



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

Governing Council Meeting

The ASK Academy Board Room
4550 Sundt Road NE
Rio Rancho, NM

Open Session
December 13, 2018
6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Dr. Jeanne Forrester	Chair
	Dr. Denise Gonzales	Vice Chair
	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 Gen Mgr
X	Constance Castilleja	Director of Advancement
X	Paul Stephenson	E&D Director
X	Melanie Feger	Admin. Assistant
X	Alyssa Lucero	The Vigil Group

- I. **Call To Order** – 6:34 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Meet the Project Manager** - none
- VI. **Scholar Presentation** – Mr. Stephenson introduced the MIT Project Group: Adam Hardy, Rodney Reichert, James Sandusky, Alex Miera and Haely Katt; they received the grant they applied for from MIT in the amount of \$9,200.00 for design of a diagnostic glove to be used by first responders; the team explained that they have begun CAD designs, ordered supplies,

are working on sterilization of the glove and discussed potential problems with Tony Perry when they met with him; they are currently prototyping. They see wrist size as an issue to be worked out but are currently working on the baseline product but they want to expand it later. They will attend Eureka-fest where teams will present their devices in June at MIT. The only costs they will incur will be airfare and incidentals. They currently report their progress on social media. Mr. Stoliker asked how they interact and they explained that they meet every Friday, each scholar has their area of expertise and they coordinate their efforts. They noted how they must track all expenses and they are learning financial management as well.

At this point Dr. Forrester stated that item VIII b. will be postponed until the January meeting, due to Dr. Gonzalez's absence. All agreed.

VII. **Consent Agenda** – Mr. Smith made a motion to approve the consent agenda and Mr. Stoliker seconded. Discussion: Mr. Smith asked why BAR 0013-I was so large. Ms. Lucero stated that it was a cash carryover to acknowledge it in the budget and increase operational fund. The motion passed unanimously 4 to 0.

- a. **Approve Minutes of November 8, 2018**
- b. **Financial Monthly Report**
- c. **Flowthrough BAR 520-000-1819-0011-IB**
- d. **Flowthrough BAR 520-000-1819-0012-IB**
- e. **General Fund BAR 520-000-1819-0013-I**
- f. **Flowthrough BAR 520-000-1819-0014-I**
- g. **Direct Grant BAR 520-000-1819-0015-IB**
- h. **Flowthrough BAR 520-000-1819-0016-I**
- i. **General Fund BAR 520-000-1819-0017-I**
- j. **Flowthrough BAR 520-000-1819-0018-IB**

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

a. **General Manager Update**

* Thanksgiving pot luck lunch – Mr. Busse complimented the Parent Support Committee stating that it went better than ever; we have great communication between the committee and the staff.

* Enrollment – is now at 525 scholars and we will stay with that number for the new year.

* The State recognized Exemplary and Highly Effective teachers. They are:
Exemplary – Sandra Beudet, Janisse Vazquez and Daniel Barbour; Highly Effective – Jessica Del Curto, Carol Donlin, Laurie Erickson, Nevelyn Headrick, Sean Hurley, Cheryl Kerby, Candice Lemons, Barb McCann, Michala Mecklenburg, Brian Montoya, Krista Pink, Nadyne Shimada, Bonnie Smith, Paul Stephenson and Danielle Plomaritas.

67% of the teaching staff was recognized; our 80 day staffing plan was accepted.

* Mr. Busse reported that Manager Danielle Plomaritas is currently in a rehab hospital in Denver and is making remarkable progress.

* Crisis Prevention and Intervention training – Mr. Busse and Mr. Garcia attended this training and will train the staff. Mr. Busse will report to the Board in February our plan moving forward. This training was paid for by Title IV funding and a plan is required.

* Site Visit – PED will make their annual visit on January 29. We have begun preparations for this visit.

