

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

Board Members Present	Brenda Baca, Julian Munoz, Doris Cole	
Absent	Jose Garcia, Melissa Trujeque	
Others in Attendance	Chris Jones, Danielle Miranda, Kyle Hunt, Olivia Thomas	
QUORUM	<u> X </u> YES NO	
Meeting called to order	Brenda Baca called the meeting to order at 5:30 pm & Roll Call by Brenda Baca	
Item	Discussion	Action/Recommendation
Approval of the Agenda		Brenda Baca called for a motion to approve the agenda. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Approval of Minutes	02/24/2020	Brenda Baca called for a motion to approve the 02/24 minutes. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Consent Agenda		
Approval of BARs	BAR for consideration: 00028-I 1. Justification: \$12,511- To budget cash carryover for repayment back to PED.	Brenda Baca called for a motion to approve BAR 00028-I. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Special Issues (Discussion/Action)		
Budget Report Updates	<u>Hunt:</u> Starting with our Revenue Report, we have all our BARs that we approved last month with Mike into our system now. As you can see that more of our budget is actually filled out. Overall, we have started receiving more of our revenue. We got in Title 1. We are missing our IDEA-B; that one was entered, and we have submitted for it, but we still have not received it. It is one of the slower grants. We also did get in our first K-5 Plus RFR. Moving on to the Expenditure Report, as you can see, we do a bunch of compliance in almost all of the lines. We do still have those three outstanding categories where that is the new K-5 Plus Program that we marked out that PED isn't going to add lines for. So, we are going to leave them budgeted out just for our own reporting purposes, even though PED isn't going to recognize these codes. We do have budget surplus of \$186,000 in Function 1000. Much hasn't changed since last month. We did get that SEG change that did increase our code of operation available; it's \$255,000 now instead of \$-200,000 which is great. Now we are going to have carryover going into next year which is always useful. We also got our transportation budget in that we were missing for a large portion of this year. All of our other grants are in compliance. Going on to the Bank Account Register Report, we got our large PSCOC income for \$128,347. We did have positive cash flow for the month of \$718,788.53 to 357,209.42 and a big portion of that is due to the HB-33/SB-9. We did end the month with \$1,764,846.08 in the bank and we only had \$7,462.76 in outstanding checks. Going on to our Balance Sheet, we can see that a good portion of our Operational Funds have now been restored and they're operating at \$370,192.63. Operational Cash is much higher than it had been previously, and a majority of the money comes from HB-33/SB-9 which has \$1,160,261 and \$441,110.03. We do have the Dashboard for the year, as you can see, we do have pretty consistent growth numbers as we have expanded our program across.	
Approval for HA to Procure Emergency Technology Equipment and Software	<u>Jones:</u> Right now, what I am attempting to do based on our Continuous Learning Plan is just get some preliminary approval to acquire technology. Granted that technology is available and that it is available at a more reasonable time as far as right now there is a backup. Quotes that we received for Chromebooks have delivery dates that are very far out. We are looking at about \$100,000 in investment and we're not too concerned with the amount of this investment given the current crisis, but we are very concerned with the delivery dates. Right now, May 5 th is the earliest I've gotten, and our year ends on the 28 th I believe. As far as that is concerned, I don't think it is realistic to make that purchase when our school year will be over shortly after. We would still need to distribute to families and train our students; we would need to create a process for that. However, if we are able to get these things expedited when it comes to shipping, I would like to get approval from the board which is what I am requesting today to go ahead and make that purchase using our capital funds. Of course, that is based on the delivery date and the overall service plans to accompany our devices. I am seeking a conditional approval.	Brenda Baca called for a motion to give the HA a conditional approval to Procure Emergency Technology Equipment and Software to facilitate distance learning. Julian Munoz motioned. Brenda Baca seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained

Continuous Learning Plan Update	<u>Jones:</u> We have a lot of information on our website for our families and I encourage you to take a look at that. Continuous Learning was a title that was given to us by PED, it is what we are referring to our distance learning model. Our Continuous Learning Plan will be submitted before April 8th and did get input from all our stakeholders and key staff members. There are links throughout the entire document for more information. We listed our forms of communication throughout media outlets like our Website, Class Dojo, Facebook, and Instagram. We sent out three surveys to families and staff members. The first was a Needs Assessment out to our families about their technology needs. The next was Staff Readiness for staff about their comfort level with technology. Our training for staff is beginning; we tried to get started early through Google Classrooms. Staff will continue to be trained on best practices and tools that we will use. We have online learning for those families that are able with physical packets and consumable resources that will be produced by teachers for our families that do not have access to internet. It also talks about funding. We have a modified calendar that will be for the next two months; with 6 weeks of instruction. We are going to be using our teacher aides and reading interventionists to come in and help here at the school. They will be coming in once per week to answer phones and routing messages to the appropriate party; they will also be at Central to help organize packet distribution. We do have meal services at our Central location, and we will add our packet distribution to those breakfast and lunch times. I will be transporting packets from our campus here to the Central location. Our staff will be expected to work their normal hours of 7:30-3:00 each day; they are also making themselves available when it is most convenient for families. We will be recoding all of our lessons, so that they can access them at any time. We will be on a rotation model where we have one language and one content area that will be represented per day. The teachers will rotate but both will be required to be present during all live lessons throughout the week. We're trying to figure out our Special Education services and we have been looking into different programs to best support our students. Instructional minutes have been modified by PED. We have multiple students in one house sharing one computer, so we have time expectations by grade level: Pre-K: 30 min, K & 1st: 45 min, 2nd-3rd: 60 min, 4th-5th: 90 min, 6th-8th: 180 min. We're going to spend a lot of time building relationships with students and getting them to speak to one another because that is something that they are missing out on right now. This is plan is still a work in progress; it is something that will be finalized by the end of the week and will be submitted to the PED. It is an assurance that I can sign on behalf of the school. But I did want to run it by you.	
Charter Renewal Update	<u>Jones:</u> Before the closure, our visit had been postponed. Now, there isn't a clear date, but we do have a couple of conference calls coming up with the PEC. With that in mind, I was asked to submit a lot of things. I did create some mission specific goals. I did create a goal that spoke to student proficiency and the growth that our students will demonstrate on an annual basis. We are looking for a certain percentage of our students, 55%-65%, would have the met standard of level 4 of 6 in the Access for ELL exam. They need a level 5 to test out of ELL services. We have always had a level 4 in our charter and we've always met that goal. There are a lot of things we will have to fix after going through negotiations. All seems well right now and I will give you an update once I get one.	
Head Administrator Updates	<u>Jones:</u> Enrollment wise- we were looking good, but I don't know what to expect anymore. There is going to be long term consequences from this closure. We don't know if kids are going to come back because of this new digital learning. And enrollment dictates everything; everything from staffing, to our curriculum, to our model. The hardest part for all of us is we don't know what our budget is going to look like. We don't even know if we will be back in August; we don't know what the future holds. I want to tell you to be prepared for anything and I will ask for your support in making hard decisions in the future, if we need to.	
Public Comment	N/A	
Announcement of Next GC Meeting	Next GC meeting: <u>Monday, April 27, 2020; 5:30 pm</u>	Brenda Baca asked for a motion to adjourn. Julian Munoz motioned. Doris Cole seconded. -Brenda Baca called for a vote. GC approved unanimously by a vote of 3-0; 0 opposed; 0 abstained
Adjourn	Meeting was adjourned	