



A New Mexico Public Charter School

**The ASK Academy**

*21<sup>st</sup> Century Design Thinking*

**The ASK Academy**

**Governing Council Meeting**

**The Ask Academy 6<sup>th</sup> Grade Academy Board Room**

4500 Sundt Road NE, Rio Rancho, NM

Open Session

August 8, 2019

6:30pm

## **Agenda**

- I. Call To Order
- II. Establishment of Quorum
- III. Pledge of Allegiance
- IV. Public Comment
- V. Tour of the 6<sup>th</sup> Grade Academy
- VI. Consent Agenda
  - a. Approve Minutes of June 6, 2019 Dr. Jeanne Forrester, Chair
  - b. Financial Monthly Report
  - c. Instruction BAR 520-000-1920-0001-IB
  - d. Annual PEC Financial Performance Framework Questionnaire
- VII. Reports, Discussion and Possible Action
  - a. Middle School Update Dr. Jeanne Forrester, Chair
  - b. General Manager Performance Goals
  - c. General Manager Update Dan Busse, General Manager
  - d. 2019-20 Scholar & Family Handbook
  - e. 2019-20 Staff Handbook
  - f. IT Update Dan Barbour, Asst. GM
  - g. 2018-19 Assessment Performance Paul Stephenson, Director
- VIII. Announcements
  - a. Next Governing Council Meeting is September 12, 2019
- X. Adjournment

*If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Mackenzie at 505.891.0757 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Mackenzie at 505.891.0757 if a summary or other type of accessible format is needed.*



A New Mexico Public Charter School  
**The ASK Academy**  
*21<sup>st</sup> Century Design Thinking*

**The ASK Academy**  
**Governing Council Annual Meeting**  
 The Ask Academy Board Room  
 4550 Sundt Road NE, Rio Rancho, NM

Open & Closed Sessions  
 June 6, 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
	Lindsey Bomke	Director
X	Michael Smith	Director
<b>ASK Academy Members</b>		
X	Dan Busse	General Manager
	Dan Barbour	Assistant Gen Mgr
X	Constance Castilleja	Director of Advancement
X	Paul Stephenson	E&D Director
X	Melanie Feger	Admin. Assistant
	Michael Vigil	The Vigil Group

- I. **Call To Order** – 6:31 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Consent Agenda** – Mr. Smith made a motion to approve the consent agenda and Dr. Gonzales seconded. Discussion: The entitlements are near completion and there are no substantive changes. The motion passed unanimously 6 to 0.
  - a. **Approve Minutes of May 9, 2019**
  - b. **Financial Monthly Report**
  - c. **Flowthrough BAR 520-000-1819-0026-D**
  - d. **Flowthrough BAR 520-000-1819-0027-I**
  - e. **IDEA-B Special Education Application**

- f. Title I Application
- g. Title II Application
- h. Title IV Application

**VI. Reports, Discussion and Possible Action**

- a. Middle School Update – Dr. Forrester shared a document with the Board from the Association for Middle Level Education that discusses 16 characteristics and essential attributes of successful schools for young adolescents. She stated that she has been working with Mr. Busse and the Leadership Team as well as Ed Garcia, Candice Lemons and Laurie Ericson to choose three focus areas from this document and address them for this next year for grades 6, 7 and 8. The 6<sup>th</sup> Grade Academy is not yet ready to tour but she said that the logistical decisions there need to be based on what is best for the scholars and what they need. She will meet with faculty and staff to discuss this process and we will connect with national and state level support. Goals will be measurable. Mr. Short asked where to find names of schools already using this process and was directed to the website: [www.amle.org](http://www.amle.org). Dr. Forrester plans to meet with the Parent Support Committee at the beginning of the year to explain this program.
- b. **General Manager Update -**
  - \* End of year barbeque lunch was a success, although the weather didn't cooperate. This is a good way to build a sense of community.
  - \* We held our first End of Middle School Celebration for 8<sup>th</sup> grade. More than 200 people came for the celebration and ensuing dance. We will make this an annual event.
  - \* Graduating seniors enjoyed their luncheon and traditional roast. This was a highlight of the year.
  - \* Mr. Busse met with Dr. Forrester in May and again today to utilize some of her experience with middle school. Ideas are well thought out. We are working on school-wide issues and want to hear from the Parent Support Committee. Planning will be long range and teaming is important. We want to be proactive at the beginning of the year.
  - \* Professional Development – on May 28<sup>th</sup> and 29<sup>th</sup>, Executive Council, Dean of Students and the Achievement Coach met. We came away with a strong team concept for organizing areas of responsibility, using SWOT analysis, calendar planning, and creating position needs/supports for success. Some immediate take aways are support for transition plans. Mr. Barbour will no longer be in the classroom and Mrs. Shimada will be out as much as possible. The staff will be assuming larger roles in professional development planning and scheduling to align with MS/HS delineation.
  - \* On August 2<sup>nd</sup>, there will be a new family welcome event for 6<sup>th</sup> grade and a barbeque. 7<sup>th</sup> and 8<sup>th</sup> graders new to ASK will be invited as well.
  - \* Enrollment – the enrollment numbers have not changed since last month's board meeting and so are reflected in the May meeting minutes.
  - \* Road construction on Sundt will begin after they finish on Rockaway. We are hoping they will be done by the beginning of school.
  - \* \$1,200,000.00 was awarded in scholarships to graduating seniors. The Board would like to see it broken down by schools next meeting.
  - \* Scholars participating in the MIT challenge will be going next week. Mr. Hurley stated that their project is a level above the others.
  - \* Mrs. Kerby is taking more scholars to China this summer for a robotics competition. She will report at the next meeting.

