



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

October 17, 2019

6:30pm

Agenda

- I. Call To Order
- II. Establishment of Quorum
- III. Pledge of Allegiance
- IV. Public Comment
- V. Meet the Project Manager: Michelle Nuanez, HS BioMed
- VI. Scholar Recognition: Zoe McMillan & Ryan Hickman, National Merit Scholar Semi-Finalists
- VII. Consent Agenda
 - a. Approve Minutes of September 12, 2019
 - b. Financial Monthly Report
 - c. General Fund BAR 520-000-1920-0002-I
 - d. Flowthrough BAR 520-000-1920-0003-I
 - e. Flowthrough BAR 520-000-1920-0004-IB
 - f. General Fund BAR 520-000-1819-0005-IB

Dr. Denise Gonzales, Chair
- VIII. Reports, Discussion and Possible Action
 - a. General Manager Update
 - b. Board Training Update: Proposed Fiscal Requirements
 - c. PED Renewal/Annual Site Visit, October 22

Dan Busse, General Manager
Michael Vigil, Business Manager
Connie Castilleja, Director
- IX. Announcements
 - a. Next Governing Council Meeting is November 14, 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.



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4550 Sundt Road NE
Rio Rancho, NM

Open Session
September 12, 2019
6:30pm

Minutes

Attendance:

Present	Board Members	Title
	Dr. Jeanne Forrester	Chair
	Dr. Denise Gonzales	Vice Chair
X	Michael Malloy	Secretary
	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	Cheryl Kerby	Project Manager

- I. **Call to Order** – 6:33 pm.
 - a. Secretary Malloy is acting Chair in Dr. Forrester’s and Dr. Gonzales’ absence tonight.

- II. **Establishment of Quorum** – established in introductions.
- III. **Pledge of Allegiance.**
- IV. **Public Comment** – none.
- V. **Meet the Project Manager: Cheryl Kerby, Engineering/Robotics**
 - a. Project Manager Kerby has traveled with the scholars in the past to other countries to compete in robotics tournaments. Today she and her scholars have prepared a presentation about their recent trip to China.
 - b. China Trip – Summer 2019
 - i. RoboRave International had over 3,000 kids participating, with 627 teams from 27 different countries.
 - ii. Project Manager Kerby and her scholars presented a slideshow with photographs and facts from the trip.
 - iii. The scholars also shared what areas they could have improved on during their competition and trip.
- 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 4 to 0.**
 - a. Approve Minutes of August 8, 2019 Meeting
 - b. Financial Monthly Report
 - i. No Business Manager in attendance this meeting, and there are no BARS to review or approve.
- VII. **Reports, Discussion and Possible Action**
 - a. General Manager Update
 - i. Ribbon Cutting Ceremony
The new ASK 6th Grade Academy had its Ribbon Cutting Ceremony on Wednesday, September 11th. There will be a story in Sunday's Observer about the event. The Academy received three plaques from the Rio Rancho Chamber of Commerce, the City of Rio Rancho and Sandoval County in recognition of its opening. A big congratulations to Mrs. Connie Dove Castilleja and Mr. Steve Nakamura.
 - ii. Suicide Awareness Month
September is Suicide Awareness Month. There will be a series of events each week. Recently we fundraised for The Jason Foundation, and we will also be fundraising for The Semi-Colon Project and other similar charities. ASK will be bringing in community speakers and partners. ASK's community has unfortunately been touched by suicide, and we don't want to ever see that happen again.
 - iii. New Evaluation System
Mr. Daniel Barbour and Mr. Ed Garcia will be attending the Evaluation Training. The State has instituted a new Evaluation System which will comprise of 3

classroom walkthroughs. One round of the walkthroughs has already been completed at ASK. The walkthroughs enable the Project Managers to have follow up and critical conversations.

