

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

<b>Board Members Present</b>	Julian Munoz, Jose Garcia, Doris Cole, Brenda Baca	
<b>Absent</b>	Melissa Trujeque	
<b>Others in Attendance</b>	Chris Jones, Kyle Hunt, Danielle Miranda, David Bryant, Esteban Cole, DJ Brigman	
<b>QUORUM</b>	<u> X </u> YES    NO	
<b>Meeting called to order</b>	Julian Munoz called the meeting to order at <u>5:30 pm</u> & Roll Call by Julian Munoz	
<b>Item</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Approval of Minutes</b>	10/25/2021	Julian Munoz called for a motion to approve the 10/25 minutes. Brenda Baca motioned. Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
<b>Approval of the Agenda</b>	11/29/2021	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 4-0; 0 opposed; 0 abstained
<b>Budget Report Updates</b>	<p><u>Hunt:</u> We have our financial reports for the month of October to be discussed. Starting with our Revenue Report, we've been receiving our SEG as expected. We did get a big e-rate distribution which we will be budgeting and increasing our budget for along with a few other categories such as contributions and rent; those will all be coming in the December or January meeting. Overall, we have processed our first RFR's and I think I've actually started seeing them in the November statements so in the December meeting we'll actually see a lot of these revues start coming in as well which is really good. HB-33 and SB-9 we're still seeing the small distributions because it is not that typical property tax months but come December/January, we'll actually see larger distributions for probably several \$10,000 if not \$100,000; preparing our budget from \$300,000 to that 8,000/9,000 that we received so far. Going down to the Expenditure Report, this is everything that we spent to or encumbered up until 10/31. We do still have items from our K-5 Plus for those expanded days; these will be moved to our K-5 Plus budget once we approve that BAR tonight. But other than that most of our categories are on track with what we have kind of expected. We did have that sub that we hired which causes a negative line; this will be adjusted once we clean up some of those other lines. But overall, you can see positive lines throughout the categories for the actual functions which is what our state compliance needs to be when they check for during the audit and they do our cash reports; those are all positive, so we are fully in compliance and we don't have any major issues. Overall, our Operational Budget is still showing positive available of \$1.3 million which is great. That is right at our carryover number so we're not needing into our carryover at all. We're still operating at not as much as a surplus as we had in previous years but still almost even for revenue and expenditures year over year. Going down to the other funds, a few minor changes. Food service, we just opened a PO for more than what is expected but we typically wont expend that much and plus this budget will be getting an increase so it's not actually negative it's just how we did the PO at the beginning of the year. Through the other funds, positive throughout again as well. Title II we do have two BAR's for that tonight because we have two different revenue codes; so that will fix this negative budget here. And then we have our ESSER II which has that minor negative but overall positive available. Me and Chris have been detailing about how we're going to adjust some of these funds and make sure that we're properly utilizing all of these. We actually have until 2023 to spend the rest of these funds; so, we have a long time to use the remaining \$475,000. ESSER III, a BAR you recently approved, we started expending it with the subs and then we do have a big construction project, but we probably won't see that encumbrance until we get further word from Brycon about their movement. Other than that, not too many other changes in any of the other funds. Going down to the Bank Account Register Activity Report, this is anything that entered or left our bank account through the month of October. We did have some fundraisers and our general payments to vendors. Please stop me if you do see any items that you do have any specific questions on. We did have a few basketball refunds, if you're seeing a lot of specific names. These are parents or people who contributed \$50 to our basketball activity fund but because of unavailability of students we actually had to cancel that program so they're being refunded their fees. And overall for the month we only took in \$397,000 but we dispersed \$466,000 dispersed. Again, once we start receiving our other revenues and our bigger SB-9 and HB-33's, we will see a greater cash flow and revenue and not as much negative. Going to our Bank Account Balance, we had \$3 million in the bank to start the month with how much in outstanding checks we had last month, we actually dispersed \$584,000 of transactions approved with only the \$400,000 entering the bank, leaving us with a balance of \$2.85 million and only \$12,000 of outstanding checks. Outstanding Check Report, its payroll</p>	