Mr. Smith stated that our potential is going faster than our ability to keep up. Dr. Gonzales asked the Foundation to partner to find investors to support our programs. Mr. Stephenson added that there will be an article coming in the Observer about the drone/robotics competition that five ASK scholars are participating in.
- c. **2019-20 Budget Approval** – Dr. Gonzales made a motion to approve the 2019-20 Budget and Mr. Malloy seconded. Discussion: as finance committee members, Mr. Smith and Mr. Stoliker presented the budget to the other Board members. There are several funding sources we are waiting on. The overall state of the budget is the best yet. Raises for the staff range from 6% to

near 40%, due to the state mandate and some teachers raising a level. Estimated SEG is \$4,301,947.31 based on increased enrollment and staff raises. Lease assistance will be about \$383,000.00 and there will other funding sources as well. Bond requires a carryover of \$120,000.00. We will be reorganizing some small classes to better utilize our teaching staff. We will be hiring one more special education teacher and a maintenance person. Health insurance costs will increase. Regarding technology, based on the pilot test results, Chrome books are being brought in for middle school and we are changing internet providers to a fiber optics company. However, some laptops will still be used for more sophisticated engineering software. For families who cannot afford Wi-Fi at home, workarounds will need to be determined and we will explore ways to ensure all have access. The budget is sound and everything is proportional, ensuring we have everything we need to keep up with the potential in our scholars. SB-9 funds will be used to purchase furniture for the new building and we will revisit the lease purchase agreement for the current building which help us better utilize SB-9 funds here. The motion passed unanimously 6 to 0.

- d. **Appoint 2019-20 Committees: Audit & Finance** – Dr. Gonzales made a motion to request that Mike Smith and David Stoliker continue to serve on the audit and finance committees, Mr. Short seconded, there was no discussion and the motion passed unanimously 6 to 0.
- e. **Election of 2019-20 Officers/Term Extensions** – As a nominating committee member, Mr. Smith made a motion to extend the positions of the Chair (Dr. Forrester), Vice Chair (Dr. Gonzales) and Secretary (Mr. Malloy) for another year. Mr. Stoliker seconded, there was no discussion and the motion passed unanimously 6 to 0. Then, Mr. Smith made a motion to accept the ballot: Chair as Dr. Forrester, Vice Chair as Dr. Gonzales and Secretary as Mr. Malloy. Mr. Stoliker seconded, there was no discussion and the motion passed unanimously 6 to 0. Terms for Dr. Forrester, Dr. Gonzales and Mr. Short expire June 30, 2019. Mr. Smith made a motion to extend the terms of Dr. Forrester, Dr. Gonzales and Mr. Short for another four years. Mr. Stoliker seconded, there was no discussion and the motion passed unanimously 6 to 0.
- f. **Adopt Annual Resolution, Policy 104** – Mr. Smith made a motion to adopt the annual resolution and Mr. Short seconded. Discussion: there were no substantive changes this year. Dr. Gonzales offered to donate a Google hub to facilitate board members calling in for a meeting. The motion passed unanimously 6 to 0.

**VII. Closed Session** - Dr. Forrester read NM Stat §10-15-1 [H][2] regarding entering into closed session to discuss limited personnel matters. She then made a motion to go into closed session, Mr. Smith seconded, there was no discussion and the motion passed unanimously 6 to 0. After closed session, Dr. Forrester made a motion to return to open session and Mr. Smith seconded. Discussion: Dr. Forrester named the statute again and stated that matters discussed in the closed meeting were limited to only those specified in the motion for closure. The motion passed unanimously 6 to 0.

**a. Limited Personnel Matters NM Stat §10-15-1 [H][2]**

**VIII. Possible Action Related to Limited Personnel Matters** – Dr. Gonzales made a motion to approve the 2019-2020 contract for Mr. Busse and Mr. Short seconded. Discussion: the State mandated a pay increase for all school staff, resulting in the need to amend the current two year contract. The motion passed unanimously 6 to 0.

**IX. Announcements**

**a. Next Governing Council Meeting is August 8, 2019**

- b. There will be no Parent Support Committee meeting tomorrow.
- c. Dr. Forrester announced that Melanie Feger, Administrative Assistant has tendered her resignation, due to a family emergency. She was presented with a gift and received hugs, many well wishes and was thanked by all for her 9+ years of service to ASK.

## **FINANCIAL PERFORMANCE FRAMEWORK QUESTIONNAIRE**

The Financial Performance Framework was developed pursuant to the New Mexico Charter Schools Act. This section includes indicators, measures and metrics for financial performance and sustainability (Section 22-8B-9.1A (8) NMSA 1978).