iv. Safety Improvements

ASK has partnered with the Rio Rancho Fire Department to get new door holders to make our classrooms safer in the event of a fire. The Department of Homeland Security still recommends: Run, Hide, Fight, for the order in which to deal with a security issue at school. Mr. Daniel Busse is looking into the new Sprays for each classroom, which are targeted streams of pepper spray that do not permeate the air. It would cost approximately \$5,000 for every classroom to have one. This is the reality of the world we are living in, and we want to ensure we do anything we can to add to our defenses.

v. Jemez Camping Trip

The annual Jemez Camping Trip is this weekend. Mr. Daniel Barbour is about to head up to the campsite now, and Mr. Daniel Busse is heading up tomorrow morning. It's located at the San Antonio Campground, on the road to Fenton Lake. It has a contained pavilion to use. It's a great event that builds goodwill between staff and scholars.

vi. Professional Development

The recent professional development trainings have been successful for Project Managers. Mr. Edward Garcia is seeing less discipline referrals.

vii. Challenges and Concerns with Enrollment

Enrollment numbers are down. We started the year at 561 and we have lost scholars since then. We need to make sure we have at least 531 enrolled on the 40th day count. The administration is looking at ways to increase enrollment. Mr. Stoliker commends Mr. Busse on the progress and learning process with the enrollment and budget.

viii. Upcoming Events

The Parent Support Committee is hosting Explora Outreach Night at ASK. This will be a Science Night Out for our ASK Families and Scholars. Anyone is welcome to attend.

b. Facility Master Plan Update

- i. Mrs. Connie Dove Castilleja presents the updated Facility Master Plan, approved by PSFA.
- ii. The ASK Academy's Charter Renewal is October 1, 2019. Each school needs an up to date Facilities Master Plan for the charter renewal. We needed to have an addition to ours because of the addition of the 6th Grade Academy. The good news is that we're able to start our new 5 year Facility Master Plan with this update, which will be current until the year 2024.
- iii. The Governing Council has comments and questions about the updated plan.
 1. Mr. Stoliker asks, what has changed in this update and if this was shared with the Parent Support Committee?
 2. Mrs. Dove Castilleja responds that the addition of the new 6th grade Academy was the only substantial change made to the plan. The

construction plans, inspections, and e-occupancy certificate for the new building needed to be added to the plan.

3. Mrs. Dove Castilleja explains that this plan was shared with the Executive Council at ASK, but has not been shared publicly at this point. When the initial Facilities Master Plan was done, there were multiple community input meetings.

- iv. **Mr. Michael Smith moves to adopt the updated Facilities Master Plan, and Mr. David Stoliker seconds. There was no discussion, and the vote is approved 4-0 to approve the updated Facilities Master Plan.**

c. Board Training Update

- i. NMCCS has changed their name, and they are now Public Charter Schools of New Mexico.
- ii. The Public Charter Schools' conference will be held from November 14-15, 2019. There will be training available at the conference for GC members. Because of ASK's Grade A rating, we require 6 hours of GC training for each member annually. Mr. Michael Smith thought we would be doing three hours of training in-house. Mrs. Mackenzie Woods comments that The Vigil Group is approved through the NM PED to provide 3 hours of financial training. Mrs. Dove Castilleja will get more information about the Conference Training and The Vigil Group training, and bring it back to the GC by the next meeting.