	<p>checks, payment to PikMyKid, and refunds to parents that I previously talked about. Going down to our Balance Sheet, this shows how that \$2.85 million is laid out between most of our funds. As you can see, Operational does carry over half of those funds with \$1.574 million, some in our Food Serve and our Transportation. The Operational does have to carry balances for those negative 2400 funds and 2700 funds; those are our state and federal reimbursement funds that we submit RFRs for. The remainder of the balances is in HB-33 and SB-9, 31600 and 31701.</p> <p>Going to year to year overlook on the Dashboard Report, you can see that we do have greater spending in our Instructional, the biggest difference is that we are expanding the programs and doing a lot more. But less in the 2000's, the main difference for that is the lease and the fact that we don't have to actually pay for that out of Operational it is now being paid for out of Capital expenditures which coincidentally is our biggest expenditures down there at the bottom. We had a \$400,000 increase compared to \$109 last year and that is because we are able to do so many other things. We've been expanding with the HVAC projects and a lot other things going on that I will be talking about later on tonight.</p>	
<b>Approval of BARs</b>	<p><u>Hunt:</u> BARs for consideration:</p> <ol style="list-style-type: none"> <li>1. #0010-IB</li> <li>2. #0011-I</li> <li>3. #0012-I</li> <li>4. #0013-IB</li> </ol> <ol style="list-style-type: none"> <li>1. Justification: \$536,704- To create budget based on award letter and memo provided by PED.</li> <li>2. Justification: \$19,975- To create budget based on award letter and allocation table provided by PED.</li> <li>3. Justification: \$39,757- To enter budget for FY20-21 and Prior carryover based on memo and allocation table provided by PED.</li> <li>4. Justification: \$21,215- To create budget based on award memo provided by NMPED.</li> </ol>	<p>Julian Munoz called for a motion to approve BARs #0010-IB, #0011-I, #0012-I, and #0013-IB. Brenda Baca motioned. Jose Garcia seconded -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<b>Special Issues</b>	<b>Discussion</b>	<b>Action/Recommendation</b>
<b>Audit Update – status only</b>	<p><u>Hunt:</u> We did conclude our audit and we had an exit meeting last week on Monday. The audit went well. I did send relevant info to most of the board members that included information about our audit opinion, findings, etc. It is not public until the Office of the State Auditor publishes that information though, so if you would like specifics please contact my email or by phone call and I'd be happy to discuss it with you.</p>	
<b>Facilities Update – Brycon construction project</b>	<p><u>Hunt:</u> Currently, the main point we are waiting on is that we've submitted a permit with Brycon and their designer with Wendy. They submitted a permit to the city and I believe the last we hear which was the week right before Thanksgiving, so two weeks ago, we had heard that the city was still kind of dragging their feet on get the permits approved. And there was some minor changes or something that they might have had to do. We got our information as quick as we could and so we're still kind of waiting to hear back. We're still hoping they're going to be mobilizing and starting in December. As far as the timeline, they still mentioned that they still think the actual construction is only going to run three months/four months. But you know at this point, we thought we were going to already have this building completed by this time and we were going to be ready to move in. At this point, we're kind of just hoping to finish before the semester ends of next year so that we can be ready for moving in late spring or hopefully early summer.</p> <p><u>Munoz:</u> How's it looking on cost wise? Are they staying within budget?</p> <p><u>Hunt:</u> So we been really hiding them hard. I think they are getting annoyed at me and Chris because you know when we first met we talked about a \$1.2 million budget and then them coming in with estimates you know people have been saying that the construction costs have been rising. The last estimates they showed were \$1.3 million but that did have a \$50,000 portion of contingency and other items. So Chris and I have been meeting with them quite a few times each month to kind of talk about where costs could be saved, why numbers are changing from what they originally quoted us, and really just trying to stay within budget. I do think we're going to be close to the \$1.2 million that we were initially quoted in the first contract that we signed.</p>	
<b>Facilities Update – Central sale</b>	<p><u>Jones:</u> Yeah, we have DJ Brigman with us today. He has contracted with us to help us sell Central. So that facility, of course, is up for sale. I invited DJ to come tonight to join us virtually, of course, and give you guys and update. So that we're all comfortable with the progress that's been made and maybe a timeline as to when DJ and his partner project that the building could sell. So I'll turn it over to DJ.</p> <p><u>Brigman:</u> Alright, thanks Chris. We've had just a little update since we got the listing. We've had 12 showings. Four of them have been cannabis users as you guys know, if you're not aware of, that is a driving force in our market right now. The reason being that in order to get your license you have to have either a lease or a purchase agreement in place. Unfortunately, those kind of got shot down; one of them said it was too big; one of them said it was too close to residential; one kind of dropped off; and another one found a different location in the area that had better visibility for them. We had an investor looking early as well; he had posed the idea of a real estate contract. I checked with Chris and as per I believe the regulations you guys aren't allowed to get involved in a real estate contract; you just need a sale and can't really carry the note. So he went back to try to get financing; he went through a couple different banks and ultimately decided that he wasn't</p>	

