

**Albuquerque Bilingual Academy**  
**ABA GC Special Meeting Minutes for Virtual Meeting**  
**Date: January 31, 2022**

<b>Board Members Present</b>	Julian Munoz, Doris Cole, Brenda Baca	
<b>Absent</b>	Melissa Trujeque, Jose Garcia	
<b>Others in Attendance</b>	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, Esteban Cole	
<b>QUORUM</b>	<u> X </u> YES <u>    </u> NO	
<b>Meeting called to order</b>	Julian Munoz called the meeting to order at <u>5:37pm</u> & Roll Call by Julian Munoz	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of Minutes</b>	12/13/2021	Julian Munoz called for a motion to approve the 12/13 minutes. 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
<b>Approval of the Agenda</b>	01/31/2022	Julian Munoz called for a motion to approve the agenda. 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
<b>Budget Report Updates</b>	<p><u>Hunt</u>: Starting with our Revenues, this is all the money that we've received so far. We did have some BARs last month to adjust Fees, Rentals, and other items but those weren't approved until January so they're excluded from the reports since they're dated 12/31. However, we did start receiving a lot of our other monies; our USDA Reimbursements we've actually already maxed out and we will need to be expanding that because we do have higher USDA reimbursements this year since we're back in school as opposed to last year. Medicaid as well. Exciting news, it's not reflected in here, but we did get our PSCOC in here for \$142,000; I apologize for that mistake but I'll make sure those are reported next month. Going down to the Expenditure Report, these are our expenditures for the year. We do have positive functions and almost positive lines at all points. We do have an available budget of \$1.33 million and this doesn't include a lot of our recent BARs that we did approve. Such as the K Plus Pilot where we're going to be moving out 15% of our payroll expenditures and some of our other readjustments that we have coming. It's actually going to grow and then later on in the agenda we're gonna see the FY22 final unit value which is also increasing our budget. So this is actually going to be jumping to about \$1.6 is what my early projections are showing, but once we get a better estimation hopefully next month and we'll be able to show you. Going down to the other reports, minor negatives in Title I is we did fully expend Title IV and we're moving some of the after school to that. We are waiting for Title IV to just give us the new final award letter and then we can move it back. Going down, still using most of our federal grants as properly noted. Community Schools, we do still have to issue a few remaining stipends and figure out who is going to be doing the contracting as we originally written the grant. Title II was the same issue as the other BARs just approved in previous month but not actually approved by PED until January; so not reflected in these reports. As I had mentioned, we did over expend Title IV; so we shifted some to Title I while we wait for the final award letter. ESSER II, we have rearranged a lot of this award and it we'll be bringing you a BAR next month to shift a lot of these to fix that big negative and actually range it to where we can a lot more expenditures in there for our new projects that we have in mind, that Chris and I have been working on. Our ESSER III, we did have out full-time auto-rotating sub but the majority of it is for our construction services which we're still waiting on Brycon to begin. Going down to the Bank Account Register Activity Report, this is everything that entered or left our bank account through the month, stop me if you do have questions on a certain line item. We did have positive cash flow this month with \$600,000 deposited with \$450,000 dispersed. That's how I noticed how I missed the PSCOC Lease Assistance because we did get \$142,000 which is the majority of our positive cash flow since it's such a large outstanding reimbursement. Going to our Banking, we did begin the month with \$2.85 million and we ended with \$2.99 million and only \$5,000 in outstanding checks. Going down to our Balance Sheet, which shows how that \$3 million is laid out. We do have a large amount in operational; it does have to cover all of our liabilities so it's about \$1.6 instead of \$1.7 but it's close to what I originally mentioned in the expenditure report. We do have all of our federal funds which some we're waiting on large reimbursements. The SPED Bureau, I'm not sure what's taking them so long; we submitted our first round of RFR's along with our Title I and other ones and they're pretty much the slowest to reimburse, so I'm not sure what's going on with that, but I will be following up this month. The majority of our other cash is held in HB-33 and SB-9. Going down to our Dashboard Report, we have increased a lot more instructional spending this year. We've just had a lot more to go on with the program this year being back in school, other items all effected. However, our support services which includes where we previously pay rent before the LPA is lower and that's mainly</p>	

	because of the LPA. Then we have our capital expenditures which has a drastic increase as well and that's mainly due to the fact that we can use those capital funds to fund all the maintenance on our buildings; it's funding all the projects that we've gotten so far.	
