



A New Mexico Public Charter School

**The ASK Academy**

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

**The ASK Academy  
Governing Council Annual Meeting**

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

Open Session  
June 7, 2018  
6:30pm

**Minutes**

- I. **Call To Order** – 6:33 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Consent Agenda** – Dr. Forrester made a motion to approve the consent agenda, Mr. Malloy seconded, there was no discussion and the motion passed unanimously 6 to 0.
  - a. **Approve Minutes of May 10 & May 19, 2018**
  - b. **Financial Monthly Report**
  - c. **Budget Adjustment Requests**
    - i. **Flowthrough BAR 520-000-1718-0026-I**
    - ii. **Direct Grant BAR 520-000-1718-0027-I**
    - iii. **Flowthrough BAR 520-000-1718-0028-T**
    - iv. **General Fund BAR 520-000-1718-0029-I**
    - v. **General Fund BAR 520-000-1718-0030-I**
  - d. **IDEA-B Special Education Application**
  - e. **Title II-A Professional Development Application**
- VI. **Reports, Discussion and Possible Action**
  - a. **General Manager Update** -
    - \* Mr. Busse acknowledged and thanked Mr. Smith for his service to the ASK Academy as Chair of the Governing Council.
    - \* US News and World Report listed The ASK Academy as the 6<sup>th</sup> best high school in the state and ranked us in the top 10% in the nation. Mr. Busse stated that this was phenomenal.
    - \* Hiring – we are having difficulty getting enough applicants for our open positions, however this is endemic around the state. We strive to maintain quality. We will make an offer to one applicant and have hired a new P.E. manager. We have renewed our subscription with ACES as well as a national website to advertise our positions. Mr. Busse and Mr. Barbour will create a plan B and C in order to make

*Jeanne Forrester*

sure all classes are covered. Substitute teachers will come through ACES as well. Mr. Busse explained that teachers are leaving the state due to the evaluation process. Mr. Short added that teachers are also leaving the field for technology jobs that pay much better. He encouraged leadership team to look at high tech options for the classroom.

- b. **Scholar & Parent Handbook 2018-19** – A change that has been added is Academic Probation and Academic Watch. The Dean of Students, Achievement Coach and Counselor will be involved with the process. Mrs. Dove Castilleja asked that the Board approve the Handbook pending legal review as our attorneys currently have a backlog of work and could not do this before tonight's meeting. Dr. Forrester made a motion to approve the Scholar & Parent Handbook 2018-19 pending legal review; Mr. Short seconded. Discussion: The question was asked if this was the only significant change to the Handbook (a hard copy was on the table for review if needed). Mr. Stoliker asked if there was anything else in the Handbook that might be considered contentious. The Leadership Team responded that we have internal mechanisms to deal with issues that might occur. Mr. Short voiced concern over our rate of growth. Mr. Busse responded that we are building with intention.
- c. **Facility Update** –
  - \*Mr. Smith stated that he met with Mr. Busse, Mr. Barbour and Mrs. Dove Castilleja and was convinced that fiscally we can handle the purchase. Mrs. Dove Castilleja stated that the Facility Master Plan approved by the Board at the Special Meeting on May 19<sup>th</sup> and was approved by the state. The Lease Assistance Application has been submitted and is now 146 pages long. (She went over other entitlement applications as well, totaling nearly \$600,000.00).
  - \*The terms of the lease/lease purchase agreement with the Foundation was reviewed in detail and a resolution to enter into the agreement was passed at the May 19<sup>th</sup> meeting. All documents have been drafted and submitted to the bond holders for formal approval of the purchase and lease with the school. We have verbal approval to proceed.
  - \*The ASK Foundation Board passed a similar resolution to enter into a purchase agreement with Rachel Matthew and a lease/lease purchase agreement with the school. The Foundation will provide up to \$50,000.00 to pay additional costs, as needed. The real estate contract has gone back to the Foundation's attorney for final review. We expect to be under contract this week. The construction period will be approximately 90 days; we are looking at mid-October for completion and possible move in date of November 1<sup>st</sup>. The Leadership Team discussed how they will deal with increased enrollment until the new facility is ready (it will be tight). Mrs. Dove Castilleja stated that the Foundation will need to pay about a half year of taxes until the exemption comes through.
- d. **Recognition of Chair, Michael Smith** – Mr. Smith was recognized for his service as Board Chair for the last 3 years and his 5 years on the Board. The Leadership Team expressed their appreciation for his great leadership and what he has done for ASK. Mr. Smith in return recognized the Board and thanked them for their work and effort. Mrs. Dove Castilleja presented Mr. Smith with an ASK Academy jacket and a card signed by The Leadership Team and board members.
- e. **Appoint 2018-19 Committees: Audit & Finance** – Mr. Smith noted that in recent training, it has been emphasized that there be two separate committees and meetings for audit and finance. It was noted that we are having separate meetings

for each committee. Dr. Forrester suggested that to keep stability during this transition period, current members on both committees should remain in those positions. Dr. Forrester then made a motion to re-elect Mike Smith and David Stoliker to the audit and finance committees, Mr. Short seconded, there was no discussion and the motion passed unanimously 6 to 0.