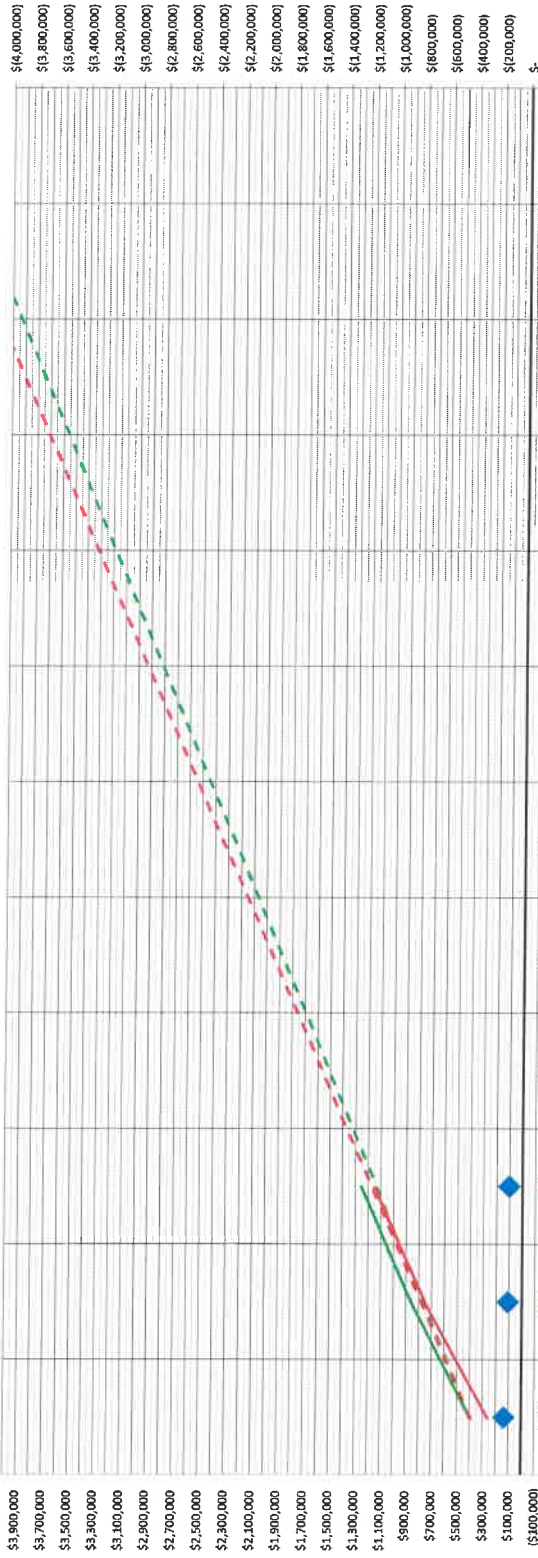
VIII. **Announcements**

- a. Next Governing Council Meeting is October 17, 2019.

IX. **Adjournment – 7:35 pm.**

BUDGET AND FORECAST

Income & Variance Axis



- ◆ Cumulative Actual Variance
- Cumulative Budgeted Income
- Cumulative Income
- Budgeted Costs YTD
- Actual Cost YTD

\$3,900,000
 \$3,800,000
 \$3,600,000
 \$3,400,000
 \$3,200,000
 \$3,000,000
 \$2,800,000
 \$2,600,000
 \$2,400,000
 \$2,200,000
 \$2,000,000
 \$1,800,000
 \$1,600,000
 \$1,400,000
 \$1,200,000
 \$1,000,000
 \$800,000
 \$600,000
 \$400,000
 \$200,000
 \$

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1920-0002-I
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.41702 \$7,160

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000	2100 Support Services-Students	53218 Specialists - Contracted	2000 Special Programs	0000 No Job Class	\$36,136	\$7,160	\$43,296	
Sub Total						\$7,160		
Indirect Cost								
DOC. TOTAL						\$7,160		

Justification:

To budget Revenues received

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1920-0003-I
 Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2019-2020

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31701.0000.41110 \$1,555

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvements SB-9 Local	4000 Capital Outlay	54315 Maintenance & Repair - Bldgs/Grnds/Equipm ent (SB-9)	0000 No Program	0000 No Job Class	\$29,396	\$1,555	\$30,951	
Sub Total						\$1,555		
Indirect Cost								
DOC. TOTAL						\$1,555		

Justification:

To budget Revenues received

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
 300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1920-0004-IB
 Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2019	To: 06/30/2020
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27103.0000.43202 \$1,987

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K-12) Programs	0000 No Job Class		\$1,987	\$1,987	
					Sub Total	\$1,987		
					Indirect Cost			
					DOC. TOTAL	\$1,987		

Justification:

To budget FY20 Allocation

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs, except transfers of funds for SEG or direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1920-0005-IB
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2019-2020

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Alyssa Lucero, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2019 12:00AM	To: Jun 30 2020 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31200.0000.43209 \$388,591

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$388,591	\$388,591	
					Sub Total	\$388,591		
					Indirect Cost			
					DOC. TOTAL	\$388,591		

Justification:

TO budget FY20 Allocation

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Trainings Offered at the Public Charter Schools of New Mexico Conference

Wednesday, 11/13 Training Courses: These are individual training courses that are offered in all the required topic areas.