	<p>going to pursue it just because he told me interest rates and how much money he was going to have to put down on a normal commercial loan. Probably the two best prospects we've had, we've had a church. A guy named Danny Romero came and looked at it with his board on the church; they really liked it and we followed up with them a couple days later. The church was going to meet that following Sunday which they did and ultimately the four decided to go out and look for land. Now, as Kyle had mentioned before, construction prices are out of this world right now and for them to go out and build a church they're probably looking at spending anywhere from minimal of \$200 sq. ft. up to \$300 plus sq. ft. We've got this building priced at \$75 sq. ft. I think the only thing that really kept them from pursuing this was the lack of parking; they had a concern that they have a pretty decent size congregation and they were concerned about where everyone was going to park through the services. They really liked the idea of the classrooms for the little kids and breakout rooms. They looked at the back area blowing it and making it open and creating an auditorium back there. So there were a lot of pluses; they may come back just because I think once they go out and try to see how much money they're going to raise it's going to be a pretty daunting task. The other one that is fairly good is a guy named Jeff Hoen and he's with Cuidando Los Niños. They came out and looked at it; they also liked it. It was a little bit bigger than what they are in right now but they're looking to expand and to purchase; they are currently leasing. I talked to him and he said to check back in with him at the beginning of the year; they still need to find out what their financing is going to look like. Once the new year kicks in they will have some fundraisers that have been taken place and also have a good idea of what their budget will be but they deal with a board as well. Right now, the best lineup to be a potential buyer would probably be this Cuidando Los Niños. But we do have another showing next week with an automotive user, with another broker. For those of you who don't know that is a former Pep Boys that was converted into what it currently is so it makes sense for that kind of user to kind of go in there with some infrastructure in place that is advantageous. With all that being said, I think we've had some good activity. This time of year, in our world of commercial real estate world, people tend to go from business mode to holiday mode and activity tends to drop off a little bit. So I don't anticipate seeing a ton of showings but the ones that we do will be from interested people just because they're not going to waste their time. In the first of the year is when we see people shift back to business mode and looking at planning. I think we might see some more schools looking at planning for the future, we might look at more non-profits planning for the next year, and there might be some more funds available for churches and things like that where the next year is kind of a kick off for a lot of people. So I think we still got the price right and we're still marketing it hard out there; we're still marketing it on all of our platforms and with that I'll leave it open to any questions that anyone may have.</p> <p><u>Munoz:</u> Thank you very much Mr. DJ, I appreciate your time.</p> <p><u>Brigman:</u> You bet. You guys are always free to reach out to me. Chris has got my contact, Kyle has got it but looking forward to selling this building for you guys so that you can move on and do some great projects.</p>	
<p><b>Test to Stay Update</b></p>	<p><u>Jones:</u> I'm not sure if you heard of it on the news. The state actually came forward with this big allocation; I believe it was \$67 million that was allocated towards this new initiative. It had to do primarily with testing and part of that is Test to Stay. What Test to Stay means for us as a school is that if we have any staff or students that are unvaccinated and they maybe close contacts, they are able to test inside of our facility on days 1, 3, and 5. And if they are negative on each of those days, and this is after their initial exposure, they are able to stay in school. So on day 1 if they test and they're negative, they can go back to class ultimately; day 3 same thing; day 5 same thing. So the state went ahead and issued this application based process; we did submit an application and it's in your packet and hopefully you've had a chance to review that. So today Kyle and I participated in an open office hours with a group called PMG; they are a group responsible for conducting the testing. What we learned today is