



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

April 12, 2018

6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Mike Smith	Chair
	Dr. Denise Gonzales	Vice Chair
X	Dr. Jeanne Forrester	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
X	Lindsey Bomke	Director
X	Michael Malloy	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
X	Melanie Feger	Admin. Assistant
X	Alyssa Lucero	The Vigil Group

- I. **Call to Order** – 6:30 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Recognition of Sandoval County Leadership & Teppics Engineering** – Representatives from Sandoval Co. Leadership, April Spaulding and Claudia Rhodus were introduced. This organization chose ASK Academy's sand volleyball court installation as their project, raised \$9500.00 in funds from 16 organizations and assisted in the process. This is the largest project they have ever taken on. The courts will be used by our P.E. classes and by Boys and Girls Club next door. We also hope to tap into sand volleyball circuit for rental purposes and estimate the project will have paid for itself in 3 years. The ribbon cutting ceremony will be on April 23rd at 11:30 a.m. Mr. Busse thanked them for reaching out to us and stated that this will benefit us as well as the community. Mr. Smith welcomed them to the ASK family and they were presented with a recognition brick that will be installed in the ASK rotunda. In addition, ASK parents Mr. and Mrs. Brandon Toepper, owners of Teppics Engineering, were recognized for donating architectural plans for a future project. They were also presented a brick for the rotunda. Mr. Smith thanked them and it was noted that they are also volunteers at ASK. Mr. Toepper announced that there will be an internship slot available for this summer at his company and encouraged ASK scholars to apply.

- VI. **Scholar Presentation** – Mr. Stephenson introduced Karl Lukes and Makeila Maguire who addressed the Board regarding their upcoming summer internships at Sandia National Labs. 20 students are chosen statewide every year and ASK has sent a scholar every year but one. They will work 40 hours per week, Karl will focus on electrical engineering and Makeila on chemistry. They will have to present to mentors and colleagues on a weekly basis and expect their experience to be very challenging.
- VII. **Meet the Project Manager** – Project Manager John Crawford was introduced to the Board. He stated that he was New Mexico educated, has a mechanical engineering degree and obtained a master's degree in aerospace engineering from George Washington University. He has worked with NASA but decided to become a teacher. He became involved with the Project Lead The Way program while teaching in Maryland and it is a curriculum now being taught around the world. Since then he has become a Master Teacher meaning that he trains other teachers to teach PLTW. He is excited about a capstone course for seniors for this next year focusing on engineering design and development and also new courses AP computer science and digital electronics. He noted that he likes the fact that ASK scholars take part in so many competitions. Mr. Smith asked John what he would request for ASK, and John requested a replacement wind tunnel, VEX parts and 3D printers as these current items wear out. Mr. Barbour noted that ASK applied and received a special teacher retention grant that helped us attract such a great teacher.
- VIII. **Consent Agenda** – Ms. Bomke made a motion to approve the consent agenda, Dr. Forrester seconded. Discussion: When asked about why board meetings for next year were not on the 2018-2019 ASK Calendar, Mr. Barbour stated that the meeting dates have not yet been approved by the Board; this will take place at the annual meeting in June and then they will be added. When asked why one BAR was \$77,000.00, Mr. Barbour responded that \$300,000.00 growth dollars came in but due to our T&E Audit result, funds were reduced by \$77,000.00 and corrective action was taken. The motion passed unanimously 6 to 0.
- a. **Approve Minutes of March 15, 2018**
 - b. **Financial Monthly Report**
 - c. **General Fund BAR 520-000-1718-0015-D**
 - d. **Flowthrough BAR 520-000-1718-0017-I**
 - e. **General Fund BAR 520-000-1718-0018-M**
 - f. **2018-19 ASK Calendar**
- IX. **Reports, Discussion and Possible Action**
- a. **General Manager Update** –
 - * Mr. Busse stated that he enjoyed the Board Retreat, the interaction and feeling he can reach out to the Board for help.
 - * He discussed our scholars and the value of putting them out in the field and getting them to see that they can all be a part of the ASK mission; also that they have a sense of worth and value.
 - * He attended the National Honor Society induction ceremony and it was a great thing to witness.
 - * There have been challenges this year but it has still been a good one.
 - b. **Nominating Committee** – Officers will be selected for the Board for 2018-2019 at the June annual meeting. Mr. Smith asked for a volunteer from the Board to act as the nominating committee and contact the other members to determine interest in the positions. Dr. Forrester volunteered.
 - c. **Board Training Update** - Mrs. Dove Castilleja stated that all Board members have now completed required annual training except Edgar Short. Mr. Short responded that he will enroll in the next available training.
 - d. **PED Annual Monitoring Visit** – Mrs. Dove Castilleja addressed the items from the preliminary evaluation where we were not in compliance. Instructional hours: this will be addressed when Directors meet with the PEC on May 11th. S.A.T. process: a new employee is heading this and changes are being made to be in compliance. Special Education issue: there were specific reasons I.E.P.s were not submitted on a timely basis; E.S.L. issue: a new employee took this program over and there were problems with the identification process; some changes have been made to the oversight process as well; Mrs. Dove Castilleja will be taking over this program. Governing Board: changes will be made immediately regarding citing statues and stating them aloud during meetings. Immunizations: we are in full compliance but will have the nurse make entries in PowerSchool. Emergency drills: corrections have been made to have 2 "shelter-in-place" drills and 1 "lockdown" drill. Most are minor issues except for S.A.T. and E.S.L. Mr. Short asked how computerized are we so that we don't overlook anything. Mrs. Dove Castilleja responded that we meet weekly, we receive reports from the state every 40 days and we are kept apprised.
- X. **Closed Session** – Mr. Smith read NM Stat §10-15-1 [H][8] and Stat §10-15-1 [H][2] regarding entering into closed session to discuss Real Estate Acquisition and Limited Personnel Matters. He then made a motion to go into closed session, Mr. Short 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. Discussion: Mr. Smith named the statues again and stated that

matters discussed in the closed meeting were limited only to 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 Stat §10-15-1 [H][2]**

XI. **Possible Action Related to Limited Personnel Matters – no action was taken.**

XII. **Announcements**

a. **Next Governing Council Meeting is May 10, 2018**

b. Mr. Short mentioned an upcoming photography event featuring photographs of New Mexico.

c. The ribbon cutting ceremony for the volleyball courts will be held on April 23rd at 11:30 a.m. and the Board is encouraged to come if possible.

d. ASK High School Prom will be held April 14th at Explora.

e. On April 28th, Facebook and Yale University will present a program at Boys and Girls Club next door, focusing on school culture. Scholars and staff have been encouraged to attend.

f. Scholar Jacob Sandusky will attend the International Science Expo in Philadelphia the week of May 7th as an observer.

g. 15 teams will compete at this year's RoboRAVE the first weekend in May.

h. Robotics event in China – the first parent meeting will take place within the week to begin planning for this trip next year.

X. **Adjournment – 8:30 p.m.**

ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET

BUDGETS	YTD Total	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
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)
Monthly Budget Variance	\$ 9,724	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810
Cumulative Budgeted Income	\$ 3,285,724	\$ 2,738,100	\$ 2,464,290	\$ 2,190,480	\$ 1,916,670	\$ 1,642,860	\$ 1,369,050	\$ 1,095,240	\$ 821,430	\$ 547,620	\$ 273,810	\$ 0	\$ 0
Cumulative Budgeted Costs	\$ (3,276,000)	\$ (2,730,000)	\$ (2,456,190)	\$ (2,182,380)	\$ (1,908,570)	\$ (1,634,760)	\$ (1,360,950)	\$ (1,087,140)	\$ (813,330)	\$ (539,520)	\$ (265,710)	\$ 0	\$ 0
Cumulative Budget Variance	\$ 9,724	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810	\$ 810

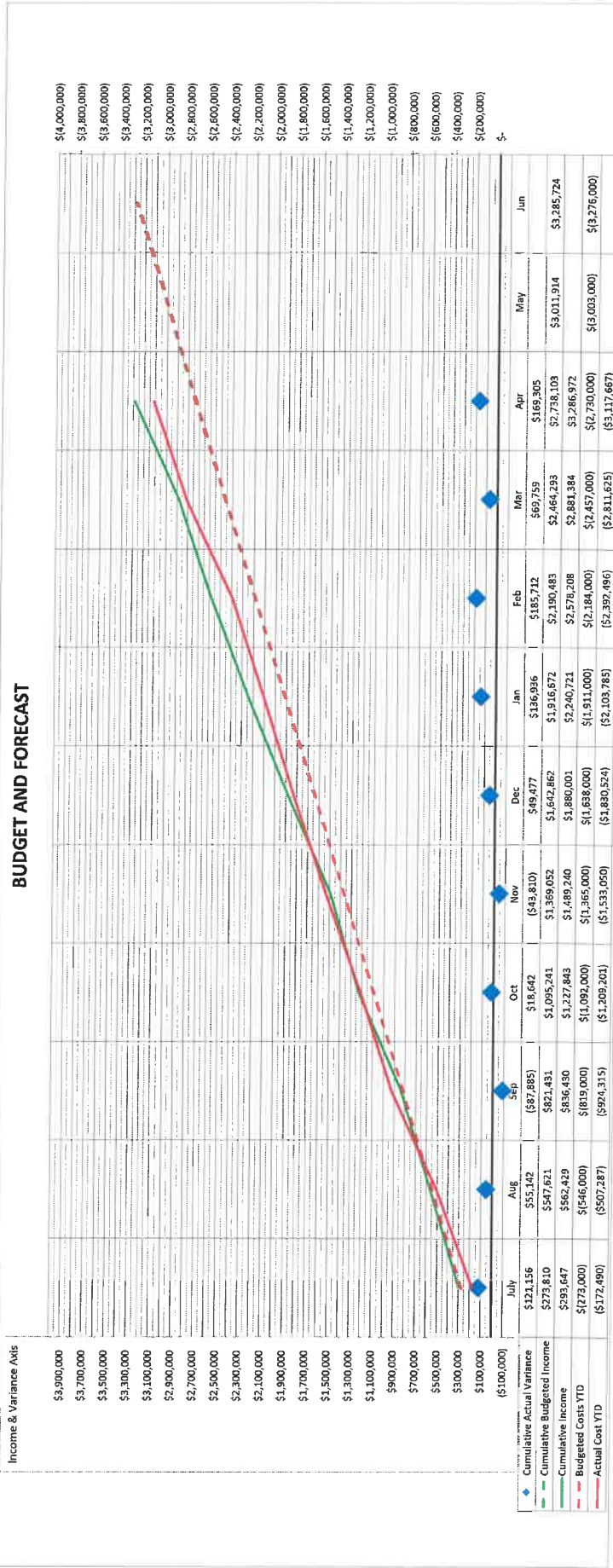
ACTUALS	Monthly Income	Cumulative Income	Monthly Costs	Cumulative Cost	Monthly Variance	Cumulative Actual Variance	Jan	Feb	Mar	Apr	May	Jun
Monthly Income	\$ 293,647	\$ 2,936,470	\$ 268,782	\$ 2,687,692	\$ 24,865	\$ 248,778	\$ 360,720	\$ 337,487	\$ 303,176	\$ 405,588	\$ 3,011,914	\$ 3,285,724
Cumulative Income	\$ 293,647	\$ 2,936,470	\$ 562,429	\$ 3,285,724	\$ 374,041	\$ 3,285,724	\$ 2,240,721	\$ 2,578,208	\$ 2,881,384	\$ 3,286,972	\$ 3,286,972	\$ 3,286,972
Monthly Costs	\$ (172,490)	\$ (1,724,900)	\$ (334,796)	\$ (2,059,696)	\$ 1,416,104	\$ 1,416,104	\$ (773,261)	\$ (288,711)	\$ (419,130)	\$ (306,042)	\$ 0	\$ 0
Cumulative Cost	\$ (172,490)	\$ (1,724,900)	\$ (507,287)	\$ (2,232,187)	\$ 1,527,613	\$ 2,232,187	\$ (2,103,785)	\$ (2,392,496)	\$ (2,811,625)	\$ (3,117,667)	\$ (3,117,667)	\$ (3,117,667)
Monthly Variance	\$ 121,157	\$ 1,211,570	\$ 932,904	\$ 1,228,527	\$ 1,958,527	\$ 1,869,057	\$ 1,017,486	\$ 889,719	\$ 722,310	\$ 717,626	\$ 3,011,914	\$ 3,285,724
Cumulative Actual Variance	\$ 121,157	\$ 1,211,570	\$ 932,904	\$ 1,228,527	\$ 1,958,527	\$ 1,869,057	\$ 1,017,486	\$ 889,719	\$ 722,310	\$ 717,626	\$ 3,011,914	\$ 3,285,724