*Mr. Busse asked Mrs. Castilleja to report on the following:

i) We are very close to resolving outstanding issues with the Lease Purchase Agreement.

ii) Request for Capital Outlay funds – we have received approximately \$330,000.00

over the past few years. There will be more available this year. Mrs. Castilleja spoke with Representative Jason Harper who is a big supporter of ASK. He offered guidance and said our request this year of \$185,000.00 could be comfortably increased to \$250,000.00 if we need the funding. The funds will be designated for security, specifically moving the perimeter wall to include the 6th grade academy and fobs for internal doors. Also tech infrastructure for the new building will need to be installed. There will be a community meeting for capital outlay on January 10th; Mrs. Castilleja and Mr. Stephenson will present. We are hoping for a good legislative session. The Board expressed its appreciation for ASK leadership's professionalism with financial issues.

* Learning Walk – 30 people attended this week. We asked scholars to lead the parents and they did a very good job. Parents were impressed with that. We now gather together for a presentation first before visiting learning spaces so that parents will better understand what we are about. Mr. Stoliker suggested that we advertise our Exemplary managers in the paper and Dr. Forrester suggested that the Board work with the Foundation to do this. Mr. Smith suggested that we use the mediums we already have in place as well. Mr. Stephenson cautioned that we be sensitive to those not named as Exemplary or Highly Effective with whatever we do. Mr. Stoliker offered to work with Mr. Stephenson and Mrs. Castilleja on this.

* Mr. Stoliker asked about the audit. It is still embargoed but we will have an Audit Committee meeting on January 17th.

*Mr. Stoliker asked if the General Managers Report could be written down and Mr. Smith suggested that a format be created for Mr. Busse to use.

*Mr. Stoliker asked if the Engineer's Creed could be published in the next ASK Newsletter.

b. Academy Growth Plan – tabled until the January meeting.

IX. Announcements

a. Next Governing Council Meeting is January 17, 2019

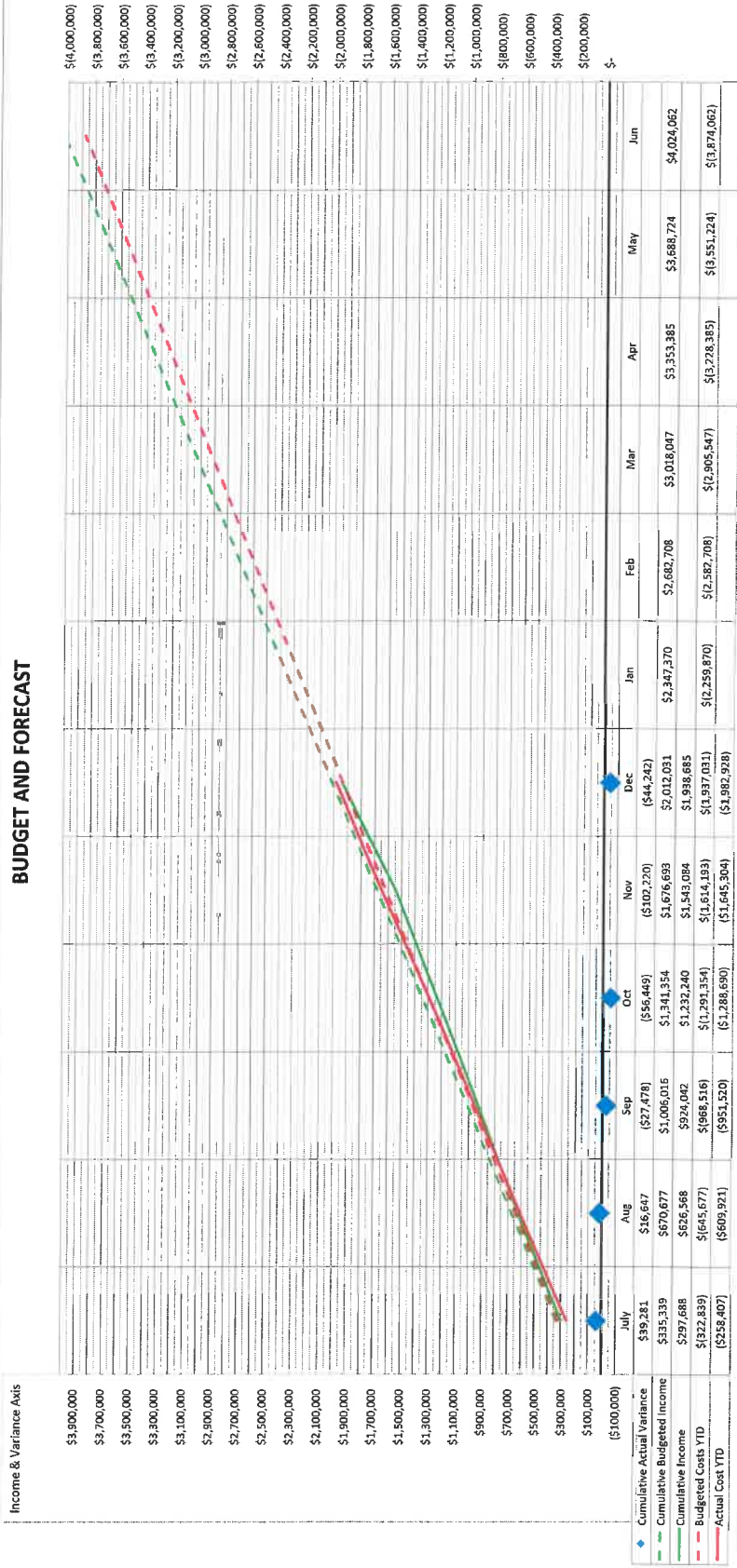
b. Mr. Stephenson invited the Board to Fairwinds Retirement Center on 12/23 at 2:00 p.m. for caroling.