<b>FY22 Unit Value</b>	<u>Hunt:</u> Our final unit value, they just released, is a 2% increase. It jumped from \$4,770.70 to \$4,863. A very minor increase of 1.93% increase technically. But they actually did just release the 40-day adjustment for what we will be receiving; we'll actually be receiving \$96,000 of additional SEG for this year. So that is a great change and I'm hoping to bring that BAR to you at our special session next meeting on Friday.	
<b>Approval of BARs</b>	<p><u>Hunt:</u> BARs for consideration:</p> <ul style="list-style-type: none"> <li>a. #0018-I</li> <li>b. #0019-I</li> <li>c. #0020-I</li> <li>d. #0021-IB</li> <li>e. #0023-D</li> <li>f. #0024-I</li> <li>g. #0026-I</li> <li>h. #0027-I</li> </ul> <ol style="list-style-type: none"> <li>1. Justification: \$15,710- To increase budget to match rent received from lease of Central Location.</li> <li>2. Justification: \$122,255- To increase cash/budget to match audit carryover from FY21.</li> <li>3. Justification: \$44,091- To increase cash budget to match FY21 Audited carryover.</li> <li>4. Justification: \$30,039- To create budget for medicaid based on FY21 audited carryover.</li> <li>5. Justification: (\$505) - To decrease cash budget to match FY21 audited cash carryover.</li> <li>6. Justification: \$88,836- To increase cash budget to match FY21 audited cash carryover.</li> <li>7. Justification: \$171- To increase budget to match final allocation of FY22 State match.</li> <li>8. Justification: \$4,132- To increase budget to match Third round of Air Quality Awards as provided by PED.</li> </ol>	<p>Julian Munoz called for a motion to approve BARs #0018-I, 0019-I, #0020-I, #0021-IB, #0023-D, #0024-I, #0026-I, and #0027-I. 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>
<b>Special Issues</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of Building Lighting Project (TLC)</b>	<p><u>Hunt:</u> We did recently ask for quotes for providing fixtures of lighting to the Cinco de Mayo Building which is now where we are hosting Mr. Villa and where we're having our music classes at. One bid came in at over \$33,000 and the TLC quote came in at \$29,817.84. TLC is the same one who did our gym lighting project as well. But because this area is used for instructional space, we decided to add additional row of lighting. That's why we're having to approve this one because it hit over the \$25k mark that you have to approve on. The previous gym project was under \$20k.</p> <p><u>Munoz:</u> What building is this for again?</p> <p><u>Hunt:</u> Technically Build A or what we're calling the Cinco de Mayo Building. That's the most western south corner.</p> <p><u>Munoz:</u> Is this one of the shells?</p> <p><u>Hunt:</u> Yes, so it's the second shell we put an HVAC's in recently.</p>	<p>Julian Munoz called for a motion to approve the Building Lighting Project (TLC). 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>
<b>Approval of Technology Refresh (Dell and Jerry Lackey)</b>	<p><u>Hunt:</u> This is for the Dell/Computer Technology Update. We are right on our three-year cycle to readopt new machines using our IT guy Jerry Lackey; he worked with Dell to provide us with a quote. They do have a state purchasing agreement which means that all the prices are standardized statewide, so this doesn't actually violate procurement or anything like that. However, with our plans to expand with staff and other items, we did ask for 40 laptops and docks and it did come out to right under \$60,000.</p> <p><u>Munoz:</u> Quick question, Why are the Dell 5520 in separate categories?</p> <p><u>Hunt:</u> So there are six that have upgraded RAM and those are for administration. As you can tell, I got 20 chrome tabs open which is very RAM hungry or when I was opening my PDF's you could see it freezing. We need stronger laptops with more RAM to multitask slightly more as we are jumping from one place to another. So those are slightly upgraded as opposed to the standard ones that we will be giving for the rest of the staff.</p>	<p>Julian Munoz called for a motion to approve the Technology Refresh/Dell purchase of laptops. 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>
<b>Approval of Surveillance System Update and Expansion (Intraworks)</b>	<p><u>Hunt:</u> So with the expansion of the new building, or into the three new buildings, we had Intraworks come out and survey the property and check out what needed to get internet and fiber and security lines into all three of those buildings on the south side of the campus. This is their initial setup for the expansion of the security system or the expansion of the network fiber into all three buildings. The total pricing is \$137,000; half of it being fiber being pulled into all three buildings. We did actually have to cut up the concrete like we did previously. There is an existing infrastructure to pull the fiber from the main building, building F into the three new buildings. This will make sure that it gets all the fiber done for when Brycon finishes their work, the Cinco de Mayo Building, and the gym will all have internet access. Tis will also include camera installation and an upgraded security system for the Brycon building once we have classrooms in there and a few cameras in the gym building, so we can keep an eye on that as we plan to rent it out more.