MONTHLY VARIANCES	Monthly Income Variance	Cumulative Income Variance	Monthly Cost Variance	Cumulative Cost Variance	Monthly Variance	Cumulative Actual Variance	Jan	Feb	Mar	Apr	May	Jun
Monthly Income Variance	\$ 19,836	\$ 19,836	\$ (55,028)	\$ (55,028)	\$ 19,836	\$ (55,028)	\$ 86,910	\$ 69,676	\$ 29,366	\$ 131,778	\$ (273,810)	\$ (273,810)
Cumulative Income Variance	\$ 19,836	\$ 19,836	\$ (55,028)	\$ (55,028)	\$ 19,836	\$ (55,028)	\$ 324,049	\$ 387,725	\$ 417,091	\$ 548,869	\$ 175,059	\$ 1,248
Monthly Cost Variance	\$ 100,510	\$ 100,510	\$ (61,786)	\$ (61,786)	\$ 100,510	\$ (61,786)	\$ (261)	\$ (15,711)	\$ (146,130)	\$ (23,042)	\$ 0	\$ 0
Cumulative Cost Variance	\$ 100,510	\$ 100,510	\$ (61,786)	\$ (61,786)	\$ 100,510	\$ (61,786)	\$ (197,785)	\$ (208,496)	\$ (354,625)	\$ (387,667)	\$ (114,667)	\$ (158,333)

YEAR TO DATE VARIANCES	Budgeted Income YTD	Actual Income YTD	% Total YTD Income Received	% Total YTD Income Variance	Budgeted Costs YTD	Actual Cost YTD	% Total YTD Costs Incurred	% Total YTD Cost Variance
Budgeted Income YTD	\$ 3,285,724	\$ 2,936,470	90%	-10%	\$ (3,276,000)	\$ (2,232,187)	68%	-12%
Actual Income YTD	\$ 2,936,470	\$ 2,936,470	90%	-10%	\$ (2,232,187)	\$ (2,232,187)	68%	-12%
% Total YTD Income Received			90%	-10%			68%	-12%
% Total YTD Income Variance			90%	-10%			68%	-12%
Budgeted Costs YTD	\$ (3,276,000)	\$ (2,232,187)	68%	-12%	\$ (3,276,000)	\$ (2,232,187)	68%	-12%
Actual Cost YTD	\$ (2,232,187)	\$ (2,232,187)	68%	-12%	\$ (3,276,000)	\$ (2,232,187)	68%	-12%
% Total YTD Costs Incurred			68%	-12%			68%	-12%
% Total YTD Cost Variance			68%	-12%			68%	-12%

YEAR END PROJECTIONS	Projected Income Variance	Projected Cost Variance	Year End Projected Net Variance
Projected Income Variance	\$ 300,063.91	\$ 300,063.91	\$ 300,063.91
Projected Cost Variance	\$ 30,424	\$ 30,424	\$ 30,424
Year End Projected Net Variance	\$ 310,488	\$ 310,488	\$ 310,488

BUDGET AND FORECAST



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: 520-000-1718-0019-1
 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 \$6,033

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	\$7,221	\$3,500	\$10,721	
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$205,764	\$469	\$206,233	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$29,608	\$67	\$29,675	
11000 Operational	1000 Instruction	53414 Other Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	\$1,800	\$16,800	
11000 Operational	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$2,685	\$197	\$2,882	
Sub Total						\$6,033		
Indirect Cost								
DOC. TOTAL						\$6,033		

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: 520-000-1718-0020-1
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 \$4,350

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	55819 Employee Travel - Teachers	1010 Regular Education (K-12) Programs	0000 No Job Class	\$567	\$350	\$917	
11000 Operational	2600 Operation & Maintenance of Plant	53711 Other Charges	0000 No Program	0000 No Job Class	\$435	\$1,351	\$1,786	
11000 Operational	2600 Operation & Maintenance of Plant	54412 Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$3,000	\$500	\$3,500	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$57,497	\$1,649	\$59,146	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$25,976	\$500	\$26,476	
Sub Total						\$4,350		
Indirect Cost								
DOC. TOTAL						\$4,350		

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: 520-000-1718-0021-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 11000.0000.41980 \$192

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56113 Software	1010 Regular Education (K-12) Programs	0000 No Job Class	\$14,379	\$192	\$14,571	
Sub Total						\$192		
Indirect Cost								
DOC. TOTAL						\$192		

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.

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: 520-000-1718-0022-1
 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 31700.0000.43202 \$26,073

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31700 Capital Improvements SB-9	4000 Capital Outlay	56113 Software	0000 No Program	0000 No Job Class		\$24,316	\$24,316	
31700 Capital Improvements SB-9	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$24,701	\$1,757	\$26,458	
Sub Total						\$26,073		
Indirect Cost								
DOC. TOTAL						\$26,073		

Justification:

1al FY18 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: 520-000-1718-0023-M
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

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:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$184,000	(\$11,076)	\$172,924	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$40,727	\$11,076	\$51,803	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Regular maintenance on 1000 functions

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: 520-000-1718-0024-M
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

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:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$2,635	(\$1,448)	\$1,187	
11000 Operational	2300 Support Services-General Administration	55812 Board Training	0000 No Program	0000 No Job Class	\$2,500	\$1,448	\$3,948	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Regular Maintenance on 2000 functions

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: 520-000-1718-0025-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: 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 27128.0000.43202 \$1,335

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27128 Recruitment Support Fund	2500 Central Services	55400 Advertising	0000 No Program	0000 No Job Class		\$1,335	\$1,335	
Sub Total						\$1,335		
Indirect Cost								
DOC. TOTAL						\$1,335		

Justification:

To budget FY18 award

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.

LEVEL I BEGINNING TEACHER & CERTIFIED STAFF SALARY SCHEDULE
LEVEL II AND LEVEL III MASTER TEACHER & CERTIFIED STAFF SALARY SCHEDULE

SCHOOL YEAR 2018-2019

EXPER.	BA			BA+15			NBCT			BA + 45 or MA			MA+15			MA+ 45 or Ph d		
	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III
0	36,000	44,000	54,200	36,100	44,100	54,300	36,200	44,200	54,500	36,300	46,300	54,600	36,400	46,400	54,700	36,400	46,400	54,700
1	36,008	45,064	55,075	36,109	45,122	55,200	36,214	45,123	55,325	36,340	46,480	55,433	36,783	47,330	55,663	36,783	47,330	55,663
2	36,016	45,122	55,188	36,118	45,179	55,313	36,228	45,180	55,438	36,380	46,593	55,547	36,887	47,387	55,775	36,887	47,387	55,775
3	36,024	45,179	55,301	36,127	45,237	55,426	36,242	45,237	55,551	36,425	46,707	55,661	37,002	47,443	55,888	37,002	47,443	55,888
4	36,032	45,237	55,414	36,136	45,293	55,539	36,256	45,350	55,664	36,541	46,821	55,774	37,117	47,500	56,001	37,117	47,500	56,001
5	36,040	45,293	55,526	36,145	45,350	55,651	36,270	45,463	55,776	36,656	46,934	55,888	37,232	47,556	56,114	37,232	47,556	56,114
6	36,048	45,350	55,639	36,154	45,463	55,764	36,284	45,576	55,889	36,772	47,047	56,002	37,348	47,613	56,226	37,348	47,613	56,226
7	36,056	45,463	55,752	36,163	45,576	55,877	36,311	45,689	56,002	36,888	47,160	56,115	37,464	47,726	56,339	37,464	47,726	56,339
8	36,064	45,576	55,864	36,172	45,689	55,989	36,427	45,802	56,114	37,003	47,274	56,227	37,580	47,839	56,451	37,580	47,839	56,451
9	36,072	45,689	55,976	36,181	45,802	56,101	36,543	45,915	56,226	37,119	47,387	56,339	37,696	47,952	56,563	37,696	47,952	56,563
10	36,080	45,802	56,088	36,190	45,915	56,213	36,659	46,029	56,338	37,235	47,500	56,451	37,811	48,065	56,675	37,811	48,065	56,675
11	36,089	45,915	56,200	36,199	46,028	56,325	36,775	46,141	56,450	37,351	47,613	56,563	37,927	48,178	56,787	37,927	48,178	56,787
12	36,204	46,028	56,312	36,307	46,142	56,437	36,890	46,254	56,562	37,467	47,726	56,675	38,043	48,291	56,899	38,043	48,291	56,899
13	36,319	46,142	56,424	36,422	46,255	56,549	37,006	46,368	56,674	37,583	47,839	56,787	38,159	48,404	57,011	38,159	48,404	57,011
14	36,434	46,255	56,536	36,537	46,368	56,661	37,122	46,481	56,786	37,698	47,952	56,899	38,275	48,518	57,123	38,275	48,518	57,123
15	36,548	46,368	56,648	36,651	46,481	56,773	37,238	46,593	56,898	37,814	48,065	57,011	38,391	48,631	57,235	38,391	48,631	57,235
16	36,663	46,481	56,760	36,766	46,594	56,885	37,354	46,707	57,010	37,930	48,178	57,123	38,506	48,744	57,347	38,506	48,744	57,347
17	36,778	46,594	56,872	36,881	46,707	56,997	37,470	46,820	57,122	38,046	48,291	57,235	38,622	48,857	57,459	38,622	48,857	57,459
18	36,893	46,707	56,984	36,996	46,820	57,109	37,585	46,933	57,234	38,162	48,404	57,347	38,738	48,970	57,571	38,738	48,970	57,571
19	37,008	46,820	57,096	37,111	46,933	57,221	37,701	47,046	57,346	38,278	48,518	57,459	38,854	49,083	57,683	38,854	49,083	57,683
20	37,122	46,933	57,208	37,225	47,046	57,333	37,817	47,159	57,458	38,393	48,631	57,571	38,970	49,196	57,795	38,970	49,196	57,795
21	37,237	47,046	57,320	37,340	47,159	57,445	37,933	47,272	57,570	38,509	48,744	57,683	39,086	49,309	57,921	39,086	49,309	57,921
22	37,352	47,159	57,432	37,455	47,272	57,557	38,049	47,386	57,682	38,625	48,857	57,795	39,201	49,422	58,145	39,201	49,422	58,145
23	37,467	47,272	57,544	37,570	47,386	57,669	38,165	47,499	57,794	38,741	48,970	57,907	39,317	49,535	58,268	39,317	49,535	58,268
24	37,582	47,386	57,657	37,685	47,500	57,782	38,280	47,611	57,907	38,857	49,085	58,020	39,433	49,648	58,381	39,433	49,648	58,381
25	37,696	47,499	57,770	37,799	47,612	57,895	38,396	47,724	58,020	38,972	49,198	58,133	39,549	49,761	58,524	39,549	49,761	58,524
26	37,811	47,611	57,883	37,914	47,725	58,008	38,512	47,837	58,133	39,088	49,311	58,246	39,665	49,873	58,667	39,665	49,873	58,667
27	37,926	47,724	57,996	38,029	47,838	58,121	38,628	47,950	58,246	39,204	49,423	58,358	39,780	49,986	58,770	39,780	49,986	58,770
28	38,041	47,837	58,108	38,144	47,951	58,233	38,744	48,062	58,358	39,320	49,536	58,471	39,896	50,099	58,963	39,896	50,099	58,963
29	38,156	47,950	58,221	38,259	48,063	58,346	38,859	48,175	58,471	39,436	49,649	58,584	40,012	50,212	59,076	40,012	50,212	59,076
30	38,270	48,062	58,334	38,373	48,176	58,459	38,975	48,288	58,584	39,552	49,762	58,697	40,128	50,324	59,189	40,128	50,324	59,189

Note:

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year
 * Level II-Professional and Level III-Master Teachers must have at least three years successful teaching experience.