- f. **Election of 2018-19 Officers** – Mr. Smith made a motion to approve the ballot and elect Dr. Forrester to Chair, Dr. Gonzales to Vice Chair and Mr. Malloy to Secretary. Mr. Short seconded, there was no discussion and the motion passed unanimously 6 to 0.
- g. **Adopt 2018-19 Governing Council Meeting Calendar** - Mr. Short made a motion to adopt the 2018-19 Governing Council Meeting Calendar, Mr. Smith seconded. Discussion: It was noted that years were incorrect and wording showing “2017” should be changed to “2018,” and “2018” to “2019.” It was also decided to change the January meeting date from January 10, 2019 to January 17, 2019. February was discussed but the decision was to leave the date as is. The motion to approve with changes was passed unanimously 6 to 0.
- h. **Adopt Annual Resolution, Policy 104** – Dr. Forrester made a motion to adopt the Annual Resolution, Policy 104, Mr. Smith seconded. Discussion: the only change from last year’s resolution is number three, to be able to meet telephonically or electronically. Mr. Stoliker asked about number five; how do we get meeting notices out? Mr. Stephenson responded that we use local media, our website, and post on the front door of the building. Mr. Stoliker then asked about number 9a; do we ever use roll call for votes. Mrs. Dove Castilleja responded that it is up to the Chair, according to the magnitude of the issue. In addition, voting is almost always unanimous. Policy changes will be on the August Agenda due to lack of time to review. Mr. Malloy asked about By-Laws. It has been three years since review and some dates need to be changed. The Chair can appoint a committee to review them. The motion passed unanimously 6 to 0.

