

Albuquerque Bilingual Academy
ABA GC Special Meeting Minutes for Virtual Meeting
Date: August 30, 2021

Board Members Present	Brenda Baca, Doris Cole, Jose Garcia, Melissa Trujeque, Julian Munoz	
Absent		
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Priyam Banerjee, Esteban Cole	
QUORUM	<u> X </u> YES <u> </u> NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:30 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of Minutes	07/29/2021	Brenda Baca called for a motion to approve the 07/29 minutes. Doris Cole motioned. Jose Garcia seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Approval of the Agenda	08/30/2021	Brenda Baca called for a motion to approve the agenda. Doris Cole motioned. Jose Garcia seconded Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt</u>: We will go ahead and start with the reports for 7/31/21. These are the first month's reports of our fiscal year; depending on how we start the school year, there isn't actually too much information. Starting with our Revenues, we do have some budgets for Rentals but we're actually going to be increasing this. You'll be discussing the lease of our Central location later tonight which will bring in a lot more revenue than the \$8,000 that we initially budgeted. We do get a little bit of donations and other items and we received \$40. For our SEG, we've already received our first allocation and our first allocation of transportation as well. We did get our third quarter claim of our Medicaid and our HB-33 and SB-9 which we receive monthly. Going down to our Expenditure Report, as I mentioned since it is only July that we're covering with these reports a lot of our expenditures and encumbrances haven't actually been entered yet. Such as any of the teacher contracts except for some of the K-5 Plus and additional hours we had over the summer. All of these amounts will be filled in in the August reports. We have POs and other items related to the general operation of the school. Again, same thing, our Coordinator, Health Assistant, attendance Liaison those are all based on 10-month contracts so they aren't going to be showing up until the August report. Going down to the more Administrative functions where Chris is, where our office staff is, you're going to actually see salaries and encumbrances done. Looking at Function 2400 and 2500 with the changes we did build this budget back in April and at that time we weren't really sure what staffing situation was going to look like. But since that time, I came onboard and Diana left us; she was originally classified under Function 2400 and I was classified in 2500, so that kind of explains the differences in these two budgets and why. We don't have budget authority for these two codes for our business manager/director which I am and their benefits as opposed to not having any expenses in this 2400 where we have \$90,000 in budget. It also affects our professional technical services where we don't actually have The Vigil Group PO anymore, we just have our IT PO. We do have our custodians at hourly rates; these are full encumbrances depending on their hours, they may not fully materialize and our general POs for the year. Going through, we have started our food service contracting, Title I, IDEA-B those are all depending on 10-month contracts and we're not going to see activity in those until August either. And for a lot of our other programs as well either like Title II, Title III, Title IV, and after school which will all begin in August. ESSER II is the second stimulus package act that we got; we went all the way through CARES Act and we might have \$190 left to spend in that remaining allocation that we might get an award for later on in the year. But for now, we are down to this one which is for \$610,000 which is great and we also do have the American Rescue Plan Act which is the third act and hopefully budgeting for in the September or October meeting and that's going to be for \$800,000. So we do still have a lot of federal stimulus money left; Chris and I have been working on how we're going to actually spend those over the next 2-3 years because we have that long to spend those. But it's going to be great for our operational budget overall. We do have the Pre-K Initiative again. We don't actually have any Lease Assistance yet and we aren't allowed to budget it until we get our award letter; we'll actually be seeing that hopefully in October/November. We have our Capital funds, HB-33 and SB-9 State Match, and SB-Ad Valorem which we have a lot of carry-over in saving for our lease to purchase and our construction projects that we're going to be talking about later. Going down to the bank account register activity report, this is everything that entered or left our bank account in July. Overall it was pretty normal. You're going to see my name in here a few times; there were actually things in July that we had to buy immediately such as envelopes to pay our bills with or when I bought</p>	

