded Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>