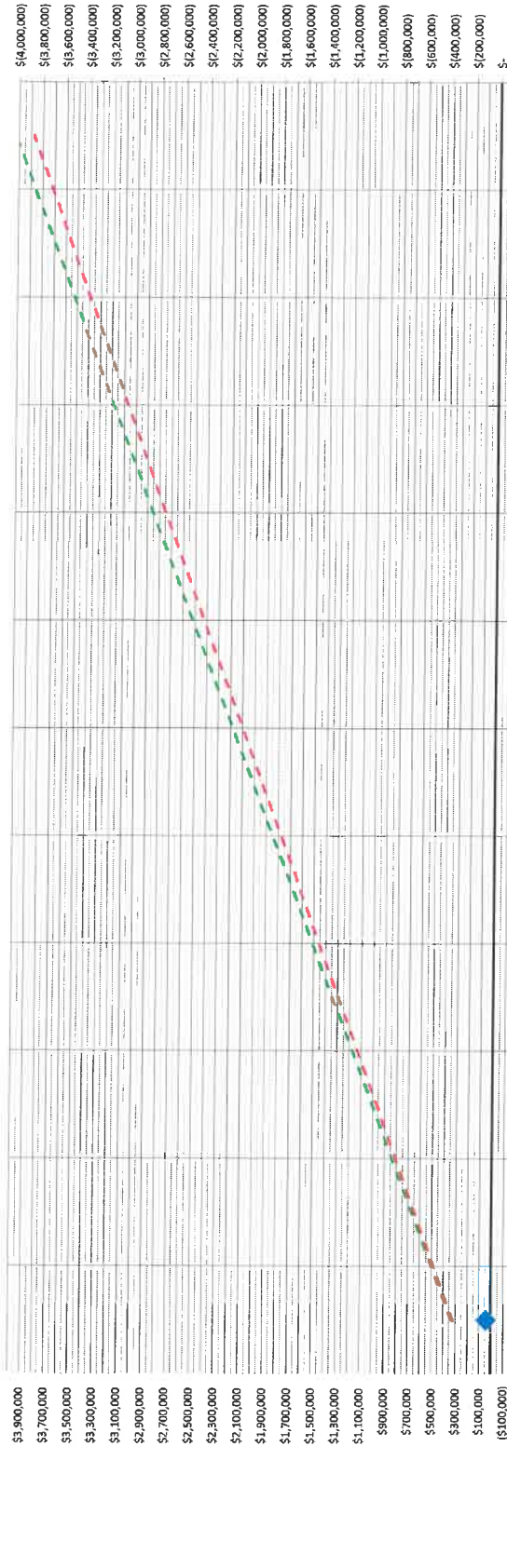
**VII. Announcements**

**a. Next Governing Council Meeting is August 9, 2018**

**X. Adjournment – 7:39 p.m.**

### BUDGET AND FORECAST

Income & Variance Axis



Month	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Cumulative Actual Variance	\$29,781	\$670,677	\$1,006,016	\$1,341,354	\$1,676,693	\$2,012,031	\$2,347,370	\$2,682,708	\$3,018,047	\$3,353,385	\$3,688,724	\$4,024,062
Cumulative Budgeted Income	\$335,339	\$670,677	\$1,006,016	\$1,341,354	\$1,676,693	\$2,012,031	\$2,347,370	\$2,682,708	\$3,018,047	\$3,353,385	\$3,688,724	\$4,024,062
Cumulative Income	\$297,688	\$670,677	\$1,006,016	\$1,341,354	\$1,676,693	\$2,012,031	\$2,347,370	\$2,682,708	\$3,018,047	\$3,353,385	\$3,688,724	\$4,024,062
Budgeted Costs YTD	(\$372,839)	(\$645,677)	(\$668,516)	(\$1,291,354)	(\$1,614,193)	(\$1,937,031)	(\$2,259,870)	(\$2,582,708)	(\$2,905,547)	(\$3,228,385)	(\$3,551,224)	(\$3,874,062)
Actual Cost YTD	(\$258,407)	(\$645,677)	(\$668,516)	(\$1,291,354)	(\$1,614,193)	(\$1,937,031)	(\$2,259,870)	(\$2,582,708)	(\$2,905,547)	(\$3,228,385)	(\$3,551,224)	(\$3,874,062)

**ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET**

BUDGETS	YTD Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Budgeted Income	\$ 4,024,062	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339	\$ 335,339
Monthly Budgeted Costs	\$ (3,874,062)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)	\$ (322,839)
<b>Monthly Budget Variance</b>	<b>\$150,000</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>	<b>\$12,500</b>
Cumulative Budgeted Income		\$335,339	\$670,677	\$1,006,016	\$1,341,354	\$1,676,693	\$2,012,031	\$2,347,370	\$2,682,708	\$3,018,047	\$3,353,385	\$3,688,724	\$4,024,062
Cumulative Budgeted Costs		\$322,839	\$645,677	\$968,516	\$1,291,354	\$1,614,193	\$1,937,031	\$2,259,870	\$2,582,708	\$2,905,547	\$3,228,385	\$3,551,224	\$3,874,062
<b>Cumulative Budget Variance</b>		<b>\$12,500</b>	<b>\$25,000</b>	<b>\$37,500</b>	<b>\$50,000</b>	<b>\$62,500</b>	<b>\$75,000</b>	<b>\$87,500</b>	<b>\$100,000</b>	<b>\$112,500</b>	<b>\$125,000</b>	<b>\$137,500</b>	<b>\$150,000</b>
<b>ACTUALS</b>													
Monthly Income	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688	\$ 297,688
Cumulative Income	\$ 297,688	\$ 297,688	\$ 595,376	\$ 893,064	\$ 1,190,752	\$ 1,488,440	\$ 1,786,128	\$ 2,083,816	\$ 2,381,504	\$ 2,679,192	\$ 2,976,880	\$ 3,274,568	\$ 3,572,256
Monthly Costs	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)	\$ (258,407)
Cumulative Cost	\$ (258,407)	\$ (258,407)	\$ (516,814)	\$ (775,221)	\$ (1,033,628)	\$ (1,292,035)	\$ (1,550,442)	\$ (1,808,849)	\$ (2,067,256)	\$ (2,325,663)	\$ (2,584,070)	\$ (2,842,477)	\$ (3,100,884)
Monthly Variance	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281	\$39,281
Cumulative Actual Variance	\$39,281	\$78,562	\$117,843	\$157,124	\$196,405	\$235,686	\$274,967	\$314,248	\$353,529	\$392,810	\$432,091	\$471,372	\$510,653
<b>MONTHLY VARIANCES</b>													
Monthly Income Variance	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)	\$ (37,651)
Cumulative Income Variance	\$ (37,651)	\$ (75,302)	\$ (112,953)	\$ (150,604)	\$ (188,255)	\$ (225,906)	\$ (263,557)	\$ (301,208)	\$ (338,859)	\$ (376,510)	\$ (414,161)	\$ (451,812)	\$ (489,463)
Monthly Cost Variance	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432	\$64,432
Cumulative Cost Variance	\$64,432	\$128,864	\$193,296	\$257,728	\$322,160	\$386,592	\$451,024	\$515,456	\$579,888	\$644,320	\$708,752	\$772,684	\$836,616
<b>YEAR TO DATE VARIANCES</b>													
Budgeted Income YTD	\$ 335,339	\$ 335,339	\$ 670,677	\$ 1,006,016	\$ 1,341,354	\$ 1,676,693	\$ 2,012,031	\$ 2,347,370	\$ 2,682,708	\$ 3,018,047	\$ 3,353,385	\$ 3,688,724	\$ 4,024,062
Actual Income YTD	\$ 297,688	\$ 297,688	\$ 595,376	\$ 893,064	\$ 1,190,752	\$ 1,488,440	\$ 1,786,128	\$ 2,083,816	\$ 2,381,504	\$ 2,679,192	\$ 2,976,880	\$ 3,274,568	\$ 3,572,256
% Total YTD Income Received	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%	7%
Budgeted Costs YTD	\$ (322,839)	\$ (322,839)	\$ (645,677)	\$ (968,516)	\$ (1,291,354)	\$ (1,614,193)	\$ (1,937,031)	\$ (2,259,870)	\$ (2,582,708)	\$ (2,905,547)	\$ (3,228,385)	\$ (3,551,224)	\$ (3,874,062)
Actual Costs YTD	\$ (219,126)	\$ (219,126)	\$ (438,252)	\$ (657,378)	\$ (876,504)	\$ (1,095,630)	\$ (1,314,756)	\$ (1,533,882)	\$ (1,753,008)	\$ (1,972,134)	\$ (2,191,260)	\$ (2,410,386)	\$ (2,629,512)
% Total YTD Costs Incurred	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%	6%
% Total YTD Cost Variance	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%	-37%
<b>YEAR END PROJECTIONS</b>													
Projected Income Variance	\$ (451,806.00)	\$ (451,806.00)	\$ (903,612.00)	\$ (1,355,418.00)	\$ (1,808,224.00)	\$ (2,261,030.00)	\$ (2,713,836.00)	\$ (3,166,642.00)	\$ (3,619,448.00)	\$ (4,072,254.00)	\$ (4,525,060.00)	\$ (4,977,866.00)	\$ (5,430,672.00)
Projected Cost Variance	\$ (2,629,512)	\$ (2,629,512)	\$ (5,259,024)	\$ (7,888,536)	\$ (10,518,048)	\$ (13,147,560)	\$ (15,777,072)	\$ (18,406,584)	\$ (21,036,096)	\$ (23,665,608)	\$ (26,295,120)	\$ (28,924,632)	\$ (31,554,144)
Year End Projected Net Variance	\$ (3,081,318)	\$ (3,081,318)	\$ (6,162,636)	\$ (9,243,954)	\$ (12,325,272)	\$ (15,406,590)	\$ (18,487,908)	\$ (21,569,226)	\$ (24,650,544)	\$ (27,731,862)	\$ (30,813,180)	\$ (33,894,498)	\$ (36,975,816)

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

<b>FLOWTHROUGH ONLY</b>	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

<b>FLOWTHROUGH ONLY</b>	
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								
<b>DOC. TOTAL</b>						\$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 sheets if necessary.

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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

<b>FLOWTHROUGH ONLY</b>
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								
<b>DOC. TOTAL</b>						<b>\$0</b>		

**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:

3. 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

<b>FLOWTHROUGH ONLY</b>	
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								
<b>DOC. TOTAL</b>						<b>\$350</b>		

**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:

3. 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

<b>FLOWTHROUGH ONLY</b>	
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								
<b>DOC. TOTAL</b>						<b>\$7,285</b>		

**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: 520-000-1718-0031-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

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

Revenue 24101.0000.44500 \$10,709

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24101 Title I - ESEA	1000 Instruction	51100 Salaries Expense	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12	\$17,807	\$10,709	\$28,516	0.23
Sub Total						\$10,709		0.23
Indirect Cost								
<b>DOC. TOTAL</b>						\$10,709		

**Justification:**

FY18 Carryover Award

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:

3. 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: 520-000-1718-0032-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

<b>FLOWTHROUGH ONLY</b>	
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 11000.0000.43101      \$26,723

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	\$1,243,538	\$766	\$1,244,304	
11000 Operational	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12	\$11,807	\$7,683	\$19,490	
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$206,233	\$1,101	\$207,334	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$29,675	\$158	\$29,833	
11000 Operational	1000 Instruction	53414 Other Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$18,164	\$142	\$18,306	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$51,803	\$14,540	\$66,343	
11000 Operational	2100 Support Services-Students	52210 FICA Payments	0000 No Program	0000 No Job Class	\$10,619	\$7	\$10,626	
11000 Operational	2100 Support Services-Students	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$2,484	\$1	\$2,485	
11000 Operational	2300 Support Services-General Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$5,060	\$40	\$5,100	
11000 Operational	2300 Support Services-General Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$1,184	\$9	\$1,193	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1112 Principals	\$53,600	\$1	\$53,601	
11000 Operational	2400 Support Services-School Administration	51100 Salaries Expense	0000 No Program	1217 Secretarial/Clerical/Technical Assistants	\$65,513	\$1,111	\$66,624	
11000 Operational	2400 Support Services-School Administration	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$27,668	\$11	\$27,679	
11000 Operational	2400 Support Services-School Administration	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$3,981	\$2	\$3,983	
11000 Operational	2400 Support Services-School Administration	52210 FICA Payments	0000 No Program	0000 No Job Class	\$11,884	\$53	\$11,937	
11000 Operational	2400 Support Services-School Administration	52220 Medicare Payments	0000 No Program	0000 No Job Class	\$2,780	\$12	\$2,792	
11000 Operational	2400 Support Services-School Administration	52500 Unemployment Compensation	0000 No Program	0000 No Job Class	\$465	\$3	\$468	

11000 Operational	2600 Operation & Maintenance of Plant	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$3,172	\$1,083	\$4,255	
					Sub Total	\$26,723		
					Indirect Cost			
					DOC. TOTAL	\$26,723		

**Justification:**

Second June SEG Distribution

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.

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

Doc. ID: 520-000-1819-0001-IB  
Fund Type: Flowthrough

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

Total Approved Budget (Flowthrough):

Phone: 505-938-7709

Email: alyssa@vigilgroup.net

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2018	To: 06/30/2019
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24154.0000.44500 \$7,476

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K-12) Programs	1411 Teachers-Grades 1-12		\$3,000	\$3,000	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class		\$417	\$417	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class		\$60	\$60	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$186	\$186	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52220 Medicare Payments	0000 No Program	0000 No Job Class		\$44	\$44	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52500 Unemployment Compensation	0000 No Program	0000 No Job Class		\$10	\$10	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	52710 Workers Compensation Premium	0000 No Program	0000 No Job Class		\$10	\$10	
24154 Teacher/ Principal Training & Recruiting	1000 Instruction	53330 Professional Development	1010 Regular Education (K-12) Programs	0000 No Job Class		\$1,749	\$1,749	
24154 Teacher/ Principal Training & Recruiting	2400 Support Services-School Administration	53330 Professional Development	0000 No Program	0000 No Job Class		\$2,000	\$2,000	
Sub Total						\$7,476		
Indirect Cost								
<b>DOC. TOTAL</b>						\$7,476		

**Justification:**  
Initial Planning Award

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: 520-000-1819-0002-1  
Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2018-2019

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

<b>FLOWTHROUGH ONLY</b>	<b>Budget Period:</b> 07/01/2018	<b>To:</b> 06/30/2019
<b>A. Approved Carryover:</b>		
<b>B. Total Current Year Allocation:</b>		
<b>D. Total Funding Available:</b>		

Revenue 24154.0000.44504 \$7,817

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24154	1000 Instruction	53330 Professional Development	1010 Regular Education (K-12) Programs	0000 No Job Class		\$7,817	\$7,817	
					Sub Total	\$7,817		
					Indirect Cost			
					<b>DOC. TOTAL</b>	\$7,817		

**Justification:**

Initial Planning Award- projected carryover

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

**Instructional Materials**

**Policy 406**

The ASK Academy directs the Head Administrator to secure and purchase Instructional Materials and textbooks that support the instructional program. These purchases will be based on projections for the upcoming year. Instructional Materials and textbook adoption will be completed in a manner to accomplish timely implementation for optimum student learning and financial efficiency.

Each student will have access to instructional materials and textbooks for school and home use that conform to curriculum requirements and state standards. The ASK Academy Governing Council shall give written notice to parents and other community members, and shall invite parental involvement in the adoption process of instructional materials.

The Governing Council will also give public notice, which notice may include publication in a newspaper of general circulation in the school district or school-wide website (NMSA 22-15-8 B). The ASK Academy Governing Council policy is for each student to have access to instructional materials and textbooks for school and home use. (NMSA 22-15-9D).

Adopted: April 15, 2010  
Reviewed: June 11, 2015  
Revised: August 9, 2018