



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

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

Open & Closed Sessions
 September 14, 2017
 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Mike Smith	Chair
X	John Kolessar	Director
X	Dr. Denise Gonzales	Director
X	Dr. Jeanne Forrester	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
ASK Academy Members		
X	Dan Busse	General Manager
X	Dan Barbour	Assistant Gen Mgr
X	Constance Dove Castilleja	Director of Advancement
X	Paul Stephenson	E&D Director
	Melanie Feger	Admin. Assistant
X	Justine Roybal	The Vigil Group

- I. **Call To Order** – 6:36 p.m.
- II. **Establishment of Quorum** – established by introduction of members
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Scholar Presentation** – four 6th grade teams presented on biomedical sciences prosthetics, having researched candidates. Scholars researched the skeletal system and lifestyle, developing prosthetics based on patient need. A high school scholar presented to the 6th grade teams as part of their instruction.

- VI. **Consent Agenda** – Dr. Forrester made a motion to approve the consent agenda, but with amended minutes from the August meeting to state that the Board would have seven members for 2017-2018; Mr. Kolessar seconded the motion. Discussion: Mr. Smith stated that the minutes needed to be amended to reflect the decision to have 7 members on the Board. The motion passed unanimously 6 to 0.
- a. **Approve Minutes of August 10, 2017**
 - b. **Financial Monthly Report**
 - c. **General Fund BAR 520-000-1718-0001-T**
 - d. **Flowthrough BAR 520-000-1718-0002-I**

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

- a. **General Manager Update -**
 - * Enrollment – was initially funded at 475; we are currently at 513 and 8 invitations have been sent; no more invitations will go out after the end of the quarter.
 - * ASK school grade of A was very good news; new Secretary of Education Ruskowski recognized ASK and visited the campus; he spent an hour touring learning spaces.
 - * ACT scores – our high scores are evidence of attitude, skills and knowledge as well as the presentation by our 6th grade scholars just witnessed.
 - * Mr. Kolessar asked about funding based on enrollment. Mr. Barbour reported that 513 will result in an increase of \$300,000.00 of revenue. It is possible to request an emergency distribution if necessary or see in an increase in February through June.
 - * Strategic Plan – Mr. Smith will work with the Board to develop a strategic plan for ASK based on input from ASK Executive Council.
 - * Board Training – Mr. Short asked for an update; Ms. Castilleja responded that we are waiting for our vendor to be approved under the new training system. Mr. Stoliker attended the PED training. Mr. Smith explained the new requirements.
- b. **2017 School Report Card** – Mr. Stephenson stated that ASK has received an A for 3 of the last 4 years and that we are 1 of only 10 charter schools with an A. He explained the categories on the report card to the Board. Mr. Short asked if there was a strategy for keeping our A. Mr. Stephenson responded that we are analyzing our systems and developing data analysis to direct our efforts. Mr. Busse stated that we will reinforce our data driven efforts to improve our graduation rate. ASK ACT testing results were presented; graduating seniors had a high participation rate and they consistently rank above the state average. Mr. Kolessar asked about the SAT test; Mr. Stephenson stated that while the SAT is still used in some areas, ACT has a larger market share. He presented slides comparing ASK to the state and nation. Mr. Kolessar asked if there is an anomaly of scholars' with talent. The response was that it is not much of a factor now as an increasing percentage of graduates are taking the test and we're larger overall. Dr. Gonzales asked about FRPL programs; the response was that senior seminar paid for two weeks of test prep, and two prep courses were at reduced rates and the ASK Foundation is able to support, when needed.
- c. **PED Annual Monitoring Visit** - there were 12 areas of concern out of 28 on the report received from CSD on August 8, 2017 from the February 21, 2017 visit. Fifty pieces of evidence were uploaded to WebEPSS in order to respond. Of the 50 items, 16 were from PED (32%), 17 were available on the ASK website (34%), 15 were provided on the ASK Annual Report to PED/PEC (30%), 1 was NM law (2%) and one document (2%), the truancy letter, was the only item that was not readily available. Mr. Kolessar commented on using detailed language to respond. Mr. Busse noted that we still met our deadline and mobilized our administration to respond; we are considering meeting with PED to explain the time required to respond, the delay in receiving the report (was to be received within 45 days of the visit), and the location of the information requested.
- d. **Performance Contract Results 2016-17** – Ms. Castilleja explained the requirements and went over the results; ASK meets or exceeds standards in all categories.
- e. **Governing Council Membership 2017-18** – Addressed in consent agenda above.

