



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

The ASK Academy Governing Council Meeting

ASK Academy Commons

4550 Sundt Road NE, Rio Rancho, NM

Open Session

September 12, 2019

6:30pm

Agenda

- I. Call To Order
- II. Establishment of Quorum
- III. Pledge of Allegiance
- IV. Public Comment
- V. Meet the Project Manager: Cheryl Kirby, Engineering/Robotics
- VI. Scholar Presentation: RoboRAVE Global Competition in China
- VII. Consent Agenda
 - a. Approve Minutes of August 8, 2019
 - b. Financial Monthly Report
- VIII. Reports, Discussion and Possible Action
 - a. General Manager Update
 - b. Facility Master Plan Update
 - c. Board Training Update
- IX. Announcements
 - a. Next Governing Council Meeting is October 17, 2019
- X. Adjournment

Dr. Jeanne Forrester, Chair

Dan Busse, General Manager
Connie Castilleja, Director

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Governing Council Meeting

The ASK Academy - 6th Grade Academy
 Board Room
 4500 Sundt Road NE
 Rio Rancho, NM

Open Session
 August 8, 2019
 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Dr. Jeanne Forrester	Chair
X	Dr. Denise Gonzales	Vice Chair
X	Michael Malloy	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
X	Lindsey Bomke	Director
X	Michael Smith	Director
ASK Academy Members		
X	Dan Busse	General Manager
X	Dan Barbour	Assistant General Manager
X	Constance Dove Castilleja	Director of Advancement
X	Paul Stephenson	E&D Director
X	Mackenzie Woods	Business Admin. Assistant
X	Michael Vigil	The Vigil Group

- I. **Call to Order** – 6:30 pm.
- II. **Establishment of Quorum** – established in introductions.
- III. **Pledge of Allegiance.**
- IV. **Public Comment** – none.

- V. **Tour of the 6th Grade Academy** – 6:35 pm – 6:55 pm, led by Mr. Daniel Barbour.
- VI. **Consent Agenda** - Mr. Michael Smith made a motion to approve the consent agenda, Mr. David Stoliker seconded, there was no discussion and the motion passed unanimously 7 to 0.
- a. Approve Minutes of June 6, 2019 Meeting
 - b. Financial Monthly Report
 - i. Mr. Michael Smith points out that there are more red than green areas in this report. Mr. Daniel Barbour describes the start up costs associated with the school, and Mr. Michael Vigil points out the extraordinarily late flow through payments that were made to the school by the state this year.
 - c. BARS Processed End of Fiscal Year:
 - i. Flowthrough BAR 520-000-1819-0026-D
 - ii. Flowthrough BAR 520-000-1819-0027-I
 - iii. Flowthrough BAR 520-000-1819-0028-I
 - iv. Flowthrough BAR 520-000-1819-0029-I
 - d. Flowthrough BAR 520-000-1920-0001-IB
 - e. Annual PEC Financial Performance Framework Questionnaire
 - i. Item E was not included in the board’s packet. Mr. Michael Vigil gives a description of this document to the board. It is a tool used by the PEC to help determine the financial health of its charter schools. It is used in the renewal process as well. Mrs. Connie Dove Castilleja will send it to the board members after the meeting.
- VII. **Reports, Discussion and Possible Action**
- a. Middle School Update
 - i. The Chairwoman was warmed and excited by the enthusiasm of teachers and students of the 6th grade and reiterated the need to make decisions based on what is best for those students developmentally. The Chairwoman is planning a time to speak with parents and the parent support group.
 - ii. The ASK Academy, through a generous contribution to the Foundation, is now affiliated with the national middle school organization, the Association of Middle Level Educators. This will afford better professional development opportunities.
 - iii. The middle school teachers need to let Mr. Daniel Busse know what support they need to continue supporting the students while they are at this important stage of early adolescence.
 - b. General Manager Performance Goals
 - i. The Chairwoman met with Mr. Daniel Busse approximately three times to discuss and set goals for the upcoming year.
 - ii. These goals are SMART Goals: specific, measurable, attainable, relevant, and timely. While not all measurable goals are quantifiable, they do need to be observable and documented.
 - iii. There are 5 goals set: 3 continuing goals and 2 new ones. The Governing Council reads a report but may not discuss it in the open meeting. Should any Governing Council members have questions or concerns, they may contact the Chairwoman directly by email or telephone.

