

Albuquerque Bilingual Academy
ABA GC Meeting Minutes for Virtual Meeting
Date: November 30, 2020

Board Members Present	Brenda Baca, Melissa Trujeque, Doris Cole, Julian Munoz, Jose Garcia	
Absent		
Others in Attendance	Chris Jones, Kyle Hunt, Danielle Miranda, Diana Diaz, Priyam Banerjee	
QUORUM	<u> X </u> YES NO	
Meeting called to order	Brenda Baca called the meeting to order at <u>5:32 pm</u> & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda	11/30/2020	Brenda Baca called for a motion to approve the agenda. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Approval of Minutes	10/26/2020	Brenda Baca called for a motion to approve the 10/26 minutes. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Consent Agenda		
Approval of BARs	BARs for consideration: <ol style="list-style-type: none"> 1. #0010-I 2. #0011-I 3. #0012-I 4. #0013-I <ol style="list-style-type: none"> 1. Justification: \$50,453- To increase budget by 19-20 Final Award Amount. 2. Justification: \$19,272- To increase budget to match final award letter for 19-20 provided by PED. 3. Justification: \$40,194- To increase budget to match FY20-21 award letter provided by PED. 4. Justification: \$12,714- To increase budget to match 19-20 carryover award letter provided by PED. 	Brenda Baca called for a motion to approve BARs 0010-I, 0011-I, 0012-I, 0013-I. Melissa Trujeque motioned. Jose Garcia seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 5-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<p><u>Hunt</u>: Starting with these reports, we do have our Revenue Reports: This is everything we have received as a deposit through the school year, starting July 1st all the way through October 31st. We have received a few rental payments from the central campus with YDI. We did have some minor contributions. We do have reimbursements out for most of our federal programs which is Title I, Title II, Title IV, and IDEA-B, but we haven't received action on those just yet because they were submitted so recently. Other than that, we did receive our HB-33 and SB-9 but those don't get in distribution until right at December/January and June/July. We do have our Expenditure Report, so this does not reflect the most recent BAR where you added \$421,000 back into your budget. So, you are seeing quite a few negatives; that BAR did fix a lot of these negatives. As you can see though, besides a few of the functions, we do have major available budget within most of the items. Going down to our Operational total, it only shows \$424,000 available; but that is without our recent BAR of our \$421,000 that we did last month that's still waiting to be approved by PED. Once that is in, we will actually have about \$850,000 of available operational dollars operating within this year's budget which is good because we're trying to run a reading program. We actually haven't seen a few bills from Herrera until they were paid in November. Food services we just been doing our payroll/payments through ACES starting in November as well. With our CARES Act, we started spending and we're waiting to receive a huge amount of the technology that we originally purchased from there. We do actually have financial so we will be putting our Medicaid Budget in place as we do get the cash carryover for that. Other than that, all of the other budgets are pretty much running as expected. We do have our large capital budgets and once our Lease to Purchase is approved, we will be able to move a lot of those payments which is about \$200,000 left sitting in operational to these funds and that will actually free up more budget within operational. Going down this is our Bank Account Register Report, this is everything that has entered or left your bank account within the month of October, so please stop me if you do have any questions or concerns on specific items. We did have slightly negative cash flow this money, only taking in \$368,600 while dispersing \$393,938. Overall, though, we still have a really healthy bank account balance. We started the month with \$2.61 million and ended with \$2.60 million, not a huge change overall. We had \$22,327 in outstanding checks but it did properly match the system; we didn't see any transactions that I didn't personally recognize. Going down, we do have that description of those outstanding checks</p>	