COURSE TITLE	COURSE HOURS	TRAINING COURSE TOPIC THIS TRAINING WILL FULLFILL	TIME OF TRAINING	COST OF TRAINING	TRAINER(S)
Digital Platforms & Confidentiality Implications/FERPA	1	Open Government	8:00 am – 9:00 am	\$100 – PCSNM Member	Patty Matthews
Governing Board Role in Employment Issues	1	Organizational Performance	9:15 am – 10:15 am	\$200 – PCSNM Non-Member \$100 – PCSNM Member	Sue Fox Patty Matthews
Charter School Conflict of Interest Provisions	1	Ethics and Responsibilities	10:30 am – 11:30 am	\$200 – PCSNM Non-Member \$100 – PCSNM Member	Sue Fox Patty Matthews
				\$200 – PCSNM Non-Member	Sue Fox

Saturday, 11/16 Training Course: This course is an eight (8) hour class that will integrate all the required training topics into one training. Participants must complete all eight (8) hours of this course to receive credit. (As this is an integrated course, discrete content cannot be individually credited.)

COURSE TITLE 11/16/19	COURSE HOURS	TRAINING COURSE TOPIC THIS TRAINING WILL FULLFILL	TIME OF TRAINING	COST OF TRAINING	TRAINER
Charter Governing Board Institute for Effective Governance	8	Academic Data, Ethics/Responsibilities, Fiscal, Open Government, Organizational Performance	8:00 am-5:15 pm	\$400 - PCSNM Member \$600 – PCSNM Non Member	Kelly Callahan



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21st Century Design Thinking

October 9, 2019

Dear ASK Governing Council Members,

Our school's renewal site visit is scheduled for **Tuesday, October 22**. During this visit, members of the Public Education Department's Charter Schools Division (CSD) staff will interview some of our Governing Board Members.

The CSD staff has set aside three 30 minute intervals to talk with Governing Board Members. Please review the scheduled time for Governing Board Member interviews. **If you are interested in being interviewed, please let us know by October 15.**

Parents	9:00 - 9:45am
Students	9:45 - 10:30am
Teachers and Staff	10:30 - 11:15am
Governing Body	11:15am - 12:00pm

Please note: you are not required to participate in the feedback sessions. However, if you choose to participate, below are some potential questions the CSD staff may ask you.

1. Why do you choose to be a governing board member for this school? Describe your and the Board's role.
2. Do you support the continued operation of this school, as it is today? Why or why not?
3. What is the school's mission? What steps does the Governing Board take to ensure the mission of the school is implemented?
4. Describe the overall performance of the head administrator and any specific support for that assessment. What steps does the Governing Board take to ensure the head administrator is leading the school toward academic progress? How is the head administrator evaluated?
5. Describe the current financial status of the school. What steps does the council take to ensure the school is fiscally sound and sustainable?
6. Describe the school's current academic performance. How does the school's academic data drive governing council decision making?
7. Does the school regularly communicate with you? What does it communicate about? How does it communicate with you?
8. What do you like about the school?
9. Is there anything that concerns you about the school?
10. What changes do you believe the school needs to make? Why?
11. Describe how well the Board is doing its job. How are new members selected and on-boarded? How does the Board evaluate itself? How does the Board improve its functioning and capacity?
12. Describe how the Board ensures its members are current in their training requirements and how the Board on-boards new members?

Sincerely,

Dan Busse

Daniel P. Busse
General Manager