that the state got themselves in over their heads because the amount of money that was allocated toward this initiative was inadequate. So what they're going to do is come onsite once per week to test and they're going to train our staff to go ahead and help to administer the test and these are all screenings. So we're working with PMG, we have some contact information coming and it's going to be emailed to me. Next steps will be to contact our Albuquerque Representative who will setup some time to come and train our staff and give us some more information about the protocols that are in place. They will set up a facility onsite; we'll most likely use the board room for that. As information becomes available, I will continue to share it with you but I think it is a positive. It is always difficult to have to send our students home if they're close contacts and of course with this new variant it is getting a little bit more concerning and we're hoping just to some mitigating of any future damages.</p>	

<p><b>Approval of ABA Grading Policy</b></p>	<p><u>Jones:</u> I think you had a chance to look over it but ultimately this is an opportunity for us to have some consistency in the way that we grade our special education students. It is still in draft form but the intent behind this is to again try to standardize the grading process from special education and the way that we grade students with IEP's that have disabilities to even how we grade our ELL's not only that but makeup work and so forth. What are sort of those policies that standardize our processes so that we don't have inconsistencies? I think right now what we've run into is just a lot of questions because it isn't standardized. Mr. Bryant and all of our stakeholders for that matter were able to provide us with some valuable input and we didn't get anything that came back and was negative or would call for revisions of the policies. So you guys take a look and if you have any questions. I would like to get some approval on this. If you would like we can certainly circle back to this in the next meeting but what I would like to do is again standardize. Mr. Bryant has done a good job in coming in and starting the process of transitioning to standards-based grading; it is based on a 1-4 numeric scale and with that comes a lot such as common formative assessments and other ways to standardize the evaluation of student performance. This is just another step in what we hope will be in the right direction but there is a lot to it and we could go step-by-step but hopefully you did have the opportunity to review it.</p> <p><u>Munoz:</u> My only question is that you said draft, right? Is there going to be changes to this or would this be considered final for us?</p> <p><u>Jones:</u> It could and that's a good question. What we wanted to do is get input and we sent it out to our staff; those staff members who reviewed it provided limited input. I think it was pretty inclusive of many of the things that we've run into when it comes to problems and questions that we receive from teachers. We did get the input and that was primary for us; we decided as an admin team that we needed to seek input. You know there are always tweaks and what I would like to seek is initial approval. Now, of course, with all policies there's always an opportunity to refine them and so as we get into these practices of grading there are certain things that could be recommended later. Then we can bring it back to your attention and ask again for approval.</p>	<p>Julian Munoz called for a motion to approve the grading policy as presented. Brenda Baca motioned. Jose Garcia seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p><b>Initial Review of 2022-2023 Calendar</b></p>	<p><u>Jones:</u> I want to thank Ms. Miranda and the admin team for assisting with the development of the calendar; Ms. Miranda does master scheduling and creation of calendars. I'm opening the file now and I'd like to share that with you and give you a brief overview of what the calendar means. It's pretty self-explanatory of course because it is in calendar form. So as you know we have a school calendar that must be approved locally of course by our school board and this is what we utilize to send to the PED for approval; we also have a budget calendar. We look at instructional days and there are many factors that the PED looks at but this one is most important in my opinion for the sake of communicating with our stakeholders. What we have here is for next year, K-Plus is the biggest addition that we would have to discuss now and get your approval on before sharing it out with the rest of our staff and stakeholders. So K-Plus is something that we've done for many years; it's 25 days of additional instruction. With that in mind, 25 days at the beginning of the calendar year or before an academic school year is a lot for students and for staff to handle when you're transitioning immediately into the regular school year. So what we've decided on as an administrative team and Ms. Miranda and I discussed this again this morning, but we broke up the days because we felt that it would be more manageable. Our students and staff are in school this year through June 9<sup>th</sup>; they would have the rest of June to try to decompress and take a break before coming