- iv. The Chairwoman and the Vice Chair will work with the General Manager to create a job description for the GM. This will be brought to the full Governing Council in September.
- c. General Manager Update
 - i. There's a lot going on right now, with an emphasis being put on the middle school.
 - ii. Update on Recent Competitions and Awards
 - 1. The ASK Academy scholars won 2nd place overall at the recent NMSU Competition, celebrating NASA's 50 Anniversary of the Moon Landing. Five freshmen (now sophomores) participated and were able to celebrate with the support of their families in Las Cruces.
 - 2. The MIT Project in Boston, which was not a formal competition, resulted in a potential patent being developed by the ASK Academy scholars.
 - iii. Staffing Update – There are seven new staff members. The newer educators are being paired up with more experienced ones. The school is now fully staffed!
 - iv. August 2nd was new family orientation. There were over 300 people in the building, which was very exciting.
 - v. Update on student counts:
 - 1. 6th grade has 100 students with 94 on the waitlist.
 - 2. 7th grade has 94 students with 33 on the waitlist.
 - 3. 8th grade has 99 students, with 1 invited, and 44 on the waitlist.
 - 4. 9th grade has 89 students, with 5 invited, and 15 on the waitlist.
- d. 2019-2020 Scholar & Family Handbook
 - i. The biggest change was updating the academic probation policy. The leadership team is happy with where it's at now.
 - ii. An honor roll was added for middle and high school. This will enable us to support kids and recognize their achievements.
 - iii. Tardies and their consequences have also been updated. Now lunchtime detention and after school detention will be used as opposed to missing more classtime.
 - 1. The definition of excessive absences by the state has recently been updated. 10% or 15 days (excused or unexcused) is now considered excessive absences. There are exceptions for religious reasons only. Letters are also sent out for 3/5/7/10 days as mandated by the state.
- e. 2019-2020 Staff Handbook - Mr. David Stoliker made a motion to approve the 19-20 Staff Handbook, and Mr. Michael Smith seconded. After discussion, the handbook was approved unanimously, 7-0.
 - i. Changes have been made to the Bereavement Leave policy to ensure that no more than 3 paid days are provided on top of the paid time off annually.
 - ii. Any mention of medical marijuana was taken out of the handbook.
 - iii. The process for reviewing and updating the handbook was discussed, and it was decided that the Chairwoman and the Vice Chair would review the process and determine an annual schedule for review and approval of the handbook before it is released publicly.
- f. IT Update

- i. Mr. Daniel Barbour discussed the IT issues experienced last year. There were connectivity issues with Cable One, and a modem went down during a critical time.
 - ii. The plan for this year is to keep Cable One (now called Sparklight) for the first half of the year, and switch to fiber optics in January 2020. (Fiber optics can't come on sooner than January). In the interim, a second IT person has been added to the staff, part time, to address the on-site needs of the school.
 - iii. Mr. Daniel Barbour will report back to the Governing Council at the next meeting, once the IT inventory has been completed, to give a status report.
- g. 2018-2019 Assessment Performance
 - i. Mr. Paul Stephenson presented and discussed the graphs shown on the projector regarding testing scores. Mr. Stephenson shows the comparison between the State's 2017, 2018, and 2019 scores and those of The ASK Academy's 2017, 2018 and 2019 scores.
 - ii. The goal was to identify trends, hence the 'busy' and colorful graphs. One such area was in the Algebra 1 scores. The ASK Academy's scores took a major dip between 2018 and 2019's scores. This could be due to the change made at ASK, where starting in 2019 all scholars in 8th grade started taking Algebra 1.
 - iii. There is now a new baseline to start from, and to shift culturally. IT issues may have contributed to some of the testing score changes as well.
 - iv. Mr. Paul Stephenson notes that The ASK Academy's scores are still higher than that of the local school district, Rio Rancho Public Schools.
 - v. How do we best assist our lowest quartile? What can we do to assist our students struggling with Algebra 1? Mr. Stephenson notes that those students may take Geometry after, and that the tangibility of Geometry is often successful in getting those students back on track.

VIII. **Announcements**

- a. Next Governing Council Meeting is September 12, 2019.

IX. **Adjournment** – 8:30 pm.