* In 2018-2019 no Teacher at Level I or above shall earn less than \$36,000.00.

* In 2018-2019 no Teacher at Level II or above shall earn less than \$44,000.00.

* In 2018-2019 no Teacher at Level III shall earn less than \$54,000.00.

* No Additional increments will be paid.

* We do not do collective bargaining.

* Salaries are for current year only.

Pending Board Approved

**PSCOC LEASE ASSISTANCE APPLICATION
ANNUAL CONFLICT OF INTEREST QUESTIONNAIRE
FOR SCHOOL YEAR 2018-2019**

Charter School Name: The ASK Academy

School District: The ASK Academy

The following definitions apply to this Questionnaire:

- **“Interested party”** An employee of a school district or charter school who has authority to procure or make decisions regarding procurement, purchasing or contracting on behalf of the district or charter school or an employee who is in a position to influence such decisions; or a member of a district school board or charter school governing body (collectively referred to as “governing body”), who has a direct or indirect financial interest, as defined below.
- **“Financial interest”** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family relationship:
 - a. An ownership or investment interest in any entity with which the school district or charter school has a transaction or arrangement (e.g. a property lease);
 - b. A compensation arrangement with the school district or charter school or with any entity or individual with which the school district or charter school has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school district or charter school is negotiating a transaction or arrangement.
- **“Family Member”** means a spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. *NMSA 1978 §22-8B-10 (2009)*.

Please include as an attachment to this Questionnaire a current list of governing council members, a current list of school board and/or charter school foundation members, and if applicable, a copy of governing board minutes approving exception to anti-nepotism laws.

Question 1: Briefly describe the property selection process and actions taken to ensure that the leased premises were in the best interest of the district/school. The new ASK Academy was a build-to-suit, designed to meet the school’s needs at a very low, per square footage cost. This was in the best interest of the school, with a lease and a pending Lease Purchase Agreement with their nonprofit foundation, reducing their facility cost over time. ASK currently meets one of the exceptions to being in a public facility and, once the LPA is approved, will be a public facility.

Question 2: Briefly describe how the lease premises support the current or future space needs of the district/school. The current space meets the charter’s enrollment cap of 600.

Question 3: Briefly describe how the determination was made that the negotiated lease was at or below fair market value. The lease was determined by the foundation’s cost of financing, and the square footage cost is below market value.

Question 4: In selecting the leased facility was the site selected competitively from other potential school sites?
Yes No

Describe the selection process, the number of sites considered, the number of offers made, and the reason the selected leased site was chosen: The per square footage cost to build was compared to existing buildings and it was more cost effective to build.

How was it determined that the selected site and lease was a good value? This is a site that the school will own under Lease Purchase, so the land was chosen to accommodate our student population. As stated above, it was less expensive to build than lease.

Question 5: Can any of the parties to the lease be considered an "interested party" or an immediate family member of an "interested party" as defined in definitions above?
Yes No
If no, then skip Question 6 and proceed to Question 7.

Question 6: If you answered "Yes" to Question No. 5 provide the following information:
a. Which party to the lease has a financial interest? _____

b. Describe the financial interest of the party identified in 6.a. _____

c. Was the financial interest disclosed to the governing body prior to execution of the lease?

Yes No

If yes, attach a copy of the governing body minutes of the meeting at which the financial interest was disclosed and/or any other documentation evidencing disclosure.

If no, explain why the financial interest was not disclosed prior to execution of the lease or whether some other consideration of the financial interest was made by the governing body or district/school employee executing the lease: _____

d. If the financial interest was not properly disclosed, describe possible remedies and justification of how the benefits of continuing the current lease outweigh the conflict. _____

Describe any hardship that would result if the PSCOC denied lease assistance. _____

Question 7: Does your district/charter school have a written Conflict of Interest policy and written disclosure of conflicts requirement?

Yes No

If yes, attach a copy of your policy.

Question 8: If you do not have a written policy addressing conflict of interest, does your governing body or district/charter school have an internal rule or procedure that addresses entering into contracts with interested persons?
Yes _____ No _____
If yes, attach a copy of the written rule or procedure.

CERTIFICATION

The undersigned hereby certify that to the best of their knowledge the answers to this questionnaire are true and accurate. If any of the answers to this Questionnaire change, the authorized representative of the district/charter school will notify the PSCOC through PSFA within thirty (30) days of the following:

Check one:

- the lease and price negotiated for the property was in the best interest of the district/charter school and there were no violations of any conflict of interest laws.
- a financial interest was not properly disclosed and the district/charter school requests an exception due to the undue hardship that will result to the district/charter school by avoiding the prohibited conflict when weighed against the public interest served.
- due to extenuating circumstances the district/charter school requests additional time to respond.

School Board President or Governing Council President:

Date:

Print Name: Michael Smith
Print Title: Chair

5/10/18

State Chartered Charter School Administrator:

Date:

Print Name: Daniel Busse
Print Title: General Manager/Principal

5/10/18

Locally Chartered School District Superintendent or Designee:

Date:

Print Name: _____ School District: _____

Signatures certify that to the best of their knowledge the information contained herein is complete and accurate

**Signatures and printed names of ALL Board Members or
Governing Council members:**

Print Name: Michael Smith

Date:

5/10/18

Print Name: Dr. Denise Gonzales

Date:

5/10/18

Print Name: Dr. Jeanne Forrester

Date:

5/10/18

Print Name: David Stoliker

Date:

5/10/18

Print Name: Lindsey Bomke

Date:

5/10/18

Print Name: Edgar Short

Date:

5/10/18

Print Name: Michael Malloy

Date:

5/10/18

(Please Duplicate This Page For Additional Council Members)

11000-1000-52220-0000-520001-0000-0000	Medicare Payments	\$	19,987.00		\$	23,032.00	
11000-1000-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	171,728.00		\$	181,000.00	
11000-1000-52312-0000-520001-0000-0000	Life	\$	1,750.00		\$	1,787.00	
11000-1000-52313-0000-520001-0000-0000	Dental	\$	8,918.00		\$	10,000.00	
11000-1000-52314-0000-520001-0000-0000	Vision	\$	1,560.00		\$	1,908.00	
11000-1000-52315-0000-520001-0000-0000	Disability	\$	3,322.00		\$	1,749.00	
11000-1000-52500-0000-520001-0000-0000	Unemployment Compensation	\$	3,687.00		\$	5,244.00	
11000-1000-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	275.00		\$	292.00	
11000-1000-53330-1010-520001-0000-0000	Professional Development	\$	93.00				
11000-1000-53414-1010-520001-0000-0000	Other Professional/Technical Services	\$	16,800.00		\$	15,000.00	
11000-1000-53711-1010-520001-0000-0000	Other Charges	\$	1,113.00		\$	4,000.00	
11000-1000-55819-1010-520001-0000-0000	Employee Travel - Teachers	\$	917.00		\$	-	
11000-1000-55915-1010-520001-0000-0000	Other Contract Services	\$	161.00				
11000-1000-56112-1010-520001-0000-0000	Other Textbooks	\$	4,304.00		\$	10,000.00	
11000-1000-56113-1010-520001-0000-0000	Software	\$	4,919.00		\$	-	
11000-1000-56118-1010-520001-0000-0000	General Supplies and Materials	\$	51,803.00		\$	30,000.00	
11000-1000-57332-1010-520001-0000-0000	'Supply Assets (\$5,000 or Less)'	\$	2,785.00		\$		
11000-1000-57332-2000-520001-0000-0000	Instruction-'Supply Assets (\$5,000 or Less)' SPED	\$	730.00		\$		
	Function 1000 - Instruction	\$	2,085,867.00		\$	2,201,599.00	
11000-2100-51100-0000-520001-1211-0000	Salaries Expense- Coordinator's	\$	21,001.00	1.87	\$	69,041.00	1.26
11000-2100-51100-0000-520001-1214-0000	Salaries Expense- Counselor's	\$	49,039.00	2.00	\$	56,787.00	1.00
11000-2100-51100-2000-520001-1211-0000	Salaries Expense- SPED Coordinator's	\$	51,719.00		\$	56,547.00	0.80
11000-2100-51100-2000-520001-1214-0000	Salaries Expense- Social Worker	\$	63,000.00		\$	64,260.00	1.00
11000-2100-51300-0000-520001-1211	Additional Compensation				\$	5,138.00	
11000-2100-51300-0000-520001-1214	Additional Compensation				\$	2,880.00	
11000-2100-52111-0000-520001-0000-0000	Educational Retirement	\$	23,872.00		\$	35,401.00	
11000-2100-52112-0000-520001-0000-0000	ERA - Retiree Health	\$	3,435.00		\$	5,095.00	
11000-2100-52210-0000-520001-0000-0000	FICA Payments	\$	10,619.00		\$	15,791.00	
11000-2100-52220-0000-520001-0000-0000	Medicare Payments	\$	2,483.00		\$	3,695.00	
11000-2100-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	2,994.00		\$	3,500.00	
11000-2100-52312-0000-520001-0000-0000	Life	\$	174.00		\$	338.00	
11000-2100-52313-0000-520001-0000-0000	Dental	\$	569.00		\$	350.00	
11000-2100-52314-0000-520001-0000-0000	Vision	\$	98.00		\$	298.00	
11000-2100-52315-0000-520001-0000-0000	Disability	\$	233.00		\$	273.00	
11000-2100-52500-0000-520001-0000-0000	Unemployment Compensation	\$	413.00		\$	843.00	
11000-2100-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	37.00		\$	55.00	
11000-2100-53218-2000-520001-0000-0000	Specialists - Contracted	\$	44,742.00		\$	47,000.00	

11000-2100-53330-0000-520001-0000-0000	Professional Development		\$	895.00				
11000-2100-53414-0000-520001-0000-0000	Other Professional/Technical Services		\$	36,089.00			\$	43,000.00
11000-2100-55813-0000-520001-0000-0000	Employee Travel - Non-Teachers		\$	300.00			\$	1,000.00
11000-2100-56113-2000-520001-0000-0000	Software		\$	216.00			\$	1,500.00
11000-2100-56118-0000-520001-0000-0000	General Supplies and Materials		\$	615.00			\$	2,000.00
11000-2100-56118-2000-520001-0000-0000	General Supplies and Materials- SPED		\$	89.00				
	Function 2100 - Support Services-Students		\$	312,632.00			\$	414,792.00
11000-2200-56118-0000-520001-0000-0000	General Supplies and Materials		\$	17,525.00			\$	10,000.00
	Function 2200 - Support Services-Instruction		\$	17,525.00			\$	10,000.00
11000-2300-51100-0000-520001-1111-0000	Salaries Expense- Principal		\$	90,000.00	1.00		\$	95,000.00
11000-2300-52111-0000-520001-0000-0000	Educational Retirement		\$	12,510.00			\$	13,205.00
11000-2300-52112-0000-520001-0000-0000	ERA - Retiree Health		\$	1,800.00			\$	1,900.00
11000-2300-52210-0000-520001-0000-0000	FICA Payments		\$	5,059.00			\$	5,890.00
11000-2300-52220-0000-520001-0000-0000	Medicare Payments		\$	1,184.00			\$	1,378.00
11000-2300-52311-0000-520001-0000-0000	Health and Medical Premiums		\$	12,408.00			\$	12,408.00
11000-2300-52312-0000-520001-0000-0000	Life		\$	66.00			\$	66.00
11000-2300-52313-0000-520001-0000-0000	Dental		\$	684.00			\$	684.00
11000-2300-52314-0000-520001-0000-0000	Vision		\$	119.00			\$	119.00
11000-2300-52315-0000-520001-0000-0000	Disability		\$	365.00			\$	365.00
11000-2300-52500-0000-520001-0000-0000	Unemployment Compensation		\$	105.00			\$	314.00
11000-2300-52710-0000-520001-0000-0000	Workers Compensation Premium		\$	10.00			\$	10.00
11000-2300-53411-0000-520001-0000-0000	Auditing		\$	13,000.00			\$	13,000.00
11000-2300-53413-0000-520001-0000-0000	Legal		\$	7,500.00			\$	7,500.00
11000-2300-53711-0000-520001-0000-0000	Other Charges		\$	7,520.00				
11000-2300-55400-0000-520001-0000-0000	Advertising		\$	1,000.00			\$	1,000.00
11000-2300-55812-0000-520001-0000-0000	Board Training		\$	3,948.00			\$	2,500.00
11000-2300-55915-0000-520001-0000-0000	Other Contract Services		\$	9,928.00			\$	10,000.00
	Function 2300 - Support Services-General Administration		\$	167,206.00			\$	165,339.00
11000-2400-51100-0000-520001-1112-0000	Salaries Expense- Asst.Principal		\$	53,600.00	0.66		\$	68,544.00
11000-2400-51100-0000-520001-1211-0000	Salaries Expense- Director of Advancement		\$	75,000.00	1.00		\$	76,500.00
11000-2400-51300-0000-520001-1217-0000	Salaries Expense- Clerical		\$	65,513.00	2.50		\$	70,975.00
11000-2400-52111-0000-520001-0000-0000	Additional Compensation		\$	5,000.00				
11000-2400-52112-0000-520001-0000-0000	Educational Retirement		\$	27,668.00			\$	30,028.00
11000-2400-52210-0000-520001-0000-0000	ERA - Retiree Health		\$	3,980.00			\$	4,321.00
11000-2400-52210-0000-520001-0000-0000	FICA Payments		\$	11,847.00			\$	13,394.00

11000-2400-52220-0000-520001-0000-0000	Medicare Payments	\$	3,700.00		\$	3,134.00
11000-2400-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	9,277.00		\$	13,000.00
11000-2400-52312-0000-520001-0000-0000	Life	\$	300.00		\$	350.00
11000-2400-52313-0000-520001-0000-0000	Dental	\$	762.00		\$	1,000.00
11000-2400-52314-0000-520001-0000-0000	Vision	\$	148.00		\$	261.00
11000-2400-52315-0000-520001-0000-0000	Disability	\$	798.00		\$	850.00
11000-2400-52500-0000-520001-0000-0000	Unemployment Compensation	\$	404.00		\$	715.00
11000-2400-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	43.00		\$	46.00
11000-2400-53330-0000-520001-0000-0000	Professional Development	\$	5,730.00		\$	800.00
11000-2400-53711-0000-520001-0000-0000	Other Charges	\$	3,391.00		\$	2,000.00
11000-2400-55813-0000-520001-0000-0000	Employee Travel - Non-Teachers	\$	2,121.00		\$	2,200.00
11000-2400-56113-0000-520001-0000-0000	Software	\$	1,500.00		\$	2,000.00
11000-2400-56118-0000-520001-0000-0000	General Supplies and Materials	\$	19,640.00		\$	
11000-2400-57332-0000-520001-0000-0000	'Supply Assets (\$5,000 or Less)'	\$	7,499.00		\$	-
	Function 2400 - Support Services-School Administration	\$	297,921.00		\$	290,118.00
11000-2500-53414-0000-520001-0000-0000	Other Professional/Technical Services	\$	119,962.00		\$	67,000.00
11000-2500-53711-0000-520001-0000-0000	Other Charges	\$	1,200.00		\$	1,200.00
11000-2500-55400-0000-520001-0000-0000	Advertising	\$	667.00		\$	1,000.00
11000-2500-56113-0000-520001-0000-0000	Software	\$	29,346.00		\$	30,000.00
11000-2500-56118-0000-520001-0000-0000	General Supplies and Materials	\$	53.00		\$	75.00
	Function 2500 - Central Services	\$	151,228.00		\$	99,275.00
11000-2600-51100-0000-520001-1615-0000	Salaries Expense- Custodian	\$	21,544.00	1.00	\$	22,400.00
11000-2600-52111-0000-520001-0000-0000	Educational Retirement	\$	2,780.00		\$	3,114.00
11000-2600-52112-0000-520001-0000-0000	ERA - Retiree Health	\$	400.00		\$	448.00
11000-2600-52210-0000-520001-0000-0000	FICA Payments	\$	1,365.00		\$	1,389.00
11000-2600-52220-0000-520001-0000-0000	Medicare Payments	\$	319.00		\$	325.00
11000-2600-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	-		\$	-
11000-2600-52312-0000-520001-0000-0000	Life	\$	-		\$	-
11000-2600-52313-0000-520001-0000-0000	Dental	\$	-		\$	-
11000-2600-52314-0000-520001-0000-0000	Vision	\$	-		\$	-
11000-2600-52315-0000-520001-0000-0000	Disability	\$	-		\$	-
11000-2600-52315-0000-520001-0000-0000	Unemployment Compensation	\$	-		\$	-
11000-2600-52500-0000-520001-0000-0000	Workers Compensation Premium	\$	83.00		\$	74.00
11000-2600-52710-0000-520001-0000-0000	Other Charges	\$	18.00		\$	18.00
11000-2600-53711-0000-520001-0000-0000	Maintenance & Repair- Buildings and Grounds	\$	500.00		\$	2,000.00
11000-2600-54312-0000-520001-0000-0000	Electricity	\$	3,416.00		\$	5,000.00
11000-2600-54411-0000-520001-0000-0000		\$	31,747.00		\$	15,129.00

11000-2600-54412-0000-520001-0000-0000	Natural Gas (Buildings)	\$	2,500.00	\$	2,500.00
11000-2600-54415-0000-520001-0000-0000	Water/Sewage	\$	6,427.00	\$	3,000.00
11000-2600-54416-0000-520001-0000-0000	Communication Services	\$	15,910.00	\$	14,000.00
11000-2600-54610-0000-520001-0000-0000	Renting Land and Buildings	\$	197,332.00	\$	241,976.00
11000-2600-54620-0000-520001-0000-0000	Rentals - Computers and Related Equipment	\$	11,500.00	\$	12,000.00
11000-2600-55200-0000-520001-0000-0000	Property/Liability Insurance	\$	53,525.00	\$	47,627.00
11000-2600-55915-0000-520001-0000-0000	Other Contract Services	\$	57,497.00	\$	60,000.00
11000-2600-56118-0000-520001-0000-0000	General Supplies and Materials	\$	25,987.00	\$	35,000.00
11000-2600-57332-0000-520001-0000-0000	'Supply Assets (\$5,000 or Less)''	\$	3,172.00		
	Function 2600 - Operation & Maintenance of Plant	\$	436,022.00	\$	466,000.00
	Fund 11000 - Operational	\$	3,468,401.00	42.90 \$	3,647,123.00
	Variance	\$	95,320.00		42.10
14000-1000-56111-1010-520001-0000-0000	Instruction-Instructional Materials Cash - 50% Textbooks	\$	15,000.00	\$	17,410.25
	Fund 24000 - Instructional Materials	\$	15,000.00	\$	17,410.25
23000-1000-53711-1010-520001-0000-0000	Instruction-Other Charges	\$	1,645.00		
23000-1000-55817-1010-520001-0000-0000	Instruction-Student Travel	\$	9,403.00		
23000-1000-56118-1010-520001-0000-0000	Instruction-General Supplies and Materials	\$	7,417.00		
	Fund 23000 - Non-Instructional Support	\$	18,465.00	\$	-
24101-1000-51100-1010-520001-1411-0000	Instruction-Salaries Expense	\$	17,557.00	\$	27,171.00
24101-1000-56113-1010-520001-0000-0000	Instruction-Software	\$	5,250.00		
	Fund 24101 - Title I - IASA	\$	22,807.00	\$	27,171.00
24106-2100-53218-2000-520001-0000-0000	Support Services-Students-Specialists - Contracted	\$	67,258.00		
	Fund 24106 - Entitlement IDEA-B	\$	67,258.00	\$	-
24154-1000-53330-1010-520001-0000-0000	Instruction-Professional Development	\$	6,606.00		
	Function 1000 - Instruction	\$	6,606.00	\$	-
24154-2400-53330-0000-520001-0000-0000	Support Services-School Administration-Professional Development	\$	-		
	Function 2400 - Support Services-School Administration	\$	-	\$	-
	Fund 24154 - Title II	\$	6,606.00	\$	-

26207-1000-51300-1010-520001-1411-0000	Instruction-Additional Compensation	\$	500.00	\$	-
26207-1000-52210-0000-520001-0000-0000	Instruction-FICA Payments	\$	31.00	\$	-
26207-1000-52220-0000-520001-0000-0000	Instruction-Medicare Payments	\$	7.00	\$	-
	Fund 26207 - CNM Foundation	\$	538.00	\$	-
27103-1000-56112-1010-520001-0000-0000	Instruction-Other Textbooks	\$	1,816.00	\$	-
	Fund 27103 - Dual Credit Instructional Materials	\$	1,816.00	\$	-
31200-4000-54610-0000-520001-0000-0000	Capital Outlay-Renting Land and Buildings	\$	337,571.00	\$	293,530.00
	Fund 31200 - Public School Capital Outlay	\$	337,571.00	\$	293,530.00
31700-4000-56113-0000-520001-0000-0000	Capital Outlay-Software	\$	24,315.87	\$	-
31700-4000-57332-0000-520001-0000-0000	Capital Outlay-"Supply Assets (\$5,000 or Less)"	\$	1,485.13	\$	-
	Fund 31700- Capital Improvements SB-9 State Match	\$	25,801.00	\$	-
31701-4000-56113-0000-520001-0000-0000	Capital Outlay-Rentals Software	\$	-	\$	45,000.00
31701-4000-57332-0000-520001-0000-0000	Capital Outlay-"Supply Assets (\$5,000 or Less)"	\$	-	\$	193,918.00
	Fund 31701 - Capital Improvements SB-9 LOCAL	\$	-	\$	238,918.00
	TOTAL ALL FUNDS	\$	3,964,263.00	\$	4,224,152.25



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

April 12, 2018

6:30pm

Minutes

Attendance:

Present	Board Members	Title
X	Mike Smith	Chair
	Dr. Denise Gonzales	Vice Chair
X	Dr. Jeanne Forrester	Secretary
X	Edgar Short	Director
X	David Stoliker	Director
X	Lindsey Bomke	Director
X	Michael Malloy	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
X	Melanie Feger	Admin. Assistant
X	Alyssa Lucero	The Vigil Group

- I. **Call to Order** – 6:30 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Recognition of Sandoval County Leadership & Teppics Engineering** – Representatives from Sandoval Co. Leadership, April Spaulding and Claudia Rhodus were introduced. This organization chose ASK Academy's sand volleyball court installation as their project, raised \$9500.00 in funds from 16 organizations and assisted in the process. This is the largest project they have ever taken on. The courts will be used by our P.E. classes and by Boys and Girls Club next door. We also hope to tap into sand volleyball circuit for rental purposes and estimate the project will have paid for itself in 3 years. The ribbon cutting ceremony will be on April 23rd at 11:30 a.m. Mr. Busse thanked them for reaching out to us and stated that this will benefit us as well as the community. Mr. Smith welcomed them to the ASK family and they were presented with a recognition brick that will be installed in the ASK rotunda. In addition, ASK parents Mr. and Mrs. Brandon Toepper, owners of Teppics Engineering, were recognized for donating architectural plans for a future project. They were also presented a brick for the rotunda. Mr. Smith thanked them and it was noted that they are also volunteers at ASK. Mr. Toepper announced that there will be an internship slot available for this summer at his company and encouraged ASK scholars to apply.

- VI. **Scholar Presentation** – Mr. Stephenson introduced Karl Lukes and Makeila Maguire who addressed the Board regarding their upcoming summer internships at Sandia National Labs. 20 students are chosen statewide every year and ASK has sent a scholar every year but one. They will work 40 hours per week, Karl will focus on electrical engineering and Makeila on chemistry. They will have to present to mentors and colleagues on a weekly basis and expect their experience to be very challenging.
- VII. **Meet the Project Manager** – Project Manager John Crawford was introduced to the Board. He stated that he was New Mexico educated, has a mechanical engineering degree and obtained a master's degree in aerospace engineering from George Washington University. He has worked with NASA but decided to become a teacher. He became involved with the Project Lead The Way program while teaching in Maryland and it is a curriculum now being taught around the world. Since then he has become a Master Teacher meaning that he trains other teachers to teach PLTW. He is excited about a capstone course for seniors for this next year focusing on engineering design and development and also new courses AP computer science and digital electronics. He noted that he likes the fact that ASK scholars take part in so many competitions. Mr. Smith asked John what he would request for ASK, and John requested a replacement wind tunnel, VEX parts and 3D printers as these current items wear out. Mr. Barbour noted that ASK applied and received a special teacher retention grant that helped us attract such a great teacher.
- VIII. **Consent Agenda** – Ms. Bomke made a motion to approve the consent agenda, Dr. Forrester seconded. Discussion: When asked about why board meetings for next year were not on the 2018-2019 ASK Calendar, Mr. Barbour stated that the meeting dates have not yet been approved by the Board; this will take place at the annual meeting in June and then they will be added. When asked why one BAR was \$77,000.00, Mr. Barbour responded that \$300,000.00 growth dollars came in but due to our T&E Audit result, funds were reduced by \$77,000.00 and corrective action was taken. The motion passed unanimously 6 to 0.
- a. **Approve Minutes of March 15, 2018**
 - b. **Financial Monthly Report**
 - c. **General Fund BAR 520-000-1718-0015-D**
 - d. **Flowthrough BAR 520-000-1718-0017-I**
 - e. **General Fund BAR 520-000-1718-0018-M**
 - f. **2018-19 ASK Calendar**
- IX. **Reports, Discussion and Possible Action**
- a. **General Manager Update** –
 - * Mr. Busse stated that he enjoyed the Board Retreat, the interaction and feeling he can reach out to the Board for help.
 - * He discussed our scholars and the value of putting them out in the field and getting them to see that they can all be a part of the ASK mission; also that they have a sense of worth and value.
 - * He attended the National Honor Society induction ceremony and it was a great thing to witness.
 - * There have been challenges this year but it has still been a good one.
 - b. **Nominating Committee** – Officers will be selected for the Board for 2018-2019 at the June annual meeting. Mr. Smith asked for a volunteer from the Board to act as the nominating committee and contact the other members to determine interest in the positions. Dr. Forrester volunteered.
 - c. **Board Training Update** - Mrs. Dove Castilleja stated that all Board members have now completed required annual training except Edgar Short. Mr. Short responded that he will enroll in the next available training.
 - d. **PED Annual Monitoring Visit** – Mrs. Dove Castilleja addressed the items from the preliminary evaluation where we were not in compliance. Instructional hours: this will be addressed when Directors meet with the PEC on May 11th. S.A.T. process: a new employee is heading this and changes are being made to be in compliance. Special Education issue: there were specific reasons I.E.P.s were not submitted on a timely basis; E.S.L. issue: a new employee took this program over and there were problems with the identification process; some changes have been made to the oversight process as well; Mrs. Dove Castilleja will be taking over this program. Governing Board: changes will be made immediately regarding citing statues and stating them aloud during meetings. Immunizations: we are in full compliance but will have the nurse make entries in PowerSchool. Emergency drills: corrections have been made to have 2 “shelter-in-place” drills and 1 “lockdown” drill. Most are minor issues except for S.A.T. and E.S.L. Mr. Short asked how computerized are we so that we don't overlook anything. Mrs. Dove Castilleja responded that we meet weekly, we receive reports from the state every 40 days and we are kept apprised.
- X. **Closed Session** – Mr. Smith read NM Stat §10-15-1 [H][8] and Stat §10-15-1 [H][2] regarding entering into closed session to discuss Real Estate Acquisition and Limited Personnel Matters. He then made a motion to go into closed session, Mr. Short 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. Discussion: Mr. Smith named the statues again and stated that

matters discussed in the closed meeting were limited only to 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 Stat §10-15-1 [H][2]**

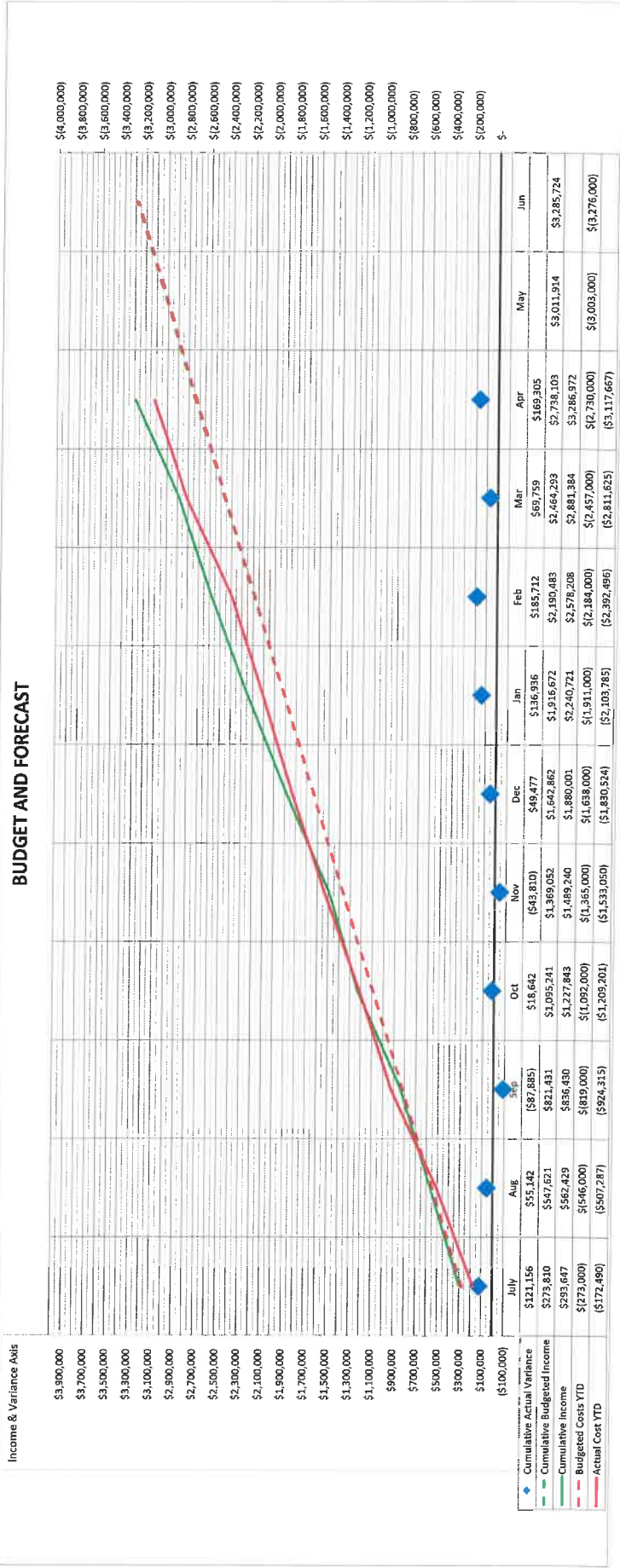
XI. **Possible Action Related to Limited Personnel Matters** – no action was taken.

XII. **Announcements**

- a. **Next Governing Council Meeting is May 10, 2018**
- b. Mr. Short mentioned an upcoming photography event featuring photographs of New Mexico.
- c. The ribbon cutting ceremony for the volleyball courts will be held on April 23rd at 11:30 a.m. and the Board is encouraged to come if possible.
- d. ASK High School Prom will be held April 14th at Explora.
- e. On April 28th, Facebook and Yale University will present a program at Boys and Girls Club next door, focusing on school culture. Scholars and staff have been encouraged to attend.
- f. Scholar Jacob Sandusky will attend the International Science Expo in Philadelphia the week of May 7th as an observer.
- g. 15 teams will compete at this year's RoboRAVE the first weekend in May.
- h. Robotics event in China – the first parent meeting will take place within the week to begin planning for this trip next year.

X. **Adjournment** – 8:30 p.m.

BUDGET AND FORECAST



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: 520-000-1718-0019-1
 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 \$6,033

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	\$7,221	\$3,500	\$10,721	
11000 Operational	1000 Instruction	52111 Educational Retirement	0000 No Program	0000 No Job Class	\$205,764	\$469	\$206,233	
11000 Operational	1000 Instruction	52112 ERA - Retiree Health	0000 No Program	0000 No Job Class	\$29,608	\$67	\$29,675	
11000 Operational	1000 Instruction	53414 Other Services	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	\$1,800	\$16,800	
11000 Operational	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$2,685	\$197	\$2,882	
Sub Total						\$6,033		
Indirect Cost								
DOC. TOTAL						\$6,033		

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: 520-000-1718-0020-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 \$4,350

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	55819 Employee Travel - Teachers	1010 Regular Education (K-12) Programs	0000 No Job Class	\$567	\$350	\$917	
11000 Operational	2600 Operation & Maintenance of Plant	53711 Other Charges	0000 No Program	0000 No Job Class	\$435	\$1,351	\$1,786	
11000 Operational	2600 Operation & Maintenance of Plant	54412 Natural Gas (Buildings)	0000 No Program	0000 No Job Class	\$3,000	\$500	\$3,500	
11000 Operational	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	0000 No Job Class	\$57,497	\$1,649	\$59,146	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$25,976	\$500	\$26,476	
Sub Total						\$4,350		
Indirect Cost								
DOC. TOTAL						\$4,350		

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: 520-000-1718-0021-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 11000.0000.41980 \$192

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	56113 Software	1010 Regular Education (K-12) Programs	0000 No Job Class	\$14,379	\$192	\$14,571	
Sub Total						\$192		
Indirect Cost								
DOC. TOTAL						\$192		

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.

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: 520-000-1718-0022-1
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 31700.0000.43202 \$26,073

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31700 Capital Improvements SB-9	4000 Capital Outlay	56113 Software	0000 No Program	0000 No Job Class		\$24,316	\$24,316	
31700 Capital Improvements SB-9	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$24,701	\$1,757	\$26,458	
Sub Total						\$26,073		
Indirect Cost								
DOC. TOTAL						\$26,073		

Justification:

al FY18 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: 520-000-1718-0023-M
 Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

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:	

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$184,000	(\$11,076)	\$172,924	
11000 Operational	1000 Instruction	56118 General Supplies and Materials	1010 Regular Education (K-12) Programs	0000 No Job Class	\$40,727	\$11,076	\$51,803	
Sub Total						\$0		
Indirect Cost								
DOC. TOTAL						\$0		

Justification:

Regular maintenance on 1000 functions

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: 520-000-1718-0024-M
Fund Type: General Fund / Capital Outlay / Debt Service

Adjustment Type: Maintenance

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:

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	2300 Support Services-General Administration	53330 Professional Development	0000 No Program	0000 No Job Class	\$2,635	(\$1,448)	\$1,187	
11000 Operational	2300 Support Services-General Administration	55812 Board Training	0000 No Program	0000 No Job Class	\$2,500	\$1,448	\$3,948	
					Sub Total	\$0		
					Indirect Cost			
					DOC. TOTAL	\$0		

Justification:

Regular Maintenance on 2000 functions

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: 520-000-1718-0025-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: 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 27128.0000.43202 \$1,335

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27128	2500 Central Services	55400 Advertising	0000 No Program	0000 No Job Class		\$1,335	\$1,335	
					Sub Total	\$1,335		
					Indirect Cost			
					DOC. TOTAL	\$1,335		

Justification:

To budget FY18 award

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.

LEVEL I BEGINNING TEACHER & CERTIFIED STAFF SALARY SCHEDULE
LEVEL II AND LEVEL III MASTER TEACHER & CERTIFIED STAFF SALARY SCHEDULE

SCHOOL YEAR 2018-2019

EXPER.	BA			NBCT			BA+15			NBCT			BA + 45 or MA			MA+15			MA+ 45 or Ph d		
	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III	Level I	Level II	Level III
0	36,000	44,000	54,200	36,100	44,100	54,300	36,200	44,200	54,500	36,300	46,300	54,600	36,400	46,400	54,700	36,300	46,300	54,600	36,400	46,400	54,700
1	36,008	45,084	55,075	36,109	45,122	55,200	36,214	45,123	55,325	36,340	46,480	55,433	36,783	47,330	55,663	36,340	46,480	55,433	36,783	47,330	55,663
2	36,016	45,122	55,188	36,118	45,179	55,313	36,228	45,180	55,438	36,380	46,593	55,547	36,887	47,387	55,775	36,380	46,593	55,547	36,887	47,387	55,775
3	36,024	45,179	55,301	36,127	45,237	55,426	36,242	45,237	55,551	36,425	46,707	55,661	37,002	47,443	55,888	36,425	46,707	55,661	37,002	47,443	55,888
4	36,032	45,237	55,414	36,136	45,293	55,539	36,256	45,350	55,664	36,541	46,821	55,774	37,117	47,500	56,001	36,541	46,821	55,774	37,117	47,500	56,001
5	36,040	45,293	55,526	36,145	45,350	55,651	36,270	45,463	55,776	36,686	46,934	55,888	37,232	47,556	56,114	36,686	46,934	55,888	37,232	47,556	56,114
6	36,048	45,350	55,639	36,154	45,463	55,764	36,284	45,576	55,889	36,772	47,047	56,002	37,348	47,613	56,226	36,772	47,047	56,002	37,348	47,613	56,226
7	36,056	45,463	55,752	36,163	45,576	55,877	36,311	45,689	56,002	36,888	47,160	56,115	37,464	47,676	56,339	36,888	47,160	56,115	37,464	47,676	56,339
8	36,064	45,576	55,864	36,172	45,689	55,989	36,427	45,802	56,114	37,003	47,274	56,227	37,580	47,726	56,451	37,003	47,274	56,227	37,580	47,726	56,451
9	36,072	45,689	55,976	36,181	45,802	56,101	36,543	45,915	56,226	37,119	47,387	56,339	37,696	47,787	56,563	37,119	47,387	56,339	37,696	47,787	56,563
10	36,080	45,802	56,088	36,190	45,915	56,213	36,659	46,029	56,338	37,235	47,500	56,451	37,811	48,065	56,675	37,235	47,500	56,451	37,811	48,065	56,675
11	36,089	45,915	56,200	36,199	46,028	56,325	36,775	46,141	56,450	37,351	47,613	56,563	37,927	48,178	56,787	37,351	47,613	56,563	37,927	48,178	56,787
12	36,204	46,028	56,312	36,307	46,142	56,437	36,890	46,254	56,562	37,467	47,726	56,675	38,043	48,291	56,899	37,467	47,726	56,675	38,043	48,291	56,899
13	36,319	46,142	56,424	36,422	46,255	56,549	37,006	46,368	56,674	37,583	47,839	56,787	38,159	48,404	57,011	37,583	47,839	56,787	38,159	48,404	57,011
14	36,434	46,255	56,536	36,537	46,368	56,661	37,122	46,481	56,786	37,698	47,952	56,899	38,275	48,518	57,123	37,698	47,952	56,899	38,275	48,518	57,123
15	36,548	46,368	56,648	36,651	46,481	56,773	37,238	46,593	56,898	37,814	48,065	57,011	38,391	48,631	57,235	37,814	48,065	57,011	38,391	48,631	57,235
16	36,663	46,481	56,760	36,766	46,594	56,885	37,354	46,707	57,010	37,930	48,178	57,123	38,506	48,744	57,347	37,930	48,178	57,123	38,506	48,744	57,347
17	36,778	46,594	56,872	36,881	46,707	56,997	37,470	46,820	57,122	38,046	48,291	57,235	38,622	48,857	57,459	38,046	48,291	57,235	38,622	48,857	57,459
18	36,893	46,707	56,984	36,996	46,820	57,109	37,585	46,933	57,234	38,162	48,404	57,347	38,738	48,970	57,571	38,162	48,404	57,347	38,738	48,970	57,571
19	37,008	46,820	57,096	37,111	46,933	57,221	37,701	47,046	57,346	38,278	48,518	57,459	38,854	49,083	57,683	38,278	48,518	57,459	38,854	49,083	57,683
20	37,122	46,933	57,208	37,225	47,046	57,333	37,817	47,159	57,458	38,393	48,631	57,571	39,070	49,196	57,795	38,393	48,631	57,571	39,070	49,196	57,795
21	37,237	47,046	57,320	37,340	47,159	57,445	37,933	47,272	57,570	38,509	48,744	57,683	39,201	49,309	57,919	38,509	48,744	57,683	39,201	49,309	57,919
22	37,352	47,159	57,432	37,455	47,272	57,557	38,049	47,386	57,682	38,625	48,857	57,795	39,317	49,422	58,075	38,625	48,857	57,795	39,317	49,422	58,075
23	37,467	47,272	57,544	37,570	47,386	57,669	38,165	47,499	57,794	38,741	48,970	57,907	39,433	49,535	58,189	38,741	48,970	57,907	39,433	49,535	58,189
24	37,582	47,386	57,657	37,685	47,500	57,782	38,280	47,611	57,907	38,857	49,085	58,020	39,549	49,648	58,302	38,857	49,085	58,020	39,549	49,648	58,302
25	37,696	47,499	57,770	37,799	47,612	57,895	38,396	47,724	58,020	39,070	49,198	58,133	39,665	49,761	58,415	39,070	49,198	58,133	39,665	49,761	58,415
26	37,811	47,611	57,883	37,914	47,725	58,008	38,512	47,837	58,133	39,070	49,309	58,246	39,780	49,866	58,528	39,070	49,309	58,246	39,780	49,866	58,528
27	37,926	47,724	57,996	38,029	47,838	58,121	38,628	47,950	58,246	39,201	49,423	58,358	39,896	49,986	58,640	39,201	49,423	58,358	39,896	49,986	58,640
28	38,041	47,837	58,108	38,144	47,951	58,233	38,744	48,062	58,358	39,320	49,536	58,471	39,896	50,099	58,753	39,320	49,536	58,471	39,896	50,099	58,753
29	38,156	47,950	58,221	38,259	48,063	58,346	38,859	48,175	58,471	39,436	49,649	58,584	40,012	50,212	58,966	39,436	49,649	58,584	40,012	50,212	58,966
30	38,270	48,062	58,334	38,373	48,176	58,459	38,975	48,288	58,584	39,552	49,762	58,697	40,128	50,324	59,080	39,552	49,762	58,697	40,128	50,324	59,080

Note:

As permitted by State Statutes, Board Policies, and resources, training and experience will be recognized during school year

* Level II-Professional and Level III-Master Teachers must have at least three years successful teaching experience.

* In 2018-2019 no Teacher at Level I or above shall earn less than \$36,000.00.

* In 2018-2019 no Teacher at Level II or above shall earn less than \$44,000.00.

* In 2018-2019 no Teacher at Level III shall earn less than \$54,000.00.

* No Additional increments will be paid.

* We do not do collective bargaining.

* Salaries are for current year only.

Pending Board Approved

**PSCOC LEASE ASSISTANCE APPLICATION
ANNUAL CONFLICT OF INTEREST QUESTIONNAIRE
FOR SCHOOL YEAR 2018-2019**

Charter School Name: **The ASK Academy**

School District: **The ASK Academy**

The following definitions apply to this Questionnaire:

- **“Interested party”** An employee of a school district or charter school who has authority to procure or make decisions regarding procurement, purchasing or contracting on behalf of the district or charter school or an employee who is in a position to influence such decisions; or a member of a district school board or charter school governing body (collectively referred to as “governing body), who has a direct or indirect financial interest, as defined below.
- **“Financial interest”** A person has a financial interest if the person has, directly or indirectly, through business, investment, or family relationship:
 - a. An ownership or investment interest in any entity with which the school district or charter school has a transaction or arrangement (e.g. a property lease);
 - b. A compensation arrangement with the school district or charter school or with any entity or individual with which the school district or charter school has a transaction or arrangement; or
 - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the school district or charter school is negotiating a transaction or arrangement.
- **“Family Member”** means a spouse, father, father-in-law, mother, mother-in-law, son, son-in-law, daughter, daughter-in-law, brother, brother-in-law, sister or sister-in-law of a member of the governing body or the head administrator. *NMSA 1978 §22-8B-10 (2009).*

Please include as an attachment to this Questionnaire a current list of governing council members, a current list of school board and/or charter school foundation members, and if applicable, a copy of governing board minutes approving exception to anti-nepotism laws.

Question 1: Briefly describe the property selection process and actions taken to ensure that the leased premises were in the best interest of the district/school. **The new ASK Academy was a build-to-suit, designed to meet the school’s needs at a very low, per square footage cost. This was in the best interest of the school, with a lease and a pending Lease Purchase Agreement with their nonprofit foundation, reducing their facility cost over time. ASK currently meets one of the exceptions to being in a public facility and, once the LPA is approved, will be a public facility.**

Question 2: Briefly describe how the lease premises support the current or future space needs of the district/school. **The current space meets the charter’s enrollment cap of 600.**

Question 3: Briefly describe how the determination was made that the negotiated lease was at or below fair market value. **The lease was determined by the foundation’s cost of financing, and the square footage cost is below market value.**

Question 4: In selecting the leased facility was the site selected competitively from other potential school sites?
Yes No

Describe the selection process, the number of sites considered, the number of offers made, and the reason the selected leased site was chosen: The per square footage cost to build was compared to existing buildings and it was more cost effective to build.

How was it determined that the selected site and lease was a good value? This is a site that the school will own under Lease Purchase, so the land was chosen to accommodate our student population. As stated above, it was less expensive to build than lease.

Question 5: Can any of the parties to the lease be considered an "interested party" or an immediate family member of an "interested party" as defined in definitions above?
Yes No
If no, then skip Question 6 and proceed to Question 7.

Question 6: If you answered "Yes" to Question No. 5 provide the following information:
a. Which party to the lease has a financial interest? _____

b. Describe the financial interest of the party identified in 6.a. _____

c. Was the financial interest disclosed to the governing body prior to execution of the lease?

Yes No

If yes, attach a copy of the governing body minutes of the meeting at which the financial interest was disclosed and/or any other documentation evidencing disclosure.

If no, explain why the financial interest was not disclosed prior to execution of the lease or whether some other consideration of the financial interest was made by the governing body or district/school employee executing the lease: _____

d. If the financial interest was not properly disclosed, describe possible remedies and justification of how the benefits of continuing the current lease outweigh the conflict. _____

Describe any hardship that would result if the PSCOC denied lease assistance. _____

Question 7: Does your district/charter school have a written Conflict of Interest policy and written disclosure of conflicts requirement?

Yes No

If yes, attach a copy of your policy.

Question 8: If you do not have a written policy addressing conflict of interest, does your governing body or district/charter school have an internal rule or procedure that addresses entering into contracts with interested persons?
Yes _____ No _____
If yes, attach a copy of the written rule or procedure.

CERTIFICATION

The undersigned hereby certify that to the best of their knowledge the answers to this questionnaire are true and accurate. If any of the answers to this Questionnaire change, the authorized representative of the district/charter school will notify the PSCOC through PSFA within thirty (30) days of the following:

Check one:

- the lease and price negotiated for the property was in the best interest of the district/charter school and there were no violations of any conflict of interest laws.
- a financial interest was not properly disclosed and the district/charter school requests an exception due to the undue hardship that will result to the district/charter school by avoiding the prohibited conflict when weighed against the public interest served.
- due to extenuating circumstances the district/charter school requests additional time to respond.

School Board President or Governing Council President:

Date:

Print Name: Michael Smith
Print Title: Chair

5/10/18

State Chartered Charter School Administrator:

Date:

Print Name: Daniel Busse
Print Title: General Manager/Principal

5/10/18

Locally Chartered School District Superintendent or Designee:

Date:

Print Name: _____ School District: _____

Signatures certify that to the best of their knowledge the information contained herein is complete and accurate

Signatures and printed names of ALL Board Members or Governing Council members:

Print Name: Michael Smith

Date:
5/10/18

Print Name: Dr. Denise Gonzales

Date:
5/10/18

Print Name: Dr. Jeanne Forrester

Date:
5/10/18

Print Name: David Stoliker

Date:
5/10/18

Print Name: Lindsey Bomke

Date:
5/10/18

Print Name: Edgar Short

Date:
5/10/18

Print Name: Michael Malloy

Date:
5/10/18

(Please Duplicate This Page For Additional Council Members)

11000-1000-52220-0000-520001-0000-0000	Medicare Payments	\$	19,987.00	\$	23,032.00		
11000-1000-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	171,728.00	\$	181,000.00		
11000-1000-52312-0000-520001-0000-0000	Life	\$	1,750.00	\$	1,787.00		
11000-1000-52313-0000-520001-0000-0000	Dental	\$	8,918.00	\$	10,000.00		
11000-1000-52314-0000-520001-0000-0000	Vision	\$	1,560.00	\$	1,906.00		
11000-1000-52315-0000-520001-0000-0000	Disability	\$	3,322.00	\$	1,749.00		
11000-1000-52500-0000-520001-0000-0000	Unemployment Compensation	\$	3,687.00	\$	5,244.00		
11000-1000-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	275.00	\$	292.00		
11000-1000-53330-1010-520001-0000-0000	Professional Development	\$	93.00	\$			
11000-1000-53414-1010-520001-0000-0000	Other Professional/Technical Services	\$	16,800.00	\$	15,000.00		
11000-1000-53711-1010-520001-0000-0000	Other Charges	\$	1,113.00	\$	4,000.00		
11000-1000-55819-1010-520001-0000-0000	Employee Travel - Teachers	\$	917.00	\$	-		
11000-1000-55915-1010-520001-0000-0000	Other Contract Services	\$	161.00	\$			
11000-1000-56112-1010-520001-0000-0000	Other Textbooks	\$	4,304.00	\$	10,000.00		
11000-1000-56113-1010-520001-0000-0000	Software	\$	4,919.00	\$			
11000-1000-56118-1010-520001-0000-0000	General Supplies and Materials	\$	51,803.00	\$			
11000-1000-57332-1010-520001-0000-0000	'Supply Assets (\$5,000 or Less)'	\$	2,785.00	\$	30,000.00		
11000-1000-57332-2000-520001-0000-0000	Instruction-"Supply Assets (\$5,000 or Less)" SPED	\$	730.00	\$			
	Function 1000 - Instruction	\$	2,085,867.00	\$	2,201,599.00		
11000-2100-51100-0000-520001-1211-0000	Salaries Expense- Coordinator's	\$	21,001.00	1.87	\$	69,041.00	1.26
11000-2100-51100-0000-520001-1214-0000	Salaries Expense- Counselor's	\$	49,039.00	2.00	\$	56,787.00	1.00
11000-2100-51100-2000-520001-1211-0000	Salaries Expense- SPED Coordinator's	\$	51,719.00		\$	56,547.00	0.80
11000-2100-51300-0000-520001-1214-0000	Salaries Expense- Social Worker	\$	63,000.00		\$	64,260.00	1.00
11000-2100-51300-0000-520001-1214	Additional Compensation	\$			\$	5,138.00	
11000-2100-52111-0000-520001-0000-0000	Additional Compensation	\$			\$	2,880.00	
11000-2100-52112-0000-520001-0000-0000	Educational Retirement	\$	23,872.00		\$	35,401.00	
11000-2100-52210-0000-520001-0000-0000	ERA - Retiree Health	\$	3,435.00		\$	5,095.00	
11000-2100-52220-0000-520001-0000-0000	FICA Payments	\$	10,619.00		\$	15,791.00	
11000-2100-52311-0000-520001-0000-0000	Medicare Payments	\$	2,483.00		\$	3,695.00	
11000-2100-52312-0000-520001-0000-0000	Health and Medical Premiums	\$	2,994.00		\$	3,500.00	
11000-2100-52313-0000-520001-0000-0000	Life	\$	174.00		\$	338.00	
11000-2100-52314-0000-520001-0000-0000	Dental	\$	569.00		\$	350.00	
11000-2100-52315-0000-520001-0000-0000	Vision	\$	98.00		\$	298.00	
11000-2100-52315-0000-520001-0000-0000	Disability	\$	233.00		\$	273.00	
11000-2100-52500-0000-520001-0000-0000	Unemployment Compensation	\$	413.00		\$	843.00	
11000-2100-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	37.00		\$	55.00	
11000-2100-53218-2000-520001-0000-0000	Specialists - Contracted	\$	44,742.00		\$	47,000.00	

11000-2100-53330-0000-520001-0000-0000	Professional Development		\$	895.00				
11000-2100-53414-0000-520001-0000-0000	Other Professional/Technical Services		\$	36,089.00			\$	43,000.00
11000-2100-55873-0000-520001-0000-0000	Employee Travel - Non-Teachers		\$	300.00			\$	1,000.00
11000-2100-56113-2000-520001-0000-0000	Software		\$	216.00			\$	1,500.00
11000-2100-56118-0000-520001-0000-0000	General Supplies and Materials		\$	615.00			\$	2,000.00
11000-2100-56118-2000-520001-0000-0000	General Supplies and Materials- SPED		\$	89.00				
	Function 2100 - Support Services-Students		\$	312,632.00			\$	414,792.00
11000-2200-56118-0000-520001-0000-0000	General Supplies and Materials		\$	17,525.00			\$	10,000.00
	Function 2200 - Support Services-Instruction		\$	17,525.00			\$	10,000.00
11000-2300-51100-0000-520001-1111-0000	Salaries Expense- Principal		\$	90,000.00	1.00		\$	95,000.00
11000-2300-52111-0000-520001-0000-0000	Educational Retirement		\$	12,510.00			\$	13,205.00
11000-2300-52112-0000-520001-0000-0000	ERA - Retiree Health		\$	1,800.00			\$	1,900.00
11000-2300-52210-0000-520001-0000-0000	FICA Payments		\$	5,059.00			\$	5,890.00
11000-2300-52220-0000-520001-0000-0000	Medicare Payments		\$	1,184.00			\$	1,378.00
11000-2300-52311-0000-520001-0000-0000	Health and Medical Premiums		\$	12,408.00			\$	12,408.00
11000-2300-52312-0000-520001-0000-0000	Life		\$	66.00			\$	66.00
11000-2300-52313-0000-520001-0000-0000	Dental		\$	684.00			\$	684.00
11000-2300-52314-0000-520001-0000-0000	Vision		\$	119.00			\$	119.00
11000-2300-52315-0000-520001-0000-0000	Disability		\$	365.00			\$	365.00
11000-2300-52500-0000-520001-0000-0000	Unemployment Compensation		\$	105.00			\$	314.00
11000-2300-52710-0000-520001-0000-0000	Workers Compensation Premium		\$	10.00			\$	10.00
11000-2300-53411-0000-520001-0000-0000	Auditing		\$	13,000.00			\$	13,000.00
11000-2300-53413-0000-520001-0000-0000	Legal		\$	7,500.00			\$	7,500.00
11000-2300-53711-0000-520001-0000-0000	Other Charges		\$	7,520.00				
11000-2300-55400-0000-520001-0000-0000	Advertising		\$	1,000.00			\$	1,000.00
11000-2300-55812-0000-520001-0000-0000	Board Training		\$	3,948.00			\$	2,500.00
11000-2300-55915-0000-520001-0000-0000	Other Contract Services		\$	9,928.00			\$	10,000.00
	Function 2300 - Support Services-General Administration		\$	167,206.00			\$	165,339.00
11000-2400-51100-0000-520001-1112-0000	Salaries Expense- Assi. Principal		\$	53,600.00	0.66		\$	68,544.00
11000-2400-51100-0000-520001-1211-0000	Salaries Expense- Director of Advancement		\$	75,000.00	1.00		\$	76,500.00
11000-2400-51100-0000-520001-1217-0000	Salaries Expense- Clerical		\$	65,513.00	2.50		\$	70,975.00
11000-2400-51300-0000-520001-1217-0000	Additional Compensation		\$	5,000.00				
11000-2400-52111-0000-520001-0000-0000	Educational Retirement		\$	27,666.00			\$	30,028.00
11000-2400-52112-0000-520001-0000-0000	ERA - Retiree Health		\$	3,980.00			\$	4,321.00
11000-2400-52210-0000-520001-0000-0000	FICA Payments		\$	11,847.00			\$	13,394.00

11000-2400-52220-0000-520001-0000-0000	Medicare Payments	\$	3,700.00		\$	3,134.00
11000-2400-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	9,277.00		\$	13,000.00
11000-2400-52312-0000-520001-0000-0000	Life	\$	300.00		\$	350.00
11000-2400-52313-0000-520001-0000-0000	Dental	\$	782.00		\$	1,000.00
11000-2400-52314-0000-520001-0000-0000	Vision	\$	148.00		\$	261.00
11000-2400-52315-0000-520001-0000-0000	Disability	\$	798.00		\$	850.00
11000-2400-52500-0000-520001-0000-0000	Unemployment Compensation	\$	404.00		\$	715.00
11000-2400-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	43.00		\$	46.00
11000-2400-53330-0000-520001-0000-0000	Professional Development	\$	5,730.00		\$	800.00
11000-2400-53711-0000-520001-0000-0000	Other Charges	\$	3,391.00		\$	2,000.00
11000-2400-55813-0000-520001-0000-0000	Employee Travel - Non-Teachers	\$	2,121.00		\$	2,200.00
11000-2400-56113-0000-520001-0000-0000	Software	\$	1,500.00		\$	2,000.00
11000-2400-56118-0000-520001-0000-0000	General Supplies and Materials	\$	19,640.00		\$	2,000.00
11000-2400-57332-0000-520001-0000-0000	'Supply Assets (\$5,000 or Less)'	\$	7,499.00		\$	-
	Function 2400 - Support Services-School Administration	\$	297,921.00		\$	290,118.00
11000-2500-53414-0000-520001-0000-0000	Other Professional/Technical Services	\$	119,962.00		\$	67,000.00
11000-2500-53711-0000-520001-0000-0000	Other Charges	\$	1,200.00		\$	1,200.00
11000-2500-55400-0000-520001-0000-0000	Advertising	\$	667.00		\$	1,000.00
11000-2500-56113-0000-520001-0000-0000	Software	\$	29,346.00		\$	30,000.00
11000-2500-56118-0000-520001-0000-0000	General Supplies and Materials	\$	53.00		\$	75.00
	Function 2500 - Central Services	\$	151,228.00		\$	99,275.00
11000-2600-51100-0000-520001-1615-0000	Salaries Expense- Custodian	\$	21,544.00	1.00	\$	22,400.00
11000-2600-52111-0000-520001-0000-0000	Educational Retirement	\$	2,780.00		\$	3,114.00
11000-2600-52112-0000-520001-0000-0000	ERA - Retiree Health	\$	400.00		\$	448.00
11000-2600-52210-0000-520001-0000-0000	FICA Payments	\$	1,365.00		\$	1,389.00
11000-2600-52220-0000-520001-0000-0000	Medicare Payments	\$	319.00		\$	325.00
11000-2600-52311-0000-520001-0000-0000	Health and Medical Premiums	\$	-		\$	-
11000-2600-52312-0000-520001-0000-0000	Life	\$	-		\$	-
11000-2600-52313-0000-520001-0000-0000	Dental	\$	-		\$	-
11000-2600-52314-0000-520001-0000-0000	Vision	\$	-		\$	-
11000-2600-52315-0000-520001-0000-0000	Disability	\$	-		\$	-
11000-2600-52500-0000-520001-0000-0000	Unemployment Compensation	\$	-		\$	-
11000-2600-52710-0000-520001-0000-0000	Workers Compensation Premium	\$	83.00		\$	74.00
11000-2600-53711-0000-520001-0000-0000	Other Charges	\$	18.00		\$	18.00
11000-2600-54312-0000-520001-0000-0000	Maintenance & Repair- Buildings and Grounds	\$	500.00		\$	2,000.00
11000-2600-54411-0000-520001-0000-0000	Electricity	\$	3,416.00		\$	5,000.00
		\$	31,747.00		\$	15,129.00

11000-2600-54412-0000-520001-0000-0000	Natural Gas (Buildings)	\$	2,500.00		\$	2,500.00
11000-2600-54415-0000-520001-0000-0000	Water/Sewage	\$	6,427.00		\$	3,000.00
11000-2600-54416-0000-520001-0000-0000	Communication Services	\$	15,910.00		\$	14,000.00
11000-2600-54610-0000-520001-0000-0000	Renting Land and Buildings	\$	197,332.00		\$	241,976.00
11000-2600-54620-0000-520001-0000-0000	Rentals - Computers and Related Equipment	\$	11,500.00		\$	12,000.00
11000-2600-55200-0000-520001-0000-0000	Property/Liability Insurance	\$	53,525.00		\$	47,627.00
11000-2600-55915-0000-520001-0000-0000	Other Contract Services	\$	57,497.00		\$	60,000.00
11000-2600-56118-0000-520001-0000-0000	General Supplies and Materials	\$	25,987.00		\$	35,000.00
11000-2600-57332-0000-520001-0000-0000	'Supply Assets (\$5,000 or Less)'	\$	3,172.00		\$	
	Function 2600 - Operation & Maintenance of Plant	\$	436,022.00		\$	466,000.00
	Fund 11000 - Operational	\$	3,468,401.00	42.90	\$	3,647,123.00
	Variance	\$	95,320.00		\$	42.10
		\$			\$	
14000-1000-56111-1010-520001-0000-0000	Instruction-Instructional Materials Cash - 50% Textbooks	\$	15,000.00		\$	17,410.25
	Fund 24000 - Instructional Materials	\$	15,000.00		\$	17,410.25
23000-1000-53711-1010-520001-0000-0000	Instruction-Other Charges	\$	1,645.00			
23000-1000-55817-1010-520001-0000-0000	Instruction-Student Travel	\$	9,403.00			
23000-1000-56118-1010-520001-0000-0000	Instruction-General Supplies and Materials	\$	7,417.00			
	Fund 23000 - Non-Instructional Support	\$	18,465.00		\$	-
24101-1000-51100-1010-520001-1411-0000	Instruction-Salaries Expense	\$	17,557.00		\$	27,171.00
24101-1000-56113-1010-520001-0000-0000	Instruction-Software	\$	5,250.00		\$	
	Fund 24101 - Title I - IASA	\$	22,807.00		\$	27,171.00
24106-2100-53218-2000-520001-0000-0000	Support Services-Students-Specialists - Contracted	\$	67,258.00		\$	
	Fund 24106 - Entitlement IDEA-B	\$	67,258.00		\$	-
24154-1000-53330-1010-520001-0000-0000	Instruction-Professional Development	\$	6,606.00		\$	
	Function 1000 - Instruction	\$	6,606.00		\$	-
24154-2400-53330-0000-520001-0000-0000	Support Services-School Administration-Professional Development	\$			\$	
	Function 2400 - Support Services-School Administration	\$			\$	-
	Fund 24154 - Title II	\$	6,606.00		\$	-

26207-1000-51300-1010-520001-1411-0000	Instruction-Additional Compensation	\$	500.00	\$	-
26207-1000-52210-0000-520001-0000-0000	Instruction-FICA Payments	\$	31.00	\$	-
26207-1000-52220-0000-520001-0000-0000	Instruction-Medicare Payments	\$	7.00	\$	-
	Fund 26207 - CNM Foundation	\$	538.00	\$	-
27103-1000-56112-1010-520001-0000-0000	Instruction-Other Textbooks	\$	1,816.00	\$	-
	Fund 27103 - Dual Credit Instructional Materials	\$	1,816.00	\$	-
31200-4000-54610-0000-520001-0000-0000	Capital Outlay-Renting Land and Buildings	\$	337,571.00	\$	293,530.00
	Fund 31200 - Public School Capital Outlay	\$	337,571.00	\$	293,530.00
31700-4000-56113-0000-520001-0000-0000	Capital Outlay-Software	\$	24,315.87	\$	-
31700-4000-57332-0000-520001-0000-0000	Capital Outlay-"Supply Assets (\$5,000 or Less)"	\$	1,485.13	\$	-
	Fund 31700- Capital Improvements SB-9 State Match	\$	25,801.00	\$	-
31701-4000-56113-0000-520001-0000-0000	Capital Outlay-Rentals Software	\$	-	\$	45,000.00
31701-4000-57332-0000-520001-0000-0000	Capital Outlay-"Supply Assets (\$5,000 or Less)"	\$	-	\$	193,918.00
	Fund 31701 - Capital Improvements SB-9 LOCAL	\$	-	\$	238,918.00
	TOTAL ALL FUNDS	\$	3,964,263.00	\$	4,224,152.25

**The ASK Academy
GOVERNING COUNCIL**

Resolution No. F-5.19.18

Resolution Re: Lease Purchase Arrangement Preliminary Approval Pursuant to NMSA 1978, §22-26A-6.

WHEREAS, The ASK Academy's Governing Council ("Council"), the governing body of The ASK Academy, a public charter school ("School"), met in special session at 4800 Laban Road NE, Rio Rancho, New Mexico 87144 on May 19, 2018, at 1:30 p.m.; notice of the meeting was provided by law;

WHEREAS, the Council has determined that it is necessary and in the School's best interest to acquire from The ASK Academy Education Foundation, a New Mexico private nonprofit corporation ("Foundation"), the building, land, easements and all improvements located at 4500 Sundt Road NE, Rio Rancho, New Mexico 87124, ("School Site") through a lease purchase arrangement ("Agreement") as defined by the New Mexico Public School Lease Purchase Act, Chapter 22, Article 26A NMSA 1978 ("Act"). See NMSA 1978, §§22-26A-3(A).

WHEREAS, the Council determined that the School requires additional classroom space for its Sixth Grade Academy and that expanding to the School Site, which is located adjacent to the boundaries of the School's current leased premises, is in the best interest of the School and is necessary to fulfill the School's educational program as contemplated by its charter contract with the New Mexico Public Education Commission.

WHEREAS, the Council has been advised that the Foundation will acquire the School Site by entering a real estate contract by and between it and Rachel Mathew Development, the current owner of the School Site. Closing of the real estate contract shall occur on or before the Council executes the Agreement, which execution shall occur only after the New Mexico Public Education Department ("Department") approves the Agreement as contemplated by NMSA 1978, §22-26A-5(B).

WHEREAS, the Council determined that as of May 19, 2018, acquiring the School Site for the purchase price of Seven Hundred Fifty Thousand Dollars (\$750,000) at a fixed interest rate of 7.5% per annum, which rate does not exceed the maximum interest rate allowed pursuant to the Public Securities Act, NMSA 1978, §§6-14-1 through 6-14-3, is fair and reasonable based on the School's current and projected educational program needs and financial capacity;

WHEREAS, the Council recognizes that it is obligated by its charter contract to operate the School at its current location, 4550 Sundt Road NE, Rio Rancho, New Mexico 87124.

WHEREAS, the School will obtain the Public School Facilities Authority's approval to enter into a lease purchase arrangement for the School Site before submitting its request to the Department for approval.

WHEREAS, the Council has reviewed a summary of the terms of the proposed Agreement attached as Exhibit A hereto, and determined that the terms and conditions of the Agreement are in the best interest of the School and are acceptable to the Council, if approved by the Department.

WHEREAS, the School and Council are familiar with the School Site and have determined that it is suitable for the School's educational program as contemplated by its charter contract. Further, that acquisition of the School Site in the current location as its long-term

facility for the Sixth Grade Academy (or such other uses become necessary in the future) is in the School's best interest.

WHEREAS, the Council will, prior to executing the Agreement, submit it to the Department for approval, pursuant to the requirements of the Department, the terms of the Act, and the Charter Schools Act. NMSA 1978, §§22-8B-1, *et seq.*

WHEREAS, the Council will enter a commercial lease for the property, which provides that the commercial lease can be cancelled and replaced by a lease purchase arrangement without penalty to the School, if the Agreement is not approved by the NMPED when the Foundation enters the real estate contract to acquire the School Site.

WHEREAS, the Council has identified such available and allowable funds that will be necessary to make the required payments pursuant to the Agreement as set forth in Exhibit B to this Resolution, which sources comply with NMSA 1978, §22-26A-7.

NOW, THEREFORE, be it resolved by the School's Council that:

(1) It is necessary and in the School's best interest to acquire from the Foundation, the School Site located at 4500 Sundt Road NE, Rio Rancho, New Mexico 87124 through a lease purchase arrangement as defined by NMSA 1978, §22-26A-3(A);

(2) Upon review of the costs and expenses of the School Site to be acquired and consideration of the purchase price of Seven Hundred Fifty Thousand (\$750,000 Dollars) at a fixed interest rate of 7.5% per annum (which does not exceed the maximum interest rate allowed pursuant to the Public Securities Act, NMSA 1978, §6-14-1 through 6-14-3), the Council has determined that the purchase price and cost of acquisition are reasonable;

(3) The terms of the proposed Agreement are reasonable, acceptable, and in the best interest of the School;

(4) The source of funds (as described in Exhibit B) as sufficient to make the payments under the proposed Agreement, and have been identified from available and allowable funds;

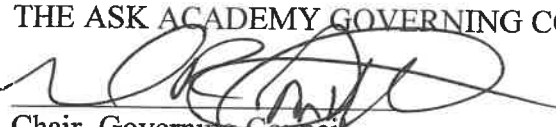
(5) The Agreement, along with all required documentation, shall be forwarded to the Department for consideration and approval prior to its execution;

(6) The Council authorizes the General Manager, with the support of the Council Chair, to respond to any additional requests for documents or information from the Department, to make all revisions required by the Department or as advised by School's legal counsel that do not change the material terms of Agreement, and to take such other necessary steps to finalize the draft Agreement in consultation with the School's legal counsel; and

(7) The Council Chair is hereby authorized to execute the Agreement if the required approvals are obtained from the Department.

The motion was duly made, seconded, and 3 voted in favor, 0 against, and 0 abstained; the motion carried.

THE ASK ACADEMY GOVERNING COUNCIL


Chair, Governing Council

5-19-18
Date

The undersigned Secretary certifies that s/he is the duly elected Secretary of the Governing Council and that the above is a true and correct statement of the Resolution that was duly

adopted at a meeting of the Council, which was held in accordance with State laws and bylaws of The ASK Academy's Governing Council.

Jeanne Forrester
Secretary, Governing Council

5/19/18
Date