VIII. **Closed Session** – Dr. Gonzales made a motion to go into closed session for the discussion of Real Estate Acquisition, Mr. Kolessar seconded, there was no discussion and the motion passed unanimously 6 to 0. All members attended the closed session - Mike Smith, John Kolessar, Dr. Denise Gonzales, Dr. Jeanne Forrester, Edgar Short, and David Stoliker. Mr. Kolessar made a motion to return to open session, Dr. Forrester seconded, there was no discussion and the motion passed 6 to 0. All matters discussed in the closed meeting were limited only to those specified in the motion for closure.

a. Real Estate Acquisition

IX. **Announcements**

a. Next Governing Council Meeting is October 12, 2017

X. **Adjournment** – 8:17 p.m.

ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET

BUDGETS	YTD Total	MONTHLY BUDGETS													
		July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun		
Monthly Budgeted Income	\$ 3,285,724	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810	\$ 273,810
Monthly Budgeted Costs	(3,276,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)	(273,000)
Monthly Budget Variance	\$9,724	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810	\$810
Cumulative Budgeted Income		\$273,810	\$547,621	\$821,431	\$1,095,241	\$1,369,052	\$1,642,862	\$1,916,672	\$2,190,483	\$2,464,293	\$2,738,103	\$3,011,914	\$3,285,724		
Cumulative Budgeted Costs		(273,000)	(546,000)	(821,000)	(1,094,000)	(1,367,000)	(1,640,000)	(1,913,000)	(2,186,000)	(2,459,000)	(2,732,000)	(3,005,000)	(3,278,000)		
Cumulative Budget Variance		\$810	\$547,621	\$821,431	\$1,095,241	\$1,369,052	\$1,642,862	\$1,916,672	\$2,190,483	\$2,464,293	\$2,738,103	\$3,011,914	\$3,285,724		

ACTUALS	Monthly Income	Monthly Costs	Monthly Variance	Cumulative Actual Variance	MONTHLY ACTUALS											
					July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Income	\$ 293,647	\$ 268,782	\$ 26,865	\$ 268,782	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	\$ 274,001	
Monthly Costs	(293,647)	(334,796)	(417,029)	(711,643)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	(836,430)	
Monthly Variance	\$0	(\$66,914)	(\$143,028)	(\$442,661)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	(\$162,429)	
Cumulative Actual Variance		(\$66,914)	(\$209,942)	(\$652,603)	(\$815,032)	(\$977,461)	(\$1,139,890)	(\$1,302,319)	(\$1,464,748)	(\$1,627,177)	(\$1,789,606)	(\$1,952,035)	(\$2,114,464)	(\$2,276,893)	(\$2,439,322)	

MONTHLY VARIANCES	Monthly Income Variance	Monthly Cost Variance	Monthly Total Variance	Cumulative Total Variance	MONTHLY VARIANCES											
					July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Income Variance	\$ 19,836	\$ (5,028)	\$ 14,808	\$ 14,808	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	
Monthly Cost Variance	\$ (19,836)	\$ (61,796)	\$ (143,028)	\$ (204,824)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	
Cumulative Total Variance		(\$46,960)	(\$128,220)	(\$257,042)	(\$414,614)	(\$577,043)	(\$739,472)	(\$901,901)	(\$1,064,330)	(\$1,226,759)	(\$1,389,188)	(\$1,551,617)	(\$1,714,046)	(\$1,876,475)	(\$2,038,904)	

YEAR TO DATE VARIANCES	Budgeted Income YTD	Actual Income YTD	% Total YTD Income Variance	Budgeted Costs YTD	Actual Costs YTD	% Total YTD Costs Incurred	% Total YTD Cost Variance	YEAR TO DATE VARIANCES											
								July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budgeted Income YTD	\$ 2,738,103	\$ 2,738,103	0%	\$ 2,738,103	\$ 2,738,103	0%	\$0												
Actual Income YTD	\$ 2,738,103	\$ 2,738,103	0%	\$ 2,738,103	\$ 2,738,103	0%	\$0												
% Total YTD Income Variance			0%			0%	\$0												
Budgeted Costs YTD	\$ 2,738,103	\$ 2,738,103	0%	\$ 2,738,103	\$ 2,738,103	0%	\$0												
Actual Costs YTD	\$ 2,738,103	\$ 2,738,103	0%	\$ 2,738,103	\$ 2,738,103	0%	\$0												
% Total YTD Costs Incurred			0%			0%	\$0												
% Total YTD Cost Variance			0%			0%	\$0												