c. Dr. Forrester thanked Melanie Feger for bringing home baked refreshments to the meeting.

d. The Board was very grateful for the gifts created by the 3D Printing team of scholars.

XII. Adjournment – 7:30 p.m.

BUDGET AND FORECAST



Income & Variance Axis

\$3,900,000
\$3,700,000
\$3,500,000
\$3,300,000
\$3,100,000
\$2,900,000
\$2,700,000
\$2,500,000
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- ◆ Cumulative Actual
- Cumulative Budgeted
- Cumulative Income
- Budgeted Costs YTD
- Actual Costs YTD

\$-

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: 520-000-1819-0019-IB
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2018-2019

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 2018 12:00AM	To: Jun 30 2019 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31700.0000.43202 \$28,527

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31700 Capital Improvem ents SB-9	4000 Capital Outlay	56113 Software	0000 No Program	0000 No Job Class		\$8,527	\$8,527	
31700 Capital Improvem ents SB-9	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class		\$20,000	\$20,000	
Sub Total						\$28,527		
Indirect Cost								
DOC. TOTAL						\$28,527		

Justification:

.nitial FY19 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.



STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 DON GASPAR
SANTA FE, NEW MEXICO 87501-2786
Telephone (505) 827-5800
www.ped.state.nm.us

CHRISTOPHER N. RUSZKOWSKI
SECRETARY OF EDUCATION

SUSANA MARTINEZ
GOVERNOR

December 27, 2018

SENT BY USPS FIRST-CLASS MAIL AND ELECTRONIC MAIL

Patricia Matthews
Attorney at Law
Matthews Fox, PC
1925 Aspen Drive, Suite 301A
Santa Fe, New Mexico 87505

Re: Revised Lease Purchase Arrangement between The ASK Academy Education Foundation and The ASK Academy

Ms. Matthews:

The Public Education Department has reviewed the revised Lease Purchase Arrangement between The ASK Academy Education Foundation and The ASK Academy, together with the appertaining exhibits and referenced documents (referred to together in this letter as the "Lease Purchase Arrangement"), for compliance with the pertinent sections of the Public School Lease Purchase Act, Chapter 22, Article 26A NMSA 1978, and with the applicable provisions of other New Mexico statutes.

The specific Lease Purchase Arrangement the Public Education Department reviewed was the revised version of the financing agreement Robert F. Sánchez, Public Education Department Assistant General Counsel, sent you on December 11, 2018, with the additional changes both of you agreed to in the subsequent electronic communications. For reference purposes, a copy of the rewritten Lease Purchase Arrangement is enclosed with this letter.