	<p>and with those some of these will be cleared and then turned into refunds. Continuing down, we do have our Balance Sheet- this actually details how that \$2.6 million is distributed amongst our funds. You can see that \$800,000 is in Operational, some in Transportation but we haven't started paying the vendor yet, \$185,000 in Food Services, and the majority in HB-33 and SB-9 with \$1.2 million and \$436,000. We also have the Dashboard; we do have some minor differences in spending than last year. As we talked about, there is a lot less spending within SEG-Instruction and Support Services. That is because we did not run a K-5 program within this starting summer, so we missed a lot of those upfront expenditures. I stand for any questions or concerns, please let me know if there is anything I can answer.</p> <p><u>Jones:</u> Kyle, I have a couple of questions. The first question I have for you is has PED indicated when they are going to begin their reimbursements from CARES Act claims?</p> <p><u>Hunt:</u> I believe they have been starting to give them; I just actually hadn't submitted our first one until recently because we were waiting for so much of that technology. I have seen movement of other people RFR's.</p> <p><u>Jones:</u> And the CES kind of reconciliation, did you ever hear from them about what's going to happen?</p> <p><u>Hunt:</u> I actually had a stack of CES bills that Robin has been sending to us still. I'm just going to attach a credit memo. I will have those notes invoiced and I'm going to actually email Robin.</p> <p><u>Jones:</u> SB-9- will you give me a balance again?</p> <p><u>Hunt:</u> As of October 31st, it was \$436,999.26.</p> <p><u>Jones:</u> Got it, thank you. I think that's it. Thank you.</p>	
<p>ELTP and K-5 Plus Update</p>	<p><u>Jones:</u> I just wanted to let you know that we're still planning on moving forward with 15 additional days. We pretty much have that budgeted throughout our current calendars. So, there isn't a need to revise anything. We have 80 hours of professional development that is a requirement; we've already almost met all of those hours. We also have after-school program which is another update. We started the after-school program unfortunately and fortunately it is virtual. So, there isn't a whole lot we can do about that. After-school offering has to really match what we're doing as far as our academic program. All of that is going well. K-5 should be fine as well. I was concerned about a couple of teachers that were traveling but in fact they will be here for the first almost first week and that should suffice. Kyle, if you could update us- I believe we're starting to receive some of those SEG payments, right?</p> <p><u>Hunt:</u> Yes, we started receiving SEG payments for both of the programs.</p> <p><u>Jones:</u> All is looking well there; with both of those programs we're on solid ground as of now.</p>	
<p>Facilities Update: LPA Approval</p>	<p><u>Jones:</u> Kyle had mentioned this during his finance report, but last Friday the PED formally approved the LPA. So, of course we had the preliminary approval from the PSFA when they provided us with our assessments that was good news. Then of course we closed on the loan; that was process and thank you to all of you guys for assisting with that because it is a huge step for us as well as our foundation. Chris and Lauren were great throughout the process and Chris had been really active as has been Lauren. We got that done. But last Friday, Secretary Stewart signed off on the final approval which was huge for us. As Kyle mentioned, we can start to utilize our capital funds to make these payments. But most importantly for me and for us as a school and as a board, we now have the opportunity to spend some of our capital to start some construction. I know in our facilities masterplan we have some good ideas as to how we can enhance our campus. That is really exciting because our kids need it. So now, in coming back from this horrific time in their lives hopefully, they'll come back to something that is more attractive. If we can get that work started with landscaping and of course the gym, an art room, additional classroom space, and a multipurpose field. Step by step improving the campus for our students so that when the comeback they have something to look forward to and we can all have something to be proud of. I think this is important for me because where we are right now we have a great campus but it is bare and it does resemble a prison facility if you ask me. Our kids really do need something, and this is exciting for me and exciting for all of you because we've been at this for a long time. This is what the approval letter looks like and it talks about what they've approved. There are a lot of advantages to this and I just wanted to give you a brief update of all the hard work that you've done has paid off now at the end. It was the last piece of the puzzle that we had, and we solved the larger picture. Now we have a pretty bright future ahead and I hope that we can continue to expand and make our campus something even more special than it is. We've gotten some media coverage and we're hoping that tomorrow KOB is coming to campus. If any of you are available, you can be there at 1:30pm. She is going to interview us and hopefully we can give her some information about our school and it's always helpful to have the board present. It's just more positive press for the school. Ideally, we'll attract some students and get additional enrollment. The long term for us is expansion; we really do want to work towards expanding enrollment and increasing grade levels, so we have a more solid secondary option with more programs. Bilingual education is important and that's what we do but to add different facets of learning and experiential education to that at the secondary level would be exciting.</p>	
<p>ABA Reentry Updates</p>	<p><u>Jones:</u></p> <ol style="list-style-type: none"> a. Portable in-room HEPA filtration units awards 	