YEAR END PROJECTIONS	Projected Income Variance	Projected Cost Variance	Year End Projected Net Variance	YEAR END PROJECTIONS											
				July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Projected Income Variance	\$ 19,836	\$ (5,028)	\$ 14,808	\$ 14,808	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)	\$ (532,622)
Projected Cost Variance	\$ (19,836)	\$ (61,796)	\$ (143,028)	\$ (204,824)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)	\$ (162,429)
Year End Projected Net Variance		(\$46,960)	(\$128,220)	(\$257,042)	(\$414,614)	(\$577,043)	(\$739,472)	(\$901,901)	(\$1,064,330)	(\$1,226,759)	(\$1,389,188)	(\$1,551,617)	(\$1,714,046)	(\$1,876,475)	(\$2,038,904)

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: 520-000-1718-0003-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	Budget Period: 07/01/2017	To: 06/30/2018
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 27103.0000.43202 \$1,816

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27103 2009 Dual Credit Instructional Materials/ HB2	1000 Instruction	56112 Other Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class		\$1,816	\$1,816	
					Sub Total	\$1,816		
					Indirect Cost			
					DOC. TOTAL	\$1,816		

Justification:

see award letter

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: 520-000-1718-0004-IB
 Fund Type: Capital Outlay

Adjustment Type: Initial Budget

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27107.0000.43202 \$3,803

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27107 2012 GOBond Student Library SB-66	2200 Support Services-Instruction	56114 Library And Audio-Visual	0000 No Program	0000 No Job Class		\$3,803	\$3,803	
Sub Total						\$3,803		
Indirect Cost								
DOC. TOTAL						\$3,803		

Justification:

per award letter

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

√ 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: 520-000-1718-0005-IB
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Initial Budget

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2017 12:00AM	To: Jun 30 2018 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31200.0000.43209 \$337,571

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	0000 No Job Class		\$337,571	\$337,571	
Sub Total						\$337,571		
Indirect Cost								
DOC. TOTAL						\$337,571		

Justification:

per award

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

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

2. 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
www.ped.state.nm.us

Charter School SY-'18 Governing Body Observation Form

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A. SUMMARY OF REVIEW AND REPORT

Discussion and/or action items included: (a) scholar presentation, (b) consent agenda items, (c) reports (e.g., by General Manager, PED Annual Monitoring Visit, and Performance Contract Results, and (d) closed session.

B. CSD RECOMMENDATIONS

Statutory authority for closed session should be reflected in the draft minutes.

September 14, 2017 regular meeting minutes should document or record statutory authority used by the council that allowed for the closed session to take place. Statute requires that *“the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion”* (see NM Stat § 10-15-1[I][1]). For this particular closed session it would be appropriate to cite NM Stat § 10-15-1[H][8]) which states, (8) *“meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body.”*

C. OBSERVATION PRE-WORK

(Completed by Observer Prior to Observation)

C.1. Meeting date:	September 14, 2017	
C.2. Meeting location:	4550 Sundt Road NE, Rio Rancho NM 87124	
C.3. Beginning / End times of meeting:	6:30pm-8:20pm	
C.4. Observer(s):	Baylor Del Rosario	
C.5. Number of required governing body members:	Five (5). According to ASK Academy Bylaws Article II, Section 2 which states, <i>“The BOARD shall consist of no less than five [5] persons”</i> (page 5).	
C.6. Names of all governing body members:	Michael Smith, John Kolessar, Denise Gonzales, Edgar Short, David Stoliker, and Jeanne Forrester	
C.7. Name / title of head administer:	Daniel Busse (general manager)	
C.8. Website has copy of meeting agenda at least 72 hours prior to meeting: (YES/NO)	Yes.	
C.9. Agenda includes the following: (YES/NO):	Date: Yes	Time: Yes
	Address: Yes	Agenda Items: Yes

D. Observation

D.1. Actual begin / end time of meeting:	6:35pm-8:17pm.
D.2. Location is accessible and access is not limited:	Yes. Doors were unlocked and accessible. However, no signage was posted as to specific (e.g., classroom or multi-purpose room) location within the building the meeting was to take place. Observer <i>“followed the crowd”</i> and arrived at the meeting on time.
D.3. Number of Governing Body members in attendance:	6
D.4. Names of Governing Body members in attendance / absent:	<u>Present:</u> Michael Smith (Chair), John Kolessar (Director), Denise Gonzales (Director), Edgar Short (Director), David

	Stoliker (Director), and Jeanne Forrester (Director) <u>Absent:</u> None.
D.5. Meeting begins with a roll call of Governing Body attendance:	Yes.
D.6. Number of school staff or employees reporting to the Governing Body during meeting and the names & titles of this Staff:	4 = Dan Busse (General Manager), Dan Barbour (Assistant General Manager), Constance Dove Castilleja (Director of Advancement), Paul Stephenson (E & D Director)
D.7. Number of public in attendance:	Over 30 parents, parents, and family members primarily for the Scholar Presentation at the beginning of the meeting.
D.8. Robert Rules of Orders, parliamentary procedure, or other standard deliberative framework as determined by the school by laws are used to facilitate meeting:	Yes. Parliamentary-type rules were used. For example, the Chair (Michael Smith) stated, <i>"I call to order..."</i> and requesting confirmation from the general manager and the rest of the governing council that <i>"we have an established quorum."</i>
D.9. Governing Body does not go beyond agenda:	Yes. Only items listed on the agenda were discussed.
D.10. No evidence of rolling quorum (where members have collective met to discuss or take action outside of a noticed public meeting): <ul style="list-style-type: none"> • This includes discussions OR votes by e-mail. • This includes discussions OR votes by phone. 	No rolling quorum observed. As a note, according to the school's bylaws <i>"a quorum shall consist of no less than three [3] members of the BOARD"</i> (p. 7).
D.11. Governing Body complies with duty to monitor staff and asks probing and meaningful questions:	Yes. For example, During the <i>"2017 School Report Card"</i> presentation the Chair and other Directors asked staff to further elaborate on their statement that the ASK Academy was <i>"1 in 10 charter schools"</i> who received a letter grade of <i>"A"</i> from the state. Mr. Stephenson (E & D Director) explained each category of the report card (e.g., bonus points, opportunity to learn, etc.). A more specific question was posed by Mr. Short who asked, <i>"I know that A's are hard to keep. Is there some kind of schematic system you guys are using [to keep the positive progress going]?"</i> Mr. Stephenson and other staff (e.g., Mr. Barbour) provided clarity to additional questions. For example,

Mr. Stephen responded, “we let ‘that’ [i.e., evaluation of schools by the state] data drive us” in regards to “strategizing” efforts to achieving a letter grade of “A” across multiple years. Mr. Busse spoke about “our lower-quartile...those kids are every bit as important to us [as much as high achieving students].” Dr. Forrester qualified for other Directors (when questions arose as to how the letter grade is calculated and by whom) that “the A’s are more stand-alone categories...[whereas]” some areas are impacted by other factors. Mr. Barbour added, “I can very much answer those questions [i.e., specific mathematical formulas and procedures used that contribute to school grades] for you” given his “mathematical background” and extensive research on the calculation approaches that the NMPED employs.

Another specific question regarding the presentation on the academic achievement data by staff was posed by Mr. Smith who asked, “What’s the N size of each group [during each year gesturing to the PowerPoint presentation]?” Mr. Barbour responded with the N sizes for each year and further elaborated on the increasing number of scholars from one year to the next.

Dr. Gonzales (Director) asked further probing questions “How do we deal with disadvantaged students...how are we helping them pay for their test prep course?” at which time Mr. Stephenson and Mr. Barbour responded accordingly. Dr. Gonzales further posed (comment) “If we look at improving our state standing from a cynical point of view how much would it cost [to provide financial assistance to students identified as disadvantaged]?” The comment and ensuing discussion appeared to bolster support for both improving academic performance of lower performing students, while at the same time improving overall performance of the school.

Although the above examples did not require action by the governing council (i.e., a vote) the discussion on student academic performance was in-depth and lengthy (i.e. over 30 minutes in duration).

D.12. Governing Body evidences duty of good faith by

At the outset of the meeting Mr. Smith asked for a

<p>conducting due diligence or requesting an understanding of a subject matter prior to a vote:</p>	<p>motion to approve the <i>“consent agenda.”</i> Mr. Kolessar interjected and asked the council to amend the August 10 minutes.</p> <p>Although no vote took place, during the general manager update, Mr. Kolessar asked, <i>“You mentioned 500 something...it’s my understanding we get money in the fall based on?”</i> Mr. Dan Barbour provided an explanation of <i>“prior-year funding.”</i> The conversation took place on possible <i>“emergency distribution”</i> that the school has never asked for in the past.</p> <p>Aside from Agenda Item #VI <i>“Consent Agenda”</i> and Item #VIII <i>“Closed Session”</i> no other items required a vote that resulted after discussion.</p>
<p>D.13. Governing Body evidences knowledge of the school mission, vision, or contract requirements:</p>	<p>Yes. The agenda included presentation from <i>“scholars”</i> that illustrated (literally) the mission and material terms of the charter (see Appendix A at the end of this report). For example, 6th grade <i>“bio-medical team”</i> students presented to the governing council by explaining their project which focused on developing prosthetics customized for patients based on their unique backgrounds (e.g., athlete or child). A group of students, for example, spoke about <i>“Elisse”</i> (fictional client). Other students presented on their prosthetic project. Some council members asked questions (e.g., <i>‘How tall is he?’</i>) which the students answered (i.e., emphasizing that each prosthetic project was custom-made for specific patient’s unique needs). Mr. Smith also asked a probing question rooted in the material term of providing students <i>“hands-on project learning”</i> in which he asked, <i>“It was nice you talked about the person you help. How did that impact your design?”</i> Students responded accordingly.</p>
<p>D.14. The meeting is conducted in a professional manner and conflicts are resolved:</p>	<p>Yes. Cordial interactions were observed. For example, Mr. Stoliker greeted every community member prior to the start of the meeting. During the meeting, while each member or staff was presenting others waited their turn to speak.</p>
<p>D.15. Governing Body evidences duty not to administrate:</p>	<p>Not observed. The governing council was not observed administrating or engaging in day-to-day operations of</p>

the school.

E. BEST PRACTICES (not required)

E.1. The governing body accesses and uses relevant information from multiple sources:	Yes. For example, Mr. Stephenson (although not a council member) presented on data that included comparison of student performance on standardized assessments (e.g., the ACT) to national and state outcomes.
E.2. The governing body allows appropriate time needed to discuss items:	Yes. For example, the governing council allowed over 30 minutes of presentation/discussion on the topic of student achievement (i.e., Agenda Item #VII[a] and [b]).
E.3. Governing body discusses both the positive and negative consequences of decisions:	Yes. For example, see previous comments made by Dr. Gonzales that engaged members and staff on the cost-benefit (as well as benefit for the individual student and school) of targeted assistance for disadvantaged students.
E.4. The Governing Body works towards consensus:	Not observed. There were no diverging viewpoints or positions on the items that were discussed.
E.5. The governing body takes time to reflect and evaluate their processes and actions:	Not observed.
E.6. The Governing Body takes roll call votes in order to provide transparency in the voting process:	Observed.

F. OMA COMPLIANCE (required)

I. OPEN MEETINGS (OMA § 10-15-1 (B)-(F))

F.I.1. Quorum Present:	Yes.
F.I.2. Governing Body discusses public policy, public business, or takes action.	Yes. Specific items listed on the agenda were the only items discussed.
F.I.3. Reasonable advance notice of the meeting has been provided to the public:	Yes. The meeting notice was provided 72 hours prior to the scheduled meeting on The ASK Academy School website.
F.I.4. Notice complies with the school's annual OMA resolution:	Yes.

F.I.5. Notice complies with the date, time, & location of the meeting:	Yes.
F.I.6. Public notice include an actual agenda or information on how the public may obtain a copy of the agenda:	Yes.
II. Meeting Agenda (OMA § 10-15-1 (F))	
F.II.1. Agenda include a list of specific items the governing body intends to discuss or transact at the meeting:	Yes. Specific items were listed for discussion and/or action.
F.II.2. Agenda clearly describes agenda items that the governing body intends to discuss or act on during the meeting in order to give adequate public notice:	Yes.
III. Telephonic Participation (OMA § 10-15-1(C))	
F.III.1. By law or rule authorizes members to participate by conference telephone or similar communication equipment:	No. The bylaws do not contain authorization for members to participate by conference telephone or other electronic means.
F.III.2. Governing Body or Governing Body member identifies why it is "difficult or impossible" for that member to attend the meeting in person:	Not observed.
F.III.3. Each governing body member participating telephonically is identified when speaking:	Not observed.
F.III.4. All participants are able to hear each other at the same time and members of the public attending the meeting are able to hear any member of the public body who speaks during the meeting:	Not observed.
IV. Closed Meetings (OMA §§ 10-15-1 (H) & (I))	
F.IV.1. Motion for closed meeting made is made by a roll call vote:	Observed.
F.IV.2. The authority for closure and the subject to be discussed shall be stated with reasonable specificity in the motion calling for the vote on the closed meeting:	Observed.
F.IV.3. Subjects are limited to one of the following items: <ul style="list-style-type: none"> • Discussion of the hiring, promotion, demotion, dismissal, assignment or resignation of a public employee, or the investigation or consideration of complaints or charges against a public 	Observed.

<p>employee.</p> <ul style="list-style-type: none"> • Discussions of personally identifiable information about an individual student. • Discussions of collective bargaining strategy. • Discussions of sole source purchases that exceeds \$2500 or of the contents of competitive sealed proposals during the contract negotiation process. • Meeting with the GB counsel but only pertaining to threatened or pending litigation. • Discussion of the purchase acquisition or disposal of Real Property (Land) ○ Any other matter on the advice of the Governing Body’s counsel where governing body has reasonably identified the subject and authority. 	
<p>IV.4. Following Closed Meeting. The governing body makes a statement that sufficiently conveys the following, “matters discussed in the closed meeting were limited only to those specified in the motion for closure”:</p>	<p>Not observed.</p>
<p>V. Minutes (OMA § 10-15-1(G))</p>	
<p>F.V.1. Draft minutes were available within 10 days:</p>	<p>Yes. Draft minutes were provided September 22, 2017. The governing council meeting took place September 14, 2017.</p>
<p>F.V.2. Minutes contain date, time and place of meeting:</p>	<p>Yes. Date, time, and place of the meeting were included.</p>
<p>F.V.3. Include the names of all members of the governing body attending the meeting:</p>	<p>Yes. All members attending the meeting were listed in the draft minutes.</p>
<p>F.V.4. Include the names of all members of the governing body that were absent from the meeting:</p>	<p>Yes. No members were listed as absent.</p>
<p>F.V.5. Include a description of the substance of all proposals considered during the meeting; and</p>	<p>Items that were discussed and/or acted-upon include: (a) family and teacher satisfaction surveys, (b) financials (e.g., February bank reconciliations and cash</p>

	report), (c) budget adjustment requests (BARs), (d) update on families, development, bilingual application, and academic excellence, (e) policies (e.g., FERPA, background check, personal time off, T&E, and parent advisory committee), and (f) closed session (e.g., collective bargaining and executive director evaluation/contract discussion).
F.V.6. A record of any decision made and votes taken that shows how each member voted: <ul style="list-style-type: none"> • Unanimous votes are exempt from this requirement unless: <ul style="list-style-type: none"> ○ A governing body member abstains OR ○ A roll call vote is required such as in the case of voting to close a meeting or open a meeting. 	Yes. None of the items discussed and acted upon included “ <i>nay</i> ” votes. All were “ <i>yea</i> ” votes.
F.V.7. Closed Meeting – Minutes record the authority for closure and the subject discussed :	Not observed.
F.V.8. Closed Meeting -- Include the names of all members of the governing body attending the meeting:	Observed.
F.V.9. Closed Meeting – Minutes record a statement that sufficiently conveys the following, “matters discussed in the closed meeting were limited only to those specified in the motion for closure”:	Observed. For example, the draft minutes stated, “ <i>All matters discussed in the closed meeting were limited only to those specified in the motion for closure.</i> ”

G. NOTES

G.1. Review of by laws or other materials:
CSD staff reviewed bylaws and Open Meetings Act (OMA annual resolution). Procedures for conducting the meeting aligned with the school’s bylaws and OMA annual notice resolution.
G.2. Record of conversation at meeting:
Discussion and/or action items included: (a) scholar presentation, (b) consent agenda, (c) reports (e.g., by General Manager, PED Annual Monitoring Visit, and Performance Contract Results, and (d) closed session.
G.3. Strengths:
The governing council discussed and/or took action only on items that were listed on the agenda. Agenda provided specificity on topic discussed during closed session (i.e., real estate acquisition). Governing council held management and staff accountable through discussion (e.g., asking probing questions during their presentations on academic performance of students).

Governing council members sought clarity on a number of items (e.g., ACT performance and school letter grade of 'A' for 2017).

Draft minutes were available within 10-days of the meeting (see NM Stat § 10-15-1[G]).