For each measure, a school receives one of three ratings: "Meets Standard," "Does Not Meet Standard," or "Falls Far Below Standard."

### Process:

- On a date specified in early August, following the final reporting on the previous FY, the school principal, school business manager and the chairman of the Finance Committee will complete and sign the questionnaire made up of the questions set forth below. ("Current year" will refer to the year of the Performance Framework that completed on June 30.)
- The Budget Analyst for the school will confirm the information.
- Following that review, the liaison and the Budget Analyst will seek further information from the school, if necessary or if there are discrepancies between the school's understanding of an issue and the budget analyst's understanding of an issue.
- The liaison will score the indicator accordingly.

## **A. Operating Budgets**

1. Was the information required for the budget provided on time for the current year operational budget, and the previous year, if requested by the PEC or its delegee? **Yes**
  - a. If not, why not?
  - b. If not, how long was it before it was turned in?

## **B. Audits**

2. To the best of the knowledge of the financial staff at the school, was the information required for the audits provided on time for the most recent audit? **Yes**
  - a. If not, why not?
  - b. If not, how long was it before it was turned in?
  - c. What was the date of the letter from the school certifying its readiness to proceed with an audit review?

## **C. Periodic Reports**

3. Cash report and Actual report
  - a. Is this school on quarterly or monthly reporting? **Quarterly**
    - i. If on monthly, please identify the reason for the monthly requirement.
    - ii. During the current fiscal year, was the school ever required to report monthly? If so, please identify the reason for the monthly requirement. **No**
  - b. Were the reports for the current year turned in on time? (Please explain for each late report) **Yes**
    - i. If not, why not?
    - ii. If not, how long was it before it was turned in?
  - c. For the current year, did the actual expenditures plus encumbrances ever exceed the budget authority within function (such as 1000, 2000, 3000, etc.)? **No**
    - i. If so, why did that occur?

- ii. If so, was it corrected with a budget adjustment?
  - iii. How long did that process take to correct the issue(s)?
  - iv. If it was not corrected, why not?
  - v. Do the school's actual expenditures plus encumbrances exceed the budget authority now?
- d. For each of the last four reports, was the existing cash balance plus anticipated SEG funding sufficient to cover the next month's expenditures at that time?  
If not, why not? **Yes**

#### **D. Expenditures**

4. Were there any invoices pending for more than 90 days in the current year? **No**
- a. If so, why were these invoices pending for so long?
  - b. Are any of these pending now?
  - c. If so, what is the anticipated payment schedule?
- 4.1. Were payroll liabilities (Payroll Taxes, New Mexico withholding, NIMPSIA, NMRHC, NMERB, Worker's comp, State Unemployment) paid timely in the current year? **Yes**
- a. If not, why not?
  - b. Are any of these liabilities not up-to-date now?
  - c. If not, what is the anticipated payment schedule?

#### **E. Reimbursements**

5. Were all requests for reimbursements submitted to meet PED-mandated deadlines in the current year? **Yes**
- a. If not, why not?
  - b. Have you received any indication that any reimbursement requests may be/were denied for any reason? **No**
  - c. If so, what is/was the reason being given?

## **F. Audit Reviews**

6. The last released audit by the State Auditor was for FY 18. Was the school specifically identified in the opinion that was issued regarding the School's last released audit by the State Auditor? **No**
- a. If so, what was the text of the specifically identified section?
- b. What were the audit findings from the last released audit? **Untimely Cash Receipts, Internal Controls over Financial Reporting**
- c. Were any findings considered Material Weaknesses? **yes**
- d. What has the school done to correct these audit findings? **Reviewed Cash Receipt policies with staff, plan to ensure financial reports submitted to auditors are correct.**
- e. Were any of the audit findings a repeat finding from any prior period? **yes**
- i. If so, what was the repeat finding(s)? **Untimely Cash Receipts**
- ii. Please explain the reason for the repeat finding(s). **Staff member errors in depositing revenue received in a timely manner.**
- iii. What has the school done to correct it? **Reviewed cash Receipt Policies with all staff members.**

## **G. Meals**

7. Do you serve meals to students?
- a. If yes, do you enter into contracts with food service management companies?
- b. Were any audit findings noted regarding those food contracts?
- c. Please explain the reason(s) for the finding(s).
- d. What has the school done to correct these audit finding(s)?

## **H. General Information**

8. Have you received any written indication in the current year from the assigned PED budget analyst that he/she had concerns regarding the school's finances? **No**
- a. If so, what was the concern identified?

b. What was the school's response to these concern(s)?

c. What was the resolution of these concern(s)?

**SIGNATURES:**

\_\_\_\_\_  
Signature of Head Administrator

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Head Administrator

*Alyssa Lucero*

\_\_\_\_\_  
Signature of Business Manager

\_\_\_\_\_  
7/31/2019

\_\_\_\_\_  
Date

Alyssa Lucero

\_\_\_\_\_  
Printed Name of Business Manager

\_\_\_\_\_  
Signature of Finance Committee Chairperson

\_\_\_\_\_  
Date

\_\_\_\_\_  
Printed Name of Finance Committee Chairperson