	<p>batteries for our school bus. So, I'm not just paying myself money; Chris is looking at those transactions too. Going to our bank account reconciliation, we began the month with \$3.3 million and we dispersed \$740,000 and only taking in \$440,000. That's a pretty big discrepancy for us; it's mainly due to a few things: the fact that we not only have our beginning operational where we have to pay out all of our teacher summer payrolls that are still continuing into July without a matching SEG, but we also have a lot of beginning of the year expenses such as our NMPSIA risk bill which is our property and liability insurance for the beginning of the year and that's \$130,000. We're still waiting on our bigger distributions from our HB-33 and SB-9, and all of our federal reimbursement funds, items like that that will even out that cash flow. So that's pretty drastic but that's usually just once or twice a year that it happens like that; usually we're more positive cash flow. We didn't have any variances; it all matched up with our rollover. Going down to our Outstanding Check Report, we did have \$74,000 in outstanding checks. Most of these will be cleared by now. Going down to our Balance Sheet which shows how that \$3 million is dispersed throughout our accounts with a big portion of it being in our Operational fund. Last meeting, I discussed we had \$1.2 million in Operational carryover which is great, that is reflected here. We do have a little bit of Capital Funds, since we haven't paid the vendors yet. We've always had a large amount of USDA Food Service funds we're talking about cafeteria upgrades there. The majority of our cash is being held in HB-33 and SB-9. As you can see with some of these other ones, such as this 27149, 24301, and some of these other funds up here we're actually still waiting on some reimbursements that we received since in August from PED from our final RFRs. Going down to the dashboard, beginning of the year, like I said, we don't actually have too many comparisons to make. We didn't even have expenditures in Instructional function last year because we did have certain K-5 plus hours and other curriculum that we bought this year and this month; that's the main reason for this big difference. Food Service activities, we paid our June and May food service bill in July. We also did have a lot of Capital projects such as HVAC and other items and that's why our Capital Expenditures is much higher this year.</p>	
<p>Approval of BARs</p>	<p><u>Hunt:</u> BARs for consideration:</p> <ul style="list-style-type: none"> • #0001-D • #0002-IB <ol style="list-style-type: none"> 1. Justification: (\$525,969) - To decrease budget to match switching of K-5+ Pilot program to its own fund. 2. Justification: \$19,975- To create budget for Title II Award for FY21-22. 	<p>Brenda Baca called for a motion to approve BARs 0001-D and 0002-IB. Brenda Baca motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 4-0; 0 opposed; 0 abstained</p>
<p>FY21 Audit Update</p>	<p><u>Hunt:</u> FY21 Audit as progressing as standard and we'll be meeting with the Audit Committee to share any specific updates that we can. <u>Jones:</u> Until the Audit is released, we can't give any information on the status of the Audit in terms of what they found or any findings. All we can give you is a basic progress update and Kyle just did that. We will inform you as soon as we have that information but that won't be for some time.</p>	
<p>Approval of ESSER III Application</p>	<p><i>*Mr. Munoz has entered the meeting</i> <u>Jones:</u> I wanted to give you some information on what we're proposing in terms of the ESSER III Award. We do have an award of over \$800,000; it's extra funding to help us ensure that students exceed through this pandemic. I'm going to walk you through this presentation I created. The required areas: 1) How the funds will be used to implement prevention and mitigation strategies consistent with CDC guidelines, 2) How the funds will be used to address the academic impact of lost instructional time, 3) How the interventions will respond to social, emotional, mental health and academic needs of all students. There's a 20% Reservation to address the academic impact of lost instructional time and Implement evidence-based interventions. Must address the disproportionate impact of COVID-19 on specific student subgroups: Students from low-income families; Students of color; Children with disabilities; English learners; Migratory students; Students experiencing homelessness, and; children and youth in foster care. Allowability is next: these funds cannot be spent on anything that we choose; can't be spent on administrative overhead, or taking teachers on nice luxurious conferences, or vehicles for the school. These are things that are intended to really address the instances that I already mentioned. 3 areas: 1. Plan for Safe Return: In-Person Instruction and Continuity of Services. Outdoor classrooms, HVAC installation (2 shells), Construction services, Nursing services, Social and emotional learning. 2. 20% Reservation: Address Academic Impact of Lost Instructional Time. Intervention materials, Math and/or reading interventionist, Dean of Academics, Professional development, Partnerships with local groups. 3. Maintenance of Equity: Maintenance of Equity for high-poverty schools. Maintaining statutory class size maximums, including grades for which enrollment is low, Funding partnerships with external service providers, Health and safety, Academics. We do have a survey out and we did meet with our stakeholders last Thursday; we asked them for their input and we wanted to build that into our application.</p>	<p>Brenda Baca called for a motion to approve the ESSER III Application. Julian Munoz motioned. Melissa Trujeque seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>