</p> <p><u>Munoz:</u> This is to lay the groundwork for it?</p> <p><u>Hunt:</u> So this to pull the fiber through and it is actually yes \$60,000 or so is for the expansion of the security system into Buildings C and D.</p> <p><u>Munoz:</u> So is it going to be in conjunction with the buildings or after?</p>	<p>Julian Munoz called for a motion to approve the Surveillance System Update and Expansion (Intraworks). 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>

	<p><u>Hunt:</u> Yes, so it will be. They'll pull the fiber in first and then as Brycon works and starts completing the actual classrooms, they'll install the cameras into the individual classrooms and they'll put the cameras on the outside of the building which we have a few of those going in.</p> <p><u>Munoz:</u> And this is the existing vendor that we have?</p> <p><u>Hunt:</u> Yes, Intraworks is the one who originally did our first security system and so they guaranteed that it's all going to feed back into the main video monitoring room and we have enough channels to do it.</p> <p><u>Munoz:</u> What was the previous price for this, for the original Intraworks?</p> <p><u>Hunt:</u> The original security system that we did for four building was \$90k.</p> <p><u>Munoz:</u> So we're doing three buildings for \$137,000?</p> <p><u>Hunt:</u> So this is actually two buildings but the majority of it is the fiber. Because it is fiber for three new buildings and there was previous fiber within the four buildings.</p> <p><u>Jones:</u> In order for us to expand fully, we need to have internet access in each building so we can run not only machines for students but we also have to run our fire alarm system and so forth. So this is a big project and I did want to add to Kyle's presentation is that we've had a lot of discussion about trying to curve our spending as we did prior. So these are upfront infrastructure costs and we do plan on really starting to be more conservative with spending the capital or operational for that matter.</p> <p><u>Baca:</u> Is there another company that we can get a quote from?</p> <p><u>Hunt:</u> We can definitely look into it.</p> <p><u>Baca:</u> I'm just saying because if that's such a high amount, are we going to have to get the two quotes or can we just go off of the one?</p> <p><u>Hunt:</u> This is an ACES contract as well. So we are able to move forward with this as it is because they do have state purchasing agreements etc. We did get other quotes; I did have EMI come out and can't remember the other vendor when we were looking at just pulling the fiber to do basic internet and the fire alarm cabling done and that was \$45,000 or \$50,000 by itself and that was to one building. So I think this is within reason.</p> <p><u>Jones:</u> Yeah, the other part to that Brenda is not only the fiber part which in this case they can core instead of destroying our concrete, we liked that, and we thought it was attractive. The thing that I think is most attractive is the state purchasing contract on top of the fact that Intraworks must do our surveillance work to tie in our cameras. They basically have already come in and established their own systems. At bare minimum we need to do our surveillance system; it would be more efficient for them to do our entire project.</p> <p><u>Baca:</u> That sounds right. Thank you Mr. Jones that makes sense.</p>	
<p><b>Approval of Water Fountain Upgrade/Installation (B&amp;D Industries)</b></p>	<p><u>Hunt:</u> This is from B &amp; D Industries; they also have a state contract number. This is for \$30,561 and this to install water bottle fillers in each of our four current existing buildings. Throughout COVID, we've been providing water bottles to our students. We order hundreds of cases each month and we go through them in some weeks. We actually run out before Friday and Friday kids are left without water unless they brought their own water bottle. With this, we will at least have the option for students to fill their water bottle properly since we do have the water fountains shut down due to COVID still. This was a lot more than what I was expecting but I talked to TLC as well and it was right around the same price point. Since we are doing so much work through TLC as well just to make sure that everyone, the auditors, everyone feels that we're on level. We decided to move forward with B&amp;D for this project. I believe the main part of why it is so expensive is because they do have to cut into each of the four walls and electricity lines from the janitor's closets to the backside of the water fountains to power the filters and the actual dispensers.</p> <p><u>Munoz:</u> Aren't we exempt from taxes as a school or no?</p> <p><u>Hunt:</u> We're exempt for paying taxes on materials but that is taxes on the services.</p> <p><u>Munoz:</u> Ok, and what was the price difference from TLC and B&amp;D?</p> <p><u>Hunt:</u> It was about \$2,000 or so; I'd have to double-check that quote.</p>	<p>Julian Munoz called for a motion to approve the Water Fountain Upgrade/Installation (B&amp;D Industries). 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>