The Public Education Department's position in having reviewed and approved the Lease Purchase Arrangement was that formation of the financing agreement was left to the arms-length negotiations between The ASK Academy Education Foundation, as the owner-lessor, and The ASK Academy, as the charter school-lessee, with the advice and assistance of their respective attorneys, and that such matters were beyond the purview or authority of our state agency under the relevant New Mexico laws.

Patricia Matthews
December 27, 2018
Page 2

The Public Education Department by this letter informs The ASK Academy's governing body that, based on our state agency's review, the Lease Purchase Arrangement identified above has been approved in accordance with Section 22-26A-4(B) NMSA 1978.

As is provided in the Lease Purchase Arrangement itself, the financing agreement is subject to approval by the Public School Facilities Authority, pursuant to Section 22-20-1(A)(2) NMSA 1978.

Please send Pamela Jones, with the Public Education Department's Office of General Counsel, a fully executed copy of the Lease Purchase Arrangement, as well as complete copies of all accompanying exhibits and related documents, when those become available to you.

The Public Education Department wishes The ASK Academy continued success in its mission of "emphasizing science, technology, engineering, and mathematics (STEM) curricula to create a learning culture through: project-based learning experiences, 21st century technology, research programs, relationship building, and a partnership program engaging scholars in the learning process."

Thank you for your attention to this letter, and please contact Mr. Sánchez if you have any questions about its contents.

Regards,



Marian K. Rael
Acting Deputy Secretary of Finance & Operations

MKR/aar/rfs

Enclosure: as stated

E-copies: Christopher N. Ruszkowski, Secretary of Education
Aaron A. Rodriguez, Deputy General Counsel
David Craig, School Budget & Finance Analysis Bureau Director
Antonio Ortiz, Capital Outlay Bureau Director
Michael R. Smith, The ASK Academy Governing Council President
Denise Irion, Public School Facilities Authority CFO (w/ enclosure)

General Manager's Report 1/17/2019

A group of MS scholars took part in the "Chain Reaction Challenge". They were given a box of materials and 3 hours to create a machine (Rube Goldberg) to feed a dog. Took 3rd place and \$250.00 which will go towards China trip.

Following legislation that could impact charter schools. SB 1 and HB 5 have potentially damaging elements. While the governor is pro-education that is not necessarily pro-charter.

2018-2019 Enrollment/Waitlist Numbers

As of December 31, 2018

Total Enrollment:

Grade	Enrollment	Waitlist
6	96	60
7	99	49
8	99	15
9	70	10
10	55	2
11	52	13
12	49	5
Totals:	520	154

Presentation PowerPoint on growth numbers.

Hiring, staffing. Social Studies manager resigned. We are advertising and have already had one very promising interview.

We are continuing to advertise for HS Life Science and have been unable to fill. We are looking at alternative solutions if no candidates present.



A New Mexico Public Charter School
The ASK Academy
21st Century Design Thinking

January 10, 2019

Dear Senator/Representative,

ASK is completing its ninth year as a 6th-12th grade Science, Technology, Engineering & Mathematics (STEM) public charter school in Rio Rancho. We have a current enrollment of 529 scholars (students), with a future enrollment of 600. In the Spring of 2019, we will open our new Sixth Grade Academy—a 6,000 SF facility adjacent to our property. This facility will allow us to better prepare 6th graders for the rigor and culture of ASK, and provide additional space in the current facility.

What's New at ASK?