	<p>Next Steps: Consider reviewed areas, Think of services and goods that can make the greatest impact on ABA students, Visit Class DOJO, Complete the stakeholder survey, Consider becoming a permanent member of the ABA PTO, Equity Council, and/or PAC. These are the areas that have been entered into the application itself; the only things missing is the rational/justifications for each. I will provide you with the narratives that give the background and explanations. I gave you just a very quick version of what we're thinking as an administrative team with the input of some of our stakeholders. So you know, that funding source will be spent on what we feel as a school will support our kids.</p>	
<p>NMPED Rapid Response Toolkit Updates</p>	<p><u>Jones:</u> With the rapid response toolkit, there's two pretty significant changes to share with you.</p> <ol style="list-style-type: none"> 1. We now have a 100% testing requirement for our unvaccinated staff members. Currently, we have 5 staff members that are unvaccinated and it is a requirement that they test weekly. I'm asking them to test early in the week, so that they have the results to me by Friday. If they don't, they have to take leave and their leave is without pay. This is a safety issue and it's a requirement. 2. We no longer have the school closures due to 4 positive cases within a two-week period. Now, there's no longer that closure scare because that leads to learning loss. For us, we've continued to work on being proactive in that we've assigned chrome books to teachers for their students so that we can send them home if they need to quarantine. We've also procured new hotspots from AT&T to ensure kids that have to quarantine have internet connectivity at home and that there are no learning gaps. 	
<p>Facilities Updates</p>	<p><u>Jones:</u></p> <ol style="list-style-type: none"> a. Phases one and two HVAC projects- 1 in the gym and 1 in the music building. b. Restroom construction in current gym- We did get an estimate \$350,000 for a boys and girls restroom and we were discouraged with that quote and we're going to keep working at that. c. Buildout of bus shell- Brycon is working on that and we're thinking October, maybe late September will be a fair timeline for the beginning of their work. It's moving along more slowly that what we hoped for. d. Sports field- They did deny our second field; we currently do have finalized plans for 1 field. At this point in time we're going to RFP and figure out who can provide the best service. e. Landscaping- everything is up in the air with construction, we do need landscaping but these are things that can wait if we so choose. f. Central vandalism and sale- we're still working on the sale. There's been significant vandalism, 2-3 times. We finally did get power back into the building. It's a pretty scary situation to be in because the building is currently unoccupied. It's still up for sale and we're hoping to find someone who can purchase the building outright and give us some capital funds; those funds would go into operational and we can use that for whatever we need for our students. g. Approval of Central lease proposal- We have a daycare who reached out; they want to lease our space on a short-term lease, it's month to month. It's \$5,000 per month. They will take ownership and they will maintain facilities interior and exterior. We have these people willing to lease the facility with your approval and I do have some documentation in the folder. We have a threshold, so there's a limit to the term of the contract and the amount that we can collect from this group. We can collect a certain amount; right now we're eyeing four months. If we exceed a certain amount we have to go to the state board of finance; we have to seek their approval for us to continue if we're going to exceed the \$25,000 threshold. But what this does for us with the daycare program, they're in the building and they're going to upkeep the building. It helps us to avoid further loss and vandalism; not only that but we're going to profit and have some revenue coming in. The lease document is inside of the folder. <p><u>Hunt:</u> The cap is \$25,000 and above \$25,000 we would have to seek state approval to make sure that we aren't getting too good of a deal or anything like that. So based for a 4 month term at \$5,000 which is what they initially offered. Our realtors did show us those fair market value and we do have a little bit of a cushion in case they wanted to continue into January, we could do that final month if we needed to and if it still hasn't sold.</p> <p><u>Jones:</u> So that's where we sitting with the lease proposal and at this time my recommendation to the board would be for you to approve the lease agreement granted that you had an opportunity to review it; it's in the folder. I think this would be nice for us especially because it is month to month. The ultimate goal is to sell the building but at the same time, it is sitting and it's vacant so we think this in the best interest of our LEA. I would ask at this time that you approve the lease written by our attorney Sue Fox.</p>	<p>Brenda Baca called for a motion to approve the Central Lease. Julian Munoz motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>
<p>Head Administrator Report – SY 21-22 enrollment; staffing; assessment plans</p>	<p><u>Jones:</u></p> <ul style="list-style-type: none"> • Enrollment: It is ok, it isn't great. We're still enrolling. As we've mentioned, we have some additional funding, so there's going to be equity and we aren't going to close a particular classroom or a grade level. We're going to roll with it and see if we get more students. We're about 370 students right now. I think we'll be ok. • Staffing: We're ok staffing wise. We have a full-time art sub who has done a great job so far; she's a pleasure to work with. We just lost a Dean of Academics; he was only with us for about a week and had to resign for family reasons. We may or may not fill that position; 	

	<p>tomorrow we have an administrative meeting and we need to figure out the intervention piece and maybe it's going to be hiring an interventionist instead.</p> <ul style="list-style-type: none"> Assessment Plans: They are in place and on the website if you guys are interested. Mr. Cole has done a great job; he's been very proactive this year in making sure students know the schedule well in advance. We don't want students absent on days that they are going to test. 	
Public Comment	<p><u>Baca</u>: Us on the GC, we need to get trained as soon as possible. They want us to get all be trained by December. Mine are almost already done. They are different that year's past so I recommend that you get them done as soon as possible. Thank you guys.</p>	
Announcement of Next GC Meeting Adjourn	<p>Next GC meeting: <u>Monday, September 27, 2021; 5:30 pm</u></p> <p>Meeting was adjourned at 6:26pm</p>	<p>Brenda Baca asked for a motion to adjourn. Melissa Trujeque motioned. Julian Munoz seconded. Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained</p>