back. They would come back on the 8<sup>th</sup> for PD and then they would get into what we have here which is the K-Plus program; that would run through the 2<sup>nd</sup> of August. Then we as a staff would get into PD; we wanted to make sure we had enough days to train and orient our staff from policies to any of the new initiatives that we're embracing such as standards-based grading. There is a lot that we need to do and there is always a lot for teachers and staff to learn. So we have August 10<sup>th</sup> as our first day of school and then we get into September. I think one of the biggest changes in October, we have 3 days off for Fall Break because we have a day for Indigenous People; so that one is new. November is always pretty bare when it comes to instructional days because we have parent-teacher conferences and we have a number of other days off like thanksgiving which we just celebrated. Then in December it is a little different as well because now the break will start on the 22<sup>nd</sup>; it used to start throughout that week and it was the entire week but now it looks like we have less days off. It looks like we have a total of right now 9 days off as opposed to 10 but our students would be off between the 22<sup>nd</sup> of December through the 4<sup>th</sup> of January; the 4<sup>th</sup> of January would be a PD for our staff once again and students would return on the 5<sup>th</sup> for instruction. Then we move into February. March we have Spring Break built into and that's the 27<sup>th</sup> through the 31<sup>st</sup>. then we move into June and June 9<sup>th</sup> would be our last day because we broke up K-Plus so that we could try to lessen the burden and alleviate some of the pressure off of the staff and students. This is a draft calendar and one of the things that's important to mention now is that we've reduced our school day once again back to 2:30. And what that allows us to do is have time for teachers after school to collaborate and that is something that we've been trying to figure out this school year because our days have run over and almost into the end of the contract day which is 3:30. So 7:45 would be the beginning of the school day and 2:30 would be the end of the school day for students; staff would come to school at 7:30am, that is the beginning of their contract day and their contract day will end at 3:30 as usual. So that is our calendar for you in a nutshell. Obviously there is a lot to it with the ½ days that are built in; we have less ½ days for next year but they're also very important for us so that</p>	<p>Julian Munoz called for a motion to approve the calendar as presented by Mr. Jones. Brenda Baca motioned. Jose Garcia seconded. -Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>

	we can train staff on a consistent basis. But I have time now to answer any questions if you guys have any for me.	
<b>Head Administrator Report – Staffing; Thank you to Brenda Baca for cleaning our facilities</b>	<u>Jones</u> : The only thing I wanted to inform you of is a potential staffing shift and for the current school year we're looking at hiring an interventionist. We had an internal applicant apply, so we're hoping to conduct the interview. If the internal applicant is selected which right now it's stacking up to be so, we're going to have to fill that person's position. So we would have one change this school year which would be a classroom teaching position since this person would be switching to an interventionist. Now for next school year, we're hoping to make some shifts and try to put people in places where they're going to be highly effective and happy. That is forthcoming and we did publish a survey and staff is pretty receptive and flexible to some of the changes but not everyone will be moving. It's just a matter of meeting as an administrative team and looking at student data, observations, teacher evaluations, and just kind of informal anecdotal notes as well to see where people would best fit. All we want to do is serve our students at a high level; of course, we're still accountable to the PED so that hasn't gone away. Students are continuing to test; Mr. Cole has developed a test calendar that administration has approved also schedules so MOY testing will begin next week. We're still on the hook when it comes to accountability and student performance. Part of the staffing shift is going to make sure that we continue with as high levels of student achievement as we can, so that'll be something that I share with you very soon. Otherwise, I just wanted to say thank you to Brenda; Brenda was huge in doing a lot of cleaning over the break. You should see behind the shell buildings at our school that were full of giant weeds that looked like trees. She and our custodian and what other help they had, but did a fantastic job in clearing it. I just wanted to say thank you and acknowledge her because it was a lot of work and it's night and day.	
<b>Public Comment</b>		
<b>Announcement of Next GC Meeting</b>	Next GC meeting: <b><u>Monday, December 13, 2021; 5:30 pm (due to Winter Break)</u></b>	Julian Munoz asked for a motion to adjourn.
<b>Adjourn</b>	Meeting was adjourned at 6:10pm	Brenda Baca motioned. Jose Garcia seconded. Julian Munoz called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained