



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

The ASK Academy

Governing Council Meeting

The ASK Academy Commons
4550 Sundt Road NE, Rio Rancho, NM

Open & Closed Sessions
May 10, 2018, 6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Mike Smith	Chair
X	Dr. Denise Gonzales	Vice Chair
X	Dr. Jeanne Forrester	Secretary
	Edgar Short	Director
X	David Stoliker	Director
X	Lindsey Bomke	Director
X	Michael Malloy	Director
ASK Academy Members		
	Dan Busse	General Manager
X	Dan Barbour	Assistant Gen Mgr
X	Constance Dove 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** – 6:31 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Scholar Presentation** – Mr. Stephenson introduced scholars Alex Miera, Adam Hardy, Rodney Reichert, Haely Katt and James Sandusky. Project Manager Sean Hurley submitted an application to MIT and was approved for a grant called “InvenTeam MIT.” The grant allows scholars to gather STEM skills to solve real world problems. Other Project Managers involved were Mrs. Plomaritas, Mr. Stephenson and Mr. Montoya. The scholars’ project of choice was to design an emergency response glove to be used by emergency first responders when in rural areas or other situations when hospital access is far or limited. The scholars’ interests include CAD, programming, electronics and prosthetics. Each team member created a concept drawing and explained their brainstorming process. They want the glove to be able to do things such as take vitals, be able to provide defibrillation and possibly have a smart phone attached for multiple purposes. They will work as a team for the final design. 15 teams will be chosen from 35 for final development. They plan to interview EMTs to gather data for the project. The Board posed questions about dealing with situations such as inclement weather and lack of cell service. Other suggestions included actually putting it on the patient, treating for hypothermia and having an EKG attached. The scholars have applied to do a TED Talk on this project. Mr. Malloy congratulated the scholars.
- VI. **Meet the Project Manager** – Sean Hurley teaches CAD and building design. He has been teaching for 3 years and was an EMT in the Army Reserve, as well as an instructor while in the Navy. He has a Master’s Degree from UNM. He stated that he loves

teaching at ASK and that his goal is to get our scholars and their projects to a national level. When asked what he needs to help succeed, he mentioned a 3D printer that can do more sophisticated tasks. He also stated that we need “makerspace,” a place to do all the hands-on work. Dr. Forrester suggested looking for financial partners to help with the cost.

VII. **Consent Agenda** – Dr. Forrester made a motion to approve the consent agenda and Dr. Gonzales seconded. Discussion: Mr. Stoliker asked for an explanation of item l. Mrs. Dove Castilleja explained that this is an annual form that must be signed and attached to the Lease Assistance award. It explains what constitutes conflict of interest. For item j, Mr. Barbour explained the changes in the salary schedule for 2018-2019 including the salary increases from the state. Item k was tabled because the application is not yet available. The motion passed unanimously 6 to 0.

- a. **Approve Minutes of April 12, 2018**
- b. **Financial Monthly Report**
- c. **General Fund BAR 520-000-1718-0019-I**
- d. **General Fund BAR 520-000-1718-0020-I**
- e. **General Fund BAR 520-000-1718-0021-I**
- f. **General Fund BAR 520-000-1718-0022-I**
- g. **General Fund BAR 520-000-1718-0023-M**
- h. **General Fund BAR 520-000-1718-0024-M**
- i. **Flowthrough BAR 520-000-1718-0025-IB**
- j. **2018-19 ASK Salary Schedule**
- k. **Special Education IDEA-B Application**
- l. **PSFA Conflict of Interest Form: Lease Assistance**

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

- a. **General Manager Update** – Assistant General Manager Dan Barbour gave the update in Mr. Busse’s absence.
 - * 15 teams of ASK Scholars will participate at RoboRAVE this weekend.
 - * The Middle School Science Expo was held this week where scholars presented their projects.
 - * We will offer 13 dual enrollment classes next year.
 - * Boys and Girls Club will use our building this summer.
 - * Teacher appreciation week – the ASK community brought food items in all week for the staff.
 - * Staff doing additional training this summer includes sessions for teaching digital electronics and engineering design/development; other classes to be added next year include AP computer science, data science and calculus.
 - * The drawing for perfect attendance will be held soon; the winner receives \$2500.00 and is sponsored by a car dealer. ASK scholars have won in the past.
 - * We will be purchasing more laptops for next year.
 - * AP testing is currently going on as we approach the end of the year.
 - * We will be adding 4 new positions next year including a Dean of Students and Achievement Coach.
 - * We will meet tomorrow with the PEC in Santa Fe regarding an amendment to our Performance Contract addressing length of school day and instructional hours for the year.
 - * We just concluded NWEA testing to meet our Performance Contract.
 - * It was just announced in *US News and World Report* that ASK was ranked 6th in the state and in the top 10% of the nation for quality schools.
 - * Scholars and staff will enjoy a Bar-B-Q the last Tuesday of the school year, provided by parents.
 - * Graduation will be Saturday May 19th at Cleveland High School Performing Arts Center. Board needs to be there at 2:00 p.m.
 - * Mr. Stephenson presented a bar chart to the Board, showing comparisons of ASK to other schools in our area and showing why we were named #6 in the state. We have nearly 80% of scholars that take AND pass AP tests. He explained how we try to make clear our expectations to prospective scholars. Dr. Gonzales stated that we need to have a goal to keep working at raising our level, equipping our scholars and encouraging them to take AP tests.
 - * An explanation of the AP testing process was explained as well as the PARCC testing process.
- b. **ASK 2018-19 Budget** – Mr. Barbour went over highlights of the 2018-2019 Budget. The budget balances expenditures with revenue. He explained that some funding items still need an award letter before they can be shown in the budget, however they are included in the expenditures. It has been announced that we could see a 20% decrease in funds received for lease assistance, but we will not know for sure until possibly September. SB-9 funding can be used for lease payments on the building, once our LPA is approved or for technology. Health insurance premiums will rise by 4% for both employees and employers next year in October. He explained how the administrative portion of the budget must not exceed 30% of the total. He went through individual line items and explained how we arrived at the numbers. We will receive an additional distribution in June. We will encumber for only 6 months for some vendors and then re-evaluate at the end of those 6 months. The proposed budget reflects the current building only and is based on an enrollment of 520 scholars. If we do not meet the 520 mark, the financial impact will be about \$25,000.00. Dr. Forrester made a motion to approve the 2018-2019 Budget, Dr. Gonzales seconded, there was no discussion and the motion passed unanimously, 6 to 0. Another motion was made by Mr. Stoliker to give budget authority for BAR approval to Mr. Barbour and Alyssa Lucero from The Vigil Group until the August 2018 meeting and Dr. Forrester seconded. There was no discussion and the motion passed unanimously, 6 to 0.

- c. **Nominating Committee Update** – Dr. Forrester previously volunteered for this duty however Mr. Stoliker assumed the duty. At the June meeting, the Board will see the nomination list for next year’s officers and elections will take place for the 2018-2019 school year. Appreciation went out to Mike Smith for his leadership as Chair these last 3 years. Dr. Gonzales stated that she would accept whatever position she was nominated for.
- d. **Board Training Update** – One member still needs training and is registered.

IX. **Closed Session** – Mr. Smith read NM Stat §10-15-1 [H][8] regarding entering into closed session to discuss Real Estate Acquisition. He then made a motion to go into closed session, Dr. Gonzales seconded, there was no discussion and the motion passed unanimously 6 to 0. After closed session, Mr. Smith made a motion to return to open session, Dr. Forrester seconded. Discussion: Mr. Smith 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. **Real Estate Acquisition NM Stat §10-15-1 [H][8]**
- b. **Limited Personnel Matters NM Stat §10-15-1 [H][2]**

X. **Possible Action Related to Limited Personnel Matters** - Dr. Forrester made a motion to offer Mr. Busse the agreed upon salary for a 2 year contract and Dr. Gonzales seconded. Discussion: This amount represents a 5.5% increase in 2 steps over the length of the contract; the sensitivity of teaching staff was discussed. The motion passed unanimously 6 to 0.

XI. **Announcements**

- a. **Graduation, May 19, Cleveland HS Concert Hall, 3:00 pm, Board Members arrive at 2:00 pm**
- b. **Next Governing Council Annual Meeting is June 7, 2018**
- c. Mrs. Dove Castilleja needs photos for the plaque that will be placed in the front office.

X. **Adjournment** – 9:03 p.m.



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

The ASK Academy
Governing Council Special Meeting
 Cleveland High School, Concert Hall
 4800 Laban Rd NE, Rio Rancho, NM 87144
 Open & Closed Sessions
 May 19, 2018, 1:30 pm

Minutes

Attendance:

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

- I. **Call to Order** – 1:35
- II. **Establishment of Quorum** – established by introduction
- III. **Reports, Discussion and Possible Action**
 - a. **Resolution for Lease Purchase Agreement** – The lease agreement is between the School and ASK Foundation for the 6th Grade Academy building. It will be the same arrangement as with the main school building. Ms. Bomkey made motion to approve the Lease Purchase Agreement with typographical corrections by the attorney and Mr. Stoliker seconded. Discussion: Mr. Stoliker asked if there would be any penalty for early payout and Mrs. Castilleja responded no. Interest is due until payout date. The ASK Foundation has the real estate contract with Rachel Matthew which states that payout cannot occur before 10 years; it is a 25 year agreement. The motion passed unanimously 3 to 0.
 - b. **Facility Master Plan** – This was submitted by the State earlier in 2017, however the State changed the template and required us to resubmit the plan. This plan needs to be in place in order to receive our lease assistance award. Dr.

Forrester made a motion to approve the Facility Master Plan, in the new format, and Ms. Bomkey seconded. Discussion: Mrs. Castilleja will note upon submission that the Plan was reapproved in the new format. The motion passed unanimously 3 to 0.

IV. Closed Session – Dr. Forrester read NM Stat §10-15-1 [H][8] regarding entering into closed session to discuss Real Estate Acquisition. She then made a motion to go into closed session, Ms. Bomkey seconded, there was no discussion and the motion passed unanimously 3 to 0. After closed session, Dr. Forrester made a motion to return to open session and Ms. Bomkey 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 3 to 0.

a. Real Estate Acquisition NM Stat §10-15-1 [H][8]

V. Announcements

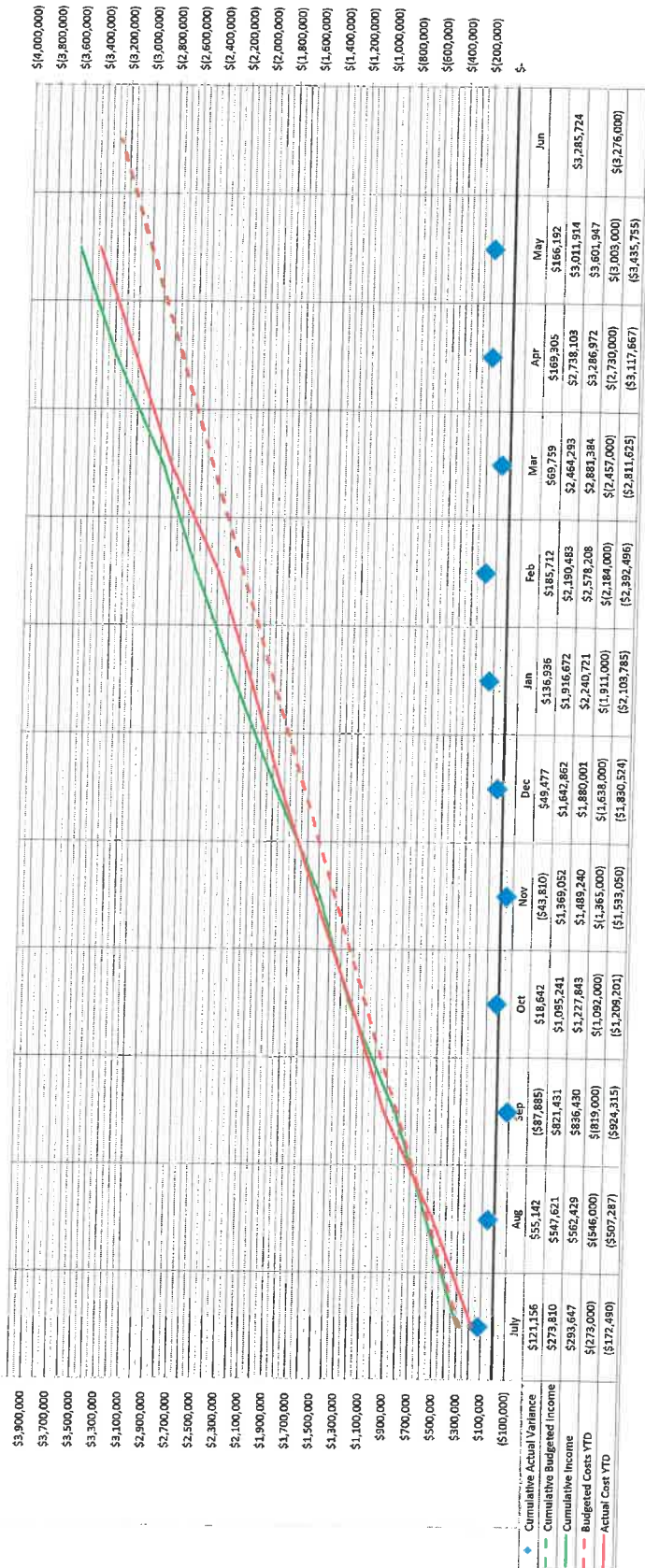
a. Next Governing Council Annual Meeting is June 7, 2018

X. Adjournment – 1:55 p.m.

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 Melanie 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 Melanie at 505.891.0757 if a summary or other type of accessible format is needed.

BUDGET AND FORECAST

Income & Variance Axis



ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET

BUDGETS	YTD Total											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Budgeted Income	\$ 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	\$(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	\$ 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)	\$(819,000)	\$(1,092,000)	\$(1,365,000)	\$(1,638,000)	\$(1,911,000)	\$(2,184,000)	\$(2,457,000)	\$(2,730,000)	\$(3,003,000)	\$(3,276,000)
Cumulative Budget Variance	\$ 810	\$ 621	\$ 431	\$ 241	\$ 52	\$ 862	\$ 672	\$ 483	\$ 293	\$ 103	\$ 914	\$ 724

ACTUALS	YTD Total											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Income	\$ 293,647	\$ 268,782	\$ 274,001	\$ 391,413	\$ 261,396	\$ 390,762	\$ 360,720	\$ 337,487	\$ 303,176	\$ 405,588	\$ 314,975	\$ 314,975
Cumulative Income	\$ 293,647	\$ 562,429	\$ 836,430	\$ 1,227,843	\$ 1,489,240	\$ 1,880,001	\$ 2,240,721	\$ 2,578,208	\$ 2,881,384	\$ 3,286,972	\$ 3,601,947	\$ 3,916,922
Monthly Costs	\$(172,490)	\$(334,796)	\$(417,029)	\$(284,886)	\$(323,849)	\$(297,475)	\$(273,261)	\$(288,711)	\$(419,130)	\$(306,042)	\$(316,088)	\$(316,088)
Cumulative Cost	\$(172,490)	\$(507,287)	\$(924,315)	\$(1,209,201)	\$(1,533,050)	\$(1,830,524)	\$(2,103,785)	\$(2,392,496)	\$(2,811,625)	\$(3,117,667)	\$(3,435,755)	\$(3,751,843)
Monthly Variance	\$121,156	\$(66,914)	\$(687,028)	\$106,527	\$(269,453)	\$642,877	\$(843,065)	\$(65,234)	\$(208,451)	\$(712,464)	\$(620,781)	\$(636,868)
Cumulative Actual Variance	\$121,156	\$ 55,142	\$(87,885)	\$18,642	\$(43,810)	\$49,287	\$(136,936)	\$185,712	\$(69,759)	\$(169,805)	\$(311,811)	\$(645,724)

MONTHLY VARIANCES	YTD Total											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Income Variance	\$ 19,836	\$(5,028)	\$ 191	\$117,603	\$(12,414)	\$116,951	\$ 86,910	\$63,676	\$29,366	\$ 131,778	\$41,164	\$(273,810)
Cumulative Income Variance	\$19,836	\$14,808	\$14,999	\$132,602	\$120,188	\$237,139	\$324,049	\$387,725	\$417,091	\$548,869	\$590,033	\$316,223
Monthly Cost Variance	\$(172,490)	\$(61,796)	\$(144,029)	\$(11,886)	\$(50,849)	\$(24,475)	\$(261)	\$(15,711)	\$(146,130)	\$(33,042)	\$(45,088)	\$(273,000)
Cumulative Cost Variance	\$(172,490)	\$(234,286)	\$(378,315)	\$(490,201)	\$(541,050)	\$(565,675)	\$(641,936)	\$(657,147)	\$(803,277)	\$(836,319)	\$(881,407)	\$(1,154,407)

YEAR TO DATE VARIANCES	YTD Total											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Budgeted Income YTD	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100	\$ 2,738,100
Actual Income YTD	\$ 2,936,470	\$ 2,687,820	\$ 2,740,010	\$ 3,914,130	\$ 2,613,960	\$ 3,907,620	\$ 3,607,200	\$ 3,374,870	\$ 3,031,760	\$ 4,055,880	\$ 3,149,750	\$ 3,149,750
% Total YTD Income Variance	9%	-17%	25%	37%	45%	57%	76%	88%	100%	100%	110%	110%
Budgeted Costs YTD	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)	\$ (2,730,000)
Actual Cost YTD	\$ (1,724,900)	\$ (507,287)	\$ (924,315)	\$ (1,209,201)	\$ (1,533,050)	\$ (1,830,524)	\$ (2,103,785)	\$ (2,392,496)	\$ (2,811,625)	\$ (3,117,667)	\$ (3,435,755)	\$ (3,751,843)
% Total YTD Costs Incurred	63%	18%	34%	44%	56%	67%	77%	88%	103%	114%	125%	137%
% Total YTD Cost Variance	-37%	33%	-41%	-11%	-12%	-12%	-10%	-10%	-14%	-14%	-15%	-15%

YEAR END PROJECTIONS	YTD Total											
	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Projected Income Variance	\$ 208,035.36	\$ 88,849.62	\$ 59,995.92	\$ 397,805.43	\$ 288,450.94	\$ 474,278.42	\$ 555,512.49	\$ 581,587.69	\$ 556,121.56	\$ 658,642.69	\$ 643,672.70	\$ 316,222.98
Projected Cost Variance	\$(616,012)	\$(19,957)	\$ 35,105	\$ 29,300	\$ 33,610	\$ 32,087	\$ 27,541	\$ 26,062	\$ 39,403	\$ 38,767	\$ 39,341	\$ 13,313
Year End Projected Net Variance	\$(377,977)	\$ 69,493	\$ 95,101	\$ 427,106	\$ 322,061	\$ 506,366	\$ 583,053	\$ 607,650	\$ 595,524	\$ 697,409	\$ 683,014	\$ 329,536

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: 520-000-1718-0026-I
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@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 \$320

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	\$320	\$2,136	
Sub Total						\$320		
Indirect Cost								
DOC. TOTAL						\$320		

Justification:

IFY18 Final 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: 520-000-1718-0027-I
 Fund Type: Direct Grant

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@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 26207.0000.41922 \$500

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26207 CNM Foundatio n	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$730	\$500	\$1,230	
					Sub Total	\$500		
					Indirect Cost			
					DOC. TOTAL	\$500		

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:

Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional needs 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: 520-000-1718-0028-T
 Fund Type: Flowthrough

Adjustment Type: Transfer

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@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:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$8,418	(\$1,250)	\$7,168	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$1,000	\$1,000	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$139	\$139	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$20	\$20	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$62	\$62	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$15	\$15	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$4	\$4	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class		\$10	\$10	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Regular Maintenance

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: 520-000-1718-0029-I
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@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 11000.0000.41702 \$350

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$1,243,188	\$350	\$1,243,538	0.01
Sub Total						\$350		0.01
Indirect Cost								
DOC. TOTAL						\$350		

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: 520-000-1718-0030-I
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Increase

Fiscal Year: 2017-2018

Entity Name: ASK Academy

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

Contact: Alyssa Lucero

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@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 11000.0000.41706 \$7,285

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$10,721	\$1,086	\$11,807	
11000 Operational	1000 Instruction	53414 Other Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$16,800	\$1,364	\$18,164	
11000 Operational	2100 Support Services-Students	56113 Software	2000 Special Programs	0000 No Job Class	\$216	\$1,200	\$1,416	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$7,500	\$3,635	\$11,135	
Sub Total						\$7,285		
Indirect Cost								
DOC. TOTAL						\$7,285		

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.



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

Governing Council Meetings 2018-2019

August 9, 2017

September 13, 2017

October 11, 2017

November 8, 2017

December 13, 2017

January 10, 2018

February 7, 2018

March 14, 2018

April 11, 2018

May 9, 2018

June 6, 2019 Annual Meeting

All Meetings held at 6:30 p.m. at The ASK Academy, or as indicated on meeting notice.



A New Mexico Public Charter School

An Educational Pipeline for

Engineering & Design

& Biomedical Science Careers

With 21st Century Design Thinking

Annual Resolution

Policy 104

WHEREAS, The ASK Academy Governing Council met in regular session at 4550 Sundt Road NE, Rio Rancho, New Mexico 87124 on June 7, 2018, at 6:30 pm as required by law; and

WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978, Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times: and

WHEREAS, any meeting subject to the Open Meetings Act requires The ASK Academy Governing Council to determine annually what constitutes reasonable notice of its public meetings;

NOW, THEREFORE, BE IT RESOLVED by The ASK Academy Governing Council that:

- 1. All meetings shall be held at 4550 Sundt Road NE, Rio Rancho, New Mexico 87124, or as indicated in the meeting notice.*
- 2. Unless otherwise specified, regular meetings shall be held each month on the second Thursday. The agenda will be available at least seventy-two hours prior to the meeting posted on the front door of The ASK Academy. Notice of any other regular meetings will be posted on The ASK Academy website www.theaskacademy.org ten days in advance of the meeting date. The notice shall indicate how a copy of the agenda may be obtained.*
- 3. All meetings may be held by telephone conference call or other similar telecommunications or electronic equipment by means of which all persons participating in the meeting can hear each other at the same time. Meetings may also be held with some Directors present, in person, and other directors present via telephonic conference call. All meetings utilizing telephonic conference call shall use such conference telephone, or other equipment, which allows all Directors participating to simultaneously hear each other during the meeting. A Director participating in a meeting by such means shall be deemed to be present in person at the meeting, and any votes therein shall be deemed to carry the same force and validity as an in person vote.*

4. *Special meetings may be called by the Chair or a majority of the members. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least seventy-two hours before any special meeting.*
5. *For the purposes of regular meetings described in paragraphs 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted on the front doors of The ASK Academy. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.*
6. *For the purposes of regular meetings described in paragraphs 2 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted on the front doors of The ASK Academy. Copies of the written notice shall also be mailed to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.*
7. *For the purposes of special meetings described in paragraph 3 of this resolution, notice requirements are met if notice of the date, time, place and agenda is provided by telephone to newspapers of general circulation in the state and posted on the front doors of The ASK Academy. Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.*
8. *In addition to the information specified above, all notices shall include the following language: 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 Melanie 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 assessable formats. Please contact Melanie at 505.891.0757 if a summary or other type of accessible format is needed.*
9. *The ASK Academy may close a meeting to the public only if the subject matter of such discussion or action is expected from the open meeting requirement under Section 10-15-1 (H) of the Open Meetings Act.*
 - (a) *If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of The ASK Academy Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.*
 - (b) *If a closed meeting is conducted when The ASK Academy Governing Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.*
 - (c) *Following completion of an closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting were limited only to those specified in the motion or notice for closure.*

(d) Except as provided in Section 10-15-1 (H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of The ASK Academy Governing Council in an open public Meeting.

The ASK Academy

Adopted: October 13, 2011

Reviewed: June 7, 2018