G.4. Concerns:

September 14, 2017 regular meeting minutes should document or record statutory authority used by the council that allows for the closed session to take place. Statute specifies that *"the authority for the closure and the subject to be discussed shall be stated with reasonable specificity in the motion"* (see NM Stat § 10-15-1[I][1]). For this particular closed session it would be appropriate to cite NM Stat § 10-15-1[H][8]) which states, (8) *"meetings for the discussion of the purchase, acquisition or disposal of real property or water rights by the public body."*

G.5. Other:

None.

Appendix A

Mission and Material Terms of Charter

Mission

The ASK Academy will emphasize science, technology, engineering, and mathematic (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. The ASK Academy will provide multiple opportunities for scholars to demonstrate attitudes, skills and knowledge of the core standards through independent learning experiences

Educational Program of the School

The ASK Academy takes all students (through a lottery process) who strive to pursue one of the two focused Pathways – Biomedical Sciences or Engineering & Design. ASK offers a project-based, hands-on approach to the Common Core State Standards (CCSS) with activities within and beyond the classrooms keeping students highly engaged in their learning. Short-cycle assessment data are used to identify skill deficits and differentiate instruction. Technology-based testing for classroom, as well as state standardized testing, is a familiar format for ASK scholars making the move to PARCC assessment an easy transition.

ASK Academy is committed to providing its scholars learning opportunities that will prepare them for successful entry into post-secondary education, higher education, and/or careers in the engineering or biomedical fields.

Student – Focused Term(s).

The ASK Academy requires more credits to graduate, four more than the state graduation requirement of 24 unless otherwise modified in a student's IEP. Within the 28 credits, scholars are required to take at least one full credit of Advanced Placement, Dual Credit, or Distance Learning courses. ASK Scholars are highly encouraged to experience all three prior to graduation.

Scholars at ASK Academy are highly engaged in their “hands-on project learning” approach to curricular content. ALL classes, and even each lesson, have standards for performance listed “up-front” so scholars always know expectations for achievement, which we believe increases their level of engagement.

Curricular activities may include, but are not limited to: ASK Robotics Club (which has both curricular and extracurricular components), Research in Action, Career Pathways, SLATE Conferences, and Veterinary Science Bio Park Scavenger Hunt.

The intervention program supports scholar success and builds connections to the Academy. Relationships are built between Project Managers and a significant number of scholars. Scholars attend voluntarily to obtain help from their project managers or work with other scholars on projects. This unique intervention is part of the project

managers' contracted time that provides a system of support for scholar success. It further provides the time for scholars to develop appropriate relationships with their project managers increasing the likelihood of achieving the ASK Academy mission.

The Career Pathways class helps scholars explore the questions "Who am I?", "What do I want?", and "How do I get there?" In this class, scholars think about their future every day. Scholars create and use an electronic portfolio throughout their four years. The curriculum teaches scholars how to develop a plan for the future, track their plan, and adjust their plan as they grow and mature. It also provides a platform for scholars in the same grade to share common experiences and knowledge. Every year scholars are required to present their academic success and progress.

Teacher – Focused Term(s).

One ½ day a week are reserved for manager professional learning. The school has formalized their professional development efforts.

Parent – Focused Term(s).

Parents regularly volunteer for scholar competitions, presentations, and field trips. All parents are scheduled to participate in scholar-led conferences examining their progress in detail each semester.

Dear ASK Academy Board Members,

My name is Lindsey Bomke. I am very interested in serving as a member of the ASK Academy Governance Council. I am a registered nurse and currently work as the Director of Clinical Education at Sandoval Regional Medical Center. I recently completed a Master of Science in Nursing Leadership program. My previous education and work experiences are included in my resume.

I would truly enjoy serving on this board to facilitate the future successes of this school. I am very impressed with the mission, curriculum, and design of the various programs. I believe my education and work experience would allow me to provide valuable insight. I am invested in our community and the success of the next generation of STEM field professionals.

Thank you for your consideration.

Lindsey Bomke, RN, MSN

LINDSEY BOMKE, RN, MSN

PROFESSIONAL SUMMARY

Skilled and experienced registered nurse looking for a challenging role in the field of nursing leadership. Able to utilize critical thinking skills, communicate with other disciplines as well as fellow coworkers, and provide emotional support for patients and families. Excellent communication and leadership skills.