As you know, we've been working hard to try to acquire everything that we need with cleaning supplies and PPE. Diana has been doing a great job making sure that we have everything required for when students return. This thing is an air filtration survey and how we reported the quality of our air conditioning units and whether or not they can accept and operate off Merv 13 filters. We don't have any current units that will not take the Merv 13 filter; there is potential damage that could come but at the same time they're all capable of running with the Merv 13 filters which is recommended and required by the PED. This was for portable filters for the classroom filtration systems. I wanted to let you know that we are trying to get some of these portable units to put in our classrooms when we do re-enter. However, it does indicate that as of now, we probably wouldn't receive an award, but we are going to continue to try to get what we can.

b. 5:1 small group instruction

I wanted to share with you something that we've been looking at and this has to do with small group instruction of course because we're all wondering when are we going to get back in person? We're tracking the cases and trying to figure out what is going on through our department of health liaison and tracking the moves. We know that we are still running into major problems. 5:1 will continue. We're working with at-risk groups and particularly special education. That group of special ed staff they have been working with students all along, I think a couple of months now. We have teachers that are working with individual students on an as need basis. We will continue with that and we are being as cautious as we can. There is a check-in procedure with screening; they do have to sign the agreement prior to coming and there is a form that have to complete on a daily basis before coming to campus. Our goal is to continue to try to increase the number of 5:1 groups that we have on campus and hopefully give all of our students the service that they need, so that they can transition into a full blown hybrid model and eventually enter fully. So that is the 5:1 update, it is going to continue with special education. There isn't anything fantastic happening that is going to have a whole school-wide model with the 5:1 representation right now especially with the uptick in numbers and what is going on with another two-week quarantine.

c. Reentry date (hybrid 50%)

I wanted to share some data that we've been looking at, something that's important for all of you to understand as well and that is looking at how we come back safely. We really have to look at our demographics and we have to look at where our students reside. Not only are we looking at are we a green county as a whole but also it gets more specific and we have to really taper it down because our kids primarily come from two zip codes. In order for us to feel confident in bringing students back and be prepared for what could come with an influx of cases and trying to pivot, we have to look at our numbers. This is our enrollment for the current year 393 and I wanted to share with you where our students are coming from. Primarily we have three zip codes that you are looking at. 87121 is 62% and 246 of our students, we have a lot of kiddos coming from 87121 which is a south valley zip code. 87105 is 78 kids and 87120 is 40 students. Thinking about if our kids should come back and when they should come back, we really have to think about some other factors and one of them is being Transportation. What you're looking at next is from a survey that was published, and we had 140 respondents but only 23% of our kids need to take advantage of transportation services. We have to figure out in a 30% capacity situation on the buses, what does that mean for our students? And from a safety standpoint when it comes to screening and the number of kids getting off the busses and the staff, we have to screen them when they get off the busses before they're allowed to enter our campus; that's another factor to consider. Right now, it looks like it's manageable at 23% and if that were to increase, we would run into more problems because every single kid that comes off the bus there are 50 of them that have to be screened immediately, so that is a process in of itself with two buses and 100 kids. The next thing of course is our state as a whole and all counties are in the red. We're looking at Bernalillo county and of course we're leading the pack because we're the largest, but we have the highest number of cases unfortunately. This is what's most important, when we get into zip codes to take a look where our kids are: 87105 is 2,870 cases, 87121 is just over 5,000 cases, and 87120 is 1,112 cases. When you think about re-entry, you really think about can we control what is happening in the school and that is a "Yes"; I think through our processes and making sure we follow the guidelines, we can somewhat contain what is happening once students are in our building as long as we can screen and send home students demonstrating some symptoms or been exposed. But when it comes to community spread and what is happening with parents and pick-up and how quickly that happens it becomes a little bit more concerning because it can be brought in. Something to consider when we are having this discussion for this meeting and for next month as to when do we want our students to come back and how safe is it. I'll tell you I want students to come back as soon as they can but with the number of cases that increased recently that set us back a bit. And then with APS announcing that aren't coming back until January 19th, somewhat of a setback when it comes to staffing when it comes to teachers that have students attending APS schools. So, all considerations that I wanted to share and of course at the end of the day it is up to the council to decide when a safe re-entry is. I'm still aiming for some time in January; however, my recommendation is perhaps pushing our date back a little further and maybe consider a February 1st re-entry; to give what is happening now with this wave a chance to subside and see what is happening with the winter and flu season. If not perhaps, mid-January something that is

	<p>more aligned with APS, so we don't lose any teachers and don't create any additional hardships. With that said, that is pretty much all I have is just to walk you through this and what I'm going to do is update this particular tracking sheet every meeting so we can continue the discussion. With that said, if you have questions, comments, or any concerns feel free.</p> <p><u>Trujeque</u>: I don't have questions, but I think it is a really smart idea to maybe prolong that date for them to return to school. My daughter's school got shut down about 3 weeks ago; they had four cases of COVID. So, they've been home since and they are home for the rest of the year now. It is scary; it's a scary thing out there. I am recovering from it, so it is pretty rough.</p> <p><u>Baca</u>: Thank you, Melissa. I think re-entry of February 1st is being realistic and I think that would be a good date to even think of going forward, personally.</p> <p><u>Jones</u>: Melissa brought up a very good point and I'm sorry to hear about you having to deal with the virus yourself; I'm sure that was pretty alarming. It is scary because you come around one person and you're in close contact it can get you very quickly. With that said guys, you have to remember or consider is now there is the procedure where you have those positive cases within a certain period of time which we were told would be two weeks for schools. You do have to shut down for an extended period of time and that amount of time has changed depending on the Secretary and what he is saying as far as guidance to schools but you're looking at 30 days. When you think about the big picture is the disruption to shut down, to come back, to shut down and that really does throw a wrench into it not only for students but teachers as well.</p>	
<p>Board Training</p>	<p><u>Jones</u>: I just wanted to plant the seed again and remind everyone that we do have the training requirement. I know we haven't completed any of the training as of yet and that is understandable, but we're going to look for some of those opportunities. I will send you emails to let you know when those are available. I would say the best thing for our board to do even if it isn't before the end of the current calendar year but maybe early next year or when things start to shape up whether that is in early spring or what have you, everyone take the same training. If we can somehow coordinate it and it makes it easier to have discussions and do some debriefing. Maybe if there's a way for us to do this safely or even if we are together on campus or at a certain location to do these things like workshop style, that usually helps because it is hard to isolate yourself in a room in your own house when you have kids running around on a Saturday, that's difficult. I just wanted to plant that seed and let everyone know that the PED is not slowing down or modifying the requirements. The other part of that is there is the Charter Schools Conference and I'm hopeful that everyone gets to attend this year. I think with that in mind, I want to work with Kyle and the board in looking at policy for reimbursement when it comes to professional learning and figuring out if we can do perhaps the 80% of reimbursement. I think that is important and it makes it more manageable, not only for our board but for staff to attend really important trainings as COVID subsides and we get a cure and a vaccine. I think people are going to need the professional development, they're going to need to travel, they're going to need to fly. It gets expensive, so I think we should really consider now that we're in better shape and we're running an honest organization and our finances are sound; we need to look at that policy again. I would love for everyone to attend the New Orleans training in June because again it does have very strong board strands. That's it for training, look out for emails and I will send you guys any other opportunities that come across my inbox.</p>	
<p>Head Administrator Updates</p>	<p>Head Administrator Updates – PT conferences, testing, staffing, enrollment, other</p> <p><u>Jones</u>: We just wrapped up Parent/Teacher Conferences and that is important because it is a material term and is a part of our charter, so we satisfied that, and we have teachers that have submitted schedules to us. This year for the first time we had Parent/Teacher Conferences viz ZOOM, it is difficult trying to capture signatures, so what we did was print off the attendance reports for all of those meetings. That helps us understand who attended and we can get that percentage of attendance. Those went well; teachers shared a lot of information. The problem that we face and is super alarming and disheartening is that all of our kids are not fairing the same; we have some kids that are doing really well in this model and we have those kids that need in-person instruction and need to be in a classroom with a teacher and they need that consistency. We're finding major disparities between our populations of kids; either you're doing really well in this new system of learning or you aren't. We have some parents that have concerns over grades and for some it was alarming. We are looking forward to making some changes and figuring out how to best support our families. So, Parent/Teacher Conferences have gone well and have been eye-opening and we're hoping to make strides as we move forward.</p> <p>Testing- We did wrap up some of our testing for BOY; we conducted a screener and continued to progress monitor on Istation. Very different year, we don't have the NWEA authentic assessment that we've been able to do but we are planning to do some MOY stuff and then we have an I-MSSA test that students have also taken. I wanted to update you because we don't have a testing waiver in place, so students are required to test. But letting you know that we are getting the testing done including the writing assessment and that is progressing as it should the best way it can on our part.</p> <p>Staffing- We did hire an Attendance Liaison which is important. I do want to make sure that we have someone to focus on literacy when we return to in-person but logistically right now, schedule-wise it isn't possible to have any intervention happening with the exception of what teachers are providing because our schedules are limited. But we got a really good person to come</p>	

	<p>in as our Attendance Liaison to start reaching out to families and re-engage students, and monitor attendance so we can follow the Attendance Success Plan that we submitted. We're hoping everything will go well; with that in mind, we have another staffing issue that I may need to make the board aware of which has to do with Pre-K. Our enrollment is low and that is concerning because we did receive an award for 37 students and what that means is that we are short. We learned that parents are afraid to send their 4-year-old to school right now which is understandable. But there are going to have to be some changes to staffing and those FTE's are going to have to be reduced. Brenda, the Director of Early Childhood reached out to me and let me know that we are going to have to cut a classroom and she said she is hoping that there will be a Safe Harbor Provision, but she isn't sure that is going to happen. In terms of staffing, we could lose an entire classroom which is a teacher and an EA. What I have proposed to Brenda, and she hasn't gotten back to be yet, is if we're able to keep both teachers with the hopes of adding additional students as things settle down. We can either eliminate the EA positions or we can repurpose those two ladies to help out at our other campus. If enrollment doesn't steady and doesn't increase, then we're going to be in big trouble. So, I wanted to let you know that there could be some changes coming to staffing and it's really important that we figure out a way to make this work. When I hear back from her, I will let you know at the next meeting which is in December and hopefully we don't have to eliminate any FTE's. I believe in what we're doing with Pre-K and hopeful that we can keep both English and Spanish teachers because that is apart of what we do at the Pre-K level. Again, those EA's could help in different roles or we could come up with a different solution; that is going to take some further discussion.</p> <p>Enrollment- I already shared that with you, so I don't thin we need to go there. I do want to thank Diana for continuing to work through enrollment issues with families. She continues to check the letter of intent and reaches out to families. That is still looking ok and I was very afraid because this is a tough time. Fortunately, our families have stuck with us even through the lack of technology and this tough time and I'm grateful for them as always.</p>	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, December 28, 2020; 5:30 pm</u>	
Adjourn	Meeting was adjourned at 6:16 pm	<p>Brenda Baca asked for a motion to adjourn. 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>