<p><b>Board Training Update</b></p>	<p><u>Jones:</u> This is just a friendly reminder about training. I did provide you with a training opportunity to better understand our audits. There are trainings coming up and I just encourage the entire board to participate in the audit training which will count towards some of your annual trainings. So please take a look if you haven't already done so and register at your earliest convenience if you're able to make it at those times. That was a very quick reminder for the board to try to complete their training in a timely manner before we reach June and you have to wait for last minute training.</p> <p><u>Munoz:</u> What was the training that you had on Saturday for 8 hours? The reason I couldn't register for that because it was asking for a PO number.</p> <p><u>Jones:</u> I understand. That must've been from Matt Paul's group and it's a separate sort of chart school organization; I can look into it. But if we need to, we can issue a purchase order; that isn't a problem. I'll resend all of the opportunities to you guys and then of course it's at your convenience; we understand that you're volunteering and this is around your livelihood. Just let me know.</p> <p><u>Baca:</u> I know the ones for the audit committees are on February 3<sup>rd</sup> and 4<sup>th</sup>.</p>	

	<p><u>Jones:</u> Ok, cool Brenda. I think that one looks good because of course the audits can be pretty complex especially for those that aren't members of the audit committee. I'd recommend joining if you can and again it does buy some of your annual hours for sure.</p> <p><u>Baca:</u> Thank you, Mr. Jones.</p>	
<b>Test to Stay and Surveillance Testing Update</b>	<p><u>Jones:</u> Those are programs we should be offering and they are required by PED. However, our provider has been reluctant to even communicate. The regional coordinator left me her information and has not answered my calls. So I really hope that we can get this going immediately but I did want to update the board that we do not have any testing programs in place currently.</p> <p><u>Munoz:</u> Have you reached out to the state auditor's office just to report this?</p> <p><u>Jones:</u> Yeah, I definitely need to do that Julian. I have not yet done so but I believe it is about time. I was making a good faith effort to allow them to fulfill their responsibilities but they haven't. Right now we've lost our other, we had two providers that were assisting with testing, and we lost the second. So now, we're down to none and we're getting to the point where a report to the state auditor is probably a good idea and is necessary.</p>	
<b>Rapid Response Update</b>	<p><u>Jones:</u> There have been some changes and I bet I already notified you guys of the changes. One being that the quarantine process is a little different. Those who are exposed may participate in Test to Stay and if completing Test to Stay appropriately, they can come back if the results are negative. As I previously mentioned, we don't have that testing option right now. With that in mind, the quarantine period is reduced from 10 days to 5 days. There are a couple of exceptions that I think are very important for the board to understand and I think we touched on this last week. However, one being that when we're completing the rapid response effort it's really up to parents to provide us with timely information and until they do it's causing a delay when it comes to notifying the community. That brings me to the final update, now notifications to the community when it comes to a staff member or student that tests positive for COVID, they are no longer required. So I am no longer required to notify our stakeholders if we do have a positive case because those notifications we coming too frequently and the state has since reversed their decision to provide these timely notifications. From 10 days to 5 days when it comes to quarantine and there is no longer notification requirement. I just wanted to let the board know because of course you field the complaints and our decision to go back to remote learning for a period of time is really due to some concerns when it comes to the way the school handles rapid response as well as the absence of testing.</p>	