EXPERIENCE

- UNM Sandoval Regional Medical Center**
October 2016-present
Rio Rancho, NM
Director Of Clinical Education
Developed education programs for patient care staff. Standardized new hire nursing orientation. Coordinated American Heart Association affiliation to provide in-house instruction for Basic Life Support, Advanced Cardiac Life Support, and Pediatric Advanced Life Support. Managed all competencies related to patient care, ensuring competencies evaluated evidence based practice.
- February 2013-October 2016
Manager/Director of ICU and House Supervisors
Provide leadership support for 50 staff members including RNs and patient care technicians. Founder and chair of hospital Multidisciplinary Practice Council designed to evaluate and implement evidence based practice at the bedside. Chair of Sepsis committee, responsible for implementing and auditing best practice for sepsis patients and organizing education efforts associated with sepsis. Designed hospital clinical orientation program: a 2 day didactic program to educate new hire RNs, patient care technicians, and paramedics on the fundamentals of patient care at SRMC. As a member of the SRMC Values Committee, assisted in the development of and training towards leadership rounding which has been key in improving the hospital communication, reducing turnover, improving morale, and providing leadership presence on the units. Assumed responsibility for creating an inpatient dialysis program and continue to oversee the operations of the contractor. Served as a hospital representative in implementing a health system wide patient transfer/bed board system. Active, voting member of Pharmacy and Therapeutics committee and Medical Staff and Hospital Quality committee. Active representative at LAPG committee, medication safety committee, and environment of care committee.
- April 2012-February 2013
House Supervisor
Provided not only bed control and daily operational leadership for the hospital staff but also clinical support and education. Developed and implemented rapid response and medical emergency team. Utilized evidence based practice to write patient care polices and procedures as well as developing nursing competencies for clinical staff prior to new hospital opening.
- March 2011- April 2012
Christus St Vincent Hospital
Santa Fe, NM
Registered Nurse/Charge Nurse Intensive Care Unit
Managed care of cardiac, medical, surgical, neurological, and trauma critical care patients. Served as charge nurse of the 18-bed ICU, facilitating the flow of patients into and out of the ICU, as well as a resource for fellow RNs. Excelled as a mentor and preceptor for new staff. Taught Intra-Aortic Balloon Pump didactic course for ICU and cath lab RNs.

August 2004-
February 2011

Community Heart and Vascular (The Indiana Heart Hospital)
Indianapolis, IN

Registered Nurse/Charge Nurse **SICU/PACU**

Provided total patient care from admission to discharge for post-operative open heart and vascular surgical patients; experienced with ventilators, swan-ganz catheters, arterial lines, continuous cardiac output/SvO2 machines, titrating multiple vasoactive drips, balloon pumps, temporary pacemakers, continuous hemodialysis machines (CVVH); discontinued chest tubes, swans, arterial lines and sheaths.

Experience as charge nurse serving as a mentor for coworkers and overseeing the flow of patients into and out of ICU. Active member of Practice Team Committee, implementing current nursing research into practice. Worked on Blood Conservation LEAN Committee. Served as a preceptor for Indiana University and Purdue University capstone students, helping them transition from the role of student to nurse in their final semester of school.

Assisted with implementation and training of staff in the use of new Centricity clinical information system computerized charting and electronic medication administration record.

January 2001-
August 2004

The Indiana Heart Hospital
Indianapolis, IN

Patient Support Partner/ Student Nurse Extern **SICU/PACU**

Assisted RN in providing patient care for immediate post-operative cardiac surgical patients. Provided basic skin care, range of motion exercises, dressing changes, phlebotomy.

EDUCATION

August 2004 **Indiana University**
Indianapolis, IN
Nursing - Bachelor of Science

September 2014-
June 2016 **University of New Mexico**
Albuquerque, NM
Medical Leadership Academy Certificate

September 2015-
September 2017 **Grand Canyon University**
Phoenix, AZ
Masters of Science in Nursing Leadership

CERTIFICATIONS

Advanced Cardiovascular Life Support (ACLS)
Pediatric Advanced Life Support (PALS)
Cardiopulmonary Resuscitation and AED (BLS)
Basic Life Support Instructor (2008-2014, 2016-present)
Advanced Cardiovascular Life Support Instructor (2011-2014, 2016-present)
Trauma Nurse Certification (TNCC)

PROFESSIONAL AFFILIATIONS

Registered Nurse License issued by New Mexico Board of Nursing
Member American Association of Critical-Care Nurses
Member New Mexico Organization of Nurse Leaders
Member New Mexico Nursing Education Consortium