- **Named one of the Top 10 New Mexico High Schools and in the Top 10% in the Nation by U.S. News & World Report, May 2018**
- **New Mexico State Report Cards: "A" 2016, "A" 2017, "A" 2018**
- **Campus Wide NWEA Proficiency Results 2017-18: Reading 91.33% , Math 92.68%**
- **ASK Scholars at RoboRAVE International Competitions: Japan (2017) 1st Place Sumo 'Bot, China (2018) 1st Place Sumo 'Bot, 2nd Place Overall. Returning to China in 2019!**
- **2018-19 Lemelson-MIT InvenTeam Grant recipient to invent a wearable device for first responders to collect and transmit vital signs to base hospitals**
- **UNM Engineering Dual Credit Agreement with ASK for seven Engineering Courses**
- **Two ASK Project Managers (teachers) received the NMPED 2018 Excellence in Teaching Awards – Achieving Two Years of Student Growth in One Academic Year**
- **ASK Project Managers Ranked by NMPED as 11% Exemplary, 56% as Highly Effective and 33% as Effective**

What are we requesting from our legislators for Capital Outlay for ASK?

- **\$79,000 External Security:** Extend the security wall and move electric exit gate and related items to make the system operational, to enclose the new 6th Grade Academy within the existing campus.
- **\$74,000 Internal Security:** Provide electronic access control and related items for both buildings.
- **\$71,000 Technology:** Provide technology infrastructure in new 6th Grade Academy and upgrade network equipment across the campus.

Our request will fully fund these items for our campus. Thank you for all that you do to support the many needs and interests in our community! Our scholars are thriving at The ASK Academy, and we appreciate your time and support.

Best regards,

Constance Dove Castilleja
Director of Advancement

**THE ASK ACADEMY
RESOLUTION OF THE GOVERNING COUNCIL
NO. 2019-01.17.19**

RESOLUTION RE: LEASE PURCHASE ARRANGEMENT – FINAL APPROVAL

WHEREAS, The ASK Academy's Governing Council ("Council"), the governing body of The ASK Academy, a public charter school ("School"), met in a regular meeting at 4550 Sundt Road NE, Rio Rancho, New Mexico 87124, on January 17, 2019, at 6:30 p.m.; notice of the meeting was provided as required by the NMSA 1978, §10-15-1;

WHEREAS, the Council has determined that it is necessary and in the School's best interest to enter into a Lease Purchase Arrangement with The ASK Academy Education Foundation, a New Mexico nonprofit corporation ("Foundation") to acquire the land and improvements located at 4500 Sundt Road NE, Rio Rancho, New Mexico 87124, from the Foundation for the purpose of providing additional classroom space for The ASK Academy's Sixth Grade Academy;

WHEREAS, the Council developed, negotiated and reviewed a draft Lease Purchase Arrangement that was submitted to the New Mexico Public Education Department ("Department") for approval, pursuant to the requirements of the Department and the terms of the New Mexico Lease Purchase Act, and pursuant to Governing Council Resolution No. F-10.18.18; and

WHEREAS, the Department approved the Lease Purchase Arrangement on December 27, 2018.

NOW, THEREFORE, be it resolved that the Lease Purchase Arrangement attached hereto as Exhibit 1, having been approved by the New Mexico Public Education Department, is hereby approved by the Governing Council, and the President of the Governing Council is hereby authorized by the Council to execute the Lease Purchase Arrangement on behalf of the School.

The motion was duly made, seconded, and 7 voted in favor and 0 against; the motion carried.

Jeanne Forrester
Chair, Governing Council

1/17/19
Date

The undersigned Secretary certifies that he is the duly elected Secretary of The ASK Academy's Governing Council and that the above is a true and correct statement of the Resolution that was duly adopted at a meeting of the Council, which was held in accordance with State laws and bylaws of the Governing Council.

Michael D. Madley
Secretary, Governing Council

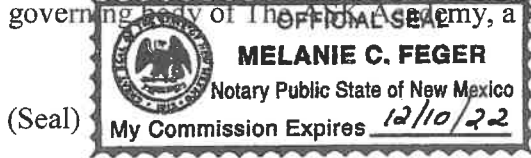
1/17/19
Date

My Commission Expires:

December 10, 2022

STATE OF NEW MEXICO)
) SS.
COUNTY OF SANDOVAL)

The foregoing LEASE PURCHASE ARRANGEMENT was acknowledged before me this 17th day of January, 2019, by Jaanne Forrester, as chair of the governing body of The FFKA Academy, a New Mexico public charter school.



M.C.F.

Notary Public

My Commission Expires:

December 10, 2022