<b>Remote Learning Update</b>	<p><u>Jones:</u> Our students remain online and they will do so through Friday. On Friday, we will hold a board meeting, of course a special meeting, to try to discuss some of the current case counts across Bernalillo county and specifically in the areas in which our students reside. My goal was to provide information to the board about the number of cases that have resulted from surveillance testing. By that I mean our stakeholders, our students and their families, and staff coming to our campus to test three times per week; that is what we were shooting for at the beginning of this process. However, that has not happened. So I'm more than happy to discuss with you the numbers across the county as well as zip codes which our students reside which are 87105, 87121, and 87120. But otherwise, we're lacking data from our specific school community. But they are learning remotely; it seems like all of the teachers are doing a fantastic job. As always, the attendance isn't as what we would hope that it would be but students have been logging on. We've had a couple of kinks and hiccups but I feel like overall it's been a pretty great success.</p>	
<b>Head Administrator Report</b>	<p><u>Jones:</u> Registration is on-going. We did notify our returning families that they need to register by a certain date which was January 28<sup>th</sup>. We've had a pretty good turnout and following up with those families that have not yet registered for next school year. We're opening up our lottery to new students; new students can send in their letters of intent and we can begin to register them as well. Our enrollment cap for next year sits about 400/407 if I do recall correctly. We think right now with returning students, we're under 250. Our goal is to continue to push for enrollment. We do want to increase our enrollment. Right now, we're sitting about 350 students, not including Pre-K and that's what's important; Pre-K is a separate funding source. We do want to increase that number beyond 400. I will keep you guys posted on that and hopefully registration which is now completely online will be a success. My final update for you at this time is we did receive good news about the sale of the central facility and we are going to enter into closed session on Friday. I guess in summary we have an offer to entertain. We're working with Sue Fox, who is Patty Matthew's partner, and we're going to abide by of course all of the regulations set forth by the state board of finance. There's a lot of work to do. I want to thank Kyle for his assistance is this process thus far. But we're excited because we've had the building on the market and now it seems like we've drawn some interest. I look forward to having our two realtors share that information with the entire board on Friday.</p> <p><u>Baca:</u> On the registration, I know a lot of people including myself, got hung up on the part where we have to download all the doctors documentation. So I know for like me, I did not submit my registration.</p> <p><u>Jones:</u> There must still be a little bit of confusion with the online enrollment system through Jupiter. Mr. Bryant did a fantastic job along with Laura Cera. However, we did anticipate problems and I'm glad you brought that to our attention. We will look at that because they aren't</p>	

	<p>supposed to be mandatory forms because it shouldn't be requiring you to upload anything if you already submitted. I'll speak to Mr. Brant tomorrow and we'll try to resolve those issues.</p> <p><u>Baca</u>: Is it going to come back in bite us if we don't; do we have clearance to get this documentation to get these things to be downloaded? I know that I saw that on a couple of things and I wonder if that's going to affect us. I'm just asking, I don't know?</p> <p><u>Jones</u>: In terms of the upload, I think for us, we don't hold onto anyone's original records, we make copies. We're hopeful that through this process we're learning the system. One thing to understand, is that we already have these records for all of our returning students. So as far as the uploads are concerned, the dental records, the birth certificates, that's really only a new student problem. We have an ABA Help address to assist parents with collecting those documents. I think we'll be ok. The last thing I want to say is when they do upload their files/records, they are automatically transferred to those students records. So we have an online student record system and it's a secure program; it's an efficient process that lessens the burden of the front office staff and also minimizes human error.</p> <p><u>Baca</u>: Mr. Jones, I was just double-checking. I just thought it was kind of interesting on it.</p>	
<b>Public Comment</b>		
<b>Announcement of Next GC Meeting</b>	<p>Next GC meeting: <b><u>Monday, February 28, 2022; 5:30 pm</u></b></p> <p>Meeting was adjourned at 6:22pm</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>
<b>Adjourn</b>		