

Alice King Community School
Governing Council Meeting Minutes
January 9, 2019

I. Confirmation of Quorum

A quorum was present with the following members in attendance: Aaron Kugler, Jane Knap, Molly Bell, Victor Gamiz, Matthew Anderson, Jennifer Hathaway, Kiera Duddy, Oscar Martinez, Connie Chene

Staff in attendance: Tonya Newton, Kristi Collins, Rhonda Cordova,

Others in attendance: MaryKay Ready, Ben Martinez

Meeting called to order at 5:33 pm by Aaron Kugler.

II. Adoption of the Agenda

A motion to adopt the agenda was made by Molly Bell and seconded Matthew Anderson. There was no discussion, and the motion passed unanimously.

III. Approval of the Meeting Minutes from December 12, 2018

Minutes from the December 12, 2018, meeting were presented by Jennifer Hathaway. There was a motion to approve the December 12, 2018, minutes by Jane Knap, and seconded by Victor Gamiz. There was no further discussion, and the vote was unanimous in favor of the motion.

IV. Public Comments

No Comments

V. Comments from Council Members

Connie brought up an article she had seen in today's Albuquerque Journal regarding the findings in a lawsuit against PED that students are being underserved in the state, and that education was being underfunded. There was a discussion as to what the requirements will be for charter schools in regards to early education. She suggested that at the strategic planning session we discuss this topic.

VI. Council Committee Reports

A. Finance, Facilities, and Human Resources Committee, Kiera Duddy, Chair

Kiera reported that the Finance Committee met on Monday and that meeting earlier in the week went well for everyone. There had been no journal entries and there were no BARs. The check register was reviewed in detail to help Kiera become familiar with the recurring charges. Rhonda then went over the Budget Report. She has put a call into the agency in charge of the Puente Para Los Niños grant, but has not heard back. The other budget items were reviewed.

A motion to approve the Budget Report was made by Victor Gamiz and seconded by Matthew Anderson. There was no further discussion and the vote unanimous in favor of the motion

B. Nominating and Council Professional Development Committee, *Connie Chene, Chair*

Connie gave a report, and informed members of upcoming trainings from the PSCNM and PED.

C. Policy Committee, *Jennifer Hathaway, Chair*

Jennifer read Section IX as a second reading

IX Finances and Accounting

A. Fiscal Accounting and Reporting

1. Financial Reporting.

The Head Administrator shall be responsible for properly accounting for all funds received and all expenses incurred in the operation of AKCS. The Head Administrator shall conform to Generally Accepted Accounting Principles. The Business Manager, in conjunction with the Finance Committee, will prepare a summary of the Financial statements for review at regular Council meetings and as necessary when significant financial changes require Council review and/or approval, or as requested by the President or Treasurer.

2. Financial Accounting Audits.

All funds and accounts of AKCS shall be audited annually after the close of each fiscal year in accordance with state law. The independent auditor shall submit a report to the Council that includes the audited financial statements and an opinion regarding those financial statements. The auditor shall also include in the report any information and documentation required by the State.

B. Preparation and Adoption of Annual Operating Budget

1. The Council assigns to the Head Administrator the overall responsibility for the preparation and administration of the budget. The annual budget shall be made according to the PED guidelines. The annual budget for the upcoming fiscal year shall be submitted for review and approval by the Council during the regular April Council meeting or a special meeting for that purpose if needed.

C. Internal Review Policy (Quarterly Financial Audits)

1. The Head Administrator, in conjunction with the Finance Committee, may perform internal quarterly financial reviews. Significant items or concerns shall be brought to attention of the Audit Committee.
2. The following areas should be considered in the internal review process by the finance committee:
 - i. Cash Reconciliation - Verify that the bank statement has been reconciled to the internal ledger every month. The cash should tie out to the bank statement each and every month.
 - ii. Disbursements - Obtain a list of expenses and select all of the relatively large expenses (and several smaller expenses randomly) and verify that each expense has been approved. Verify that the amount on the check is the same on the invoice. Periodically review randomly selected ordered goods and ensure items were received and accurately placed in inventory, if required.
 - iii. Payroll - Review payroll masterfile periodically to ensure validity and accuracy.
 - iv. Receipts -- Deposits should be documented and deposit slips retained (Review a sample of the deposit slips and verify that the revenue recorded was received in a timely manner.
 - v. Related Party Transactions -- Committee will review any related party transactions and ensure the Governing Council is aware of the existence of potential risks.
3. The following areas should be performed as stated in the internal review process by the audit committee.
 - i. Verify Fixed Asset Inventory -- Review the school's fixed asset inventory list and verify a sample of the items are still in service. Identify a few high-value items on the fixed inventory list and confirm their location within the school.
 - ii. Inventory Control -- Yearly, within the last 1-2 months of the fiscal year, a team shall perform complete inventory reconciliation.

There was no discussion. A motion to approve the policy change to section IX was made by Molly Bell and seconded by Matthew Anderson. There was no further discussion, and the vote was unanimous in favor of the motion.

Jennifer then read section XII as a second reading.

XII. Facilities

A. Responsibilities, Management and Improvements

1. AKCS facilities will be maintained in good physical condition, be safe and in compliance with applicable building codes, and be maintained at an acceptable level of cleanliness.
2. The Head Administrator is responsible for the day-to-day utilization and operation of the AKCS facility.
3. All School personnel, in execution of their assigned duties, are responsible for assisting in the operation and management of AKCS facilities in a manner that is consistent with this policy.
4. Use of School Facilities by Private Persons. AKCS will follow rules as set forth in 6.50.17, NMAC.

A motion to approve the policy change to section XII was made by Matthew Anderson and seconded by Kiera Duddy. There was no further discussion, and the vote was unanimous in favor of the motion.

D. STEM Committee Report: Oscar Martinez, Chair

Oscar reported that he is working on expanding the STEM Committee. He will be meeting with Amanda and Amber, the Technology and STEM teachers at AKCS, as well as actively looking for additional members. He would like the committee to have a bigger impact at the school.

Oscar then discussed the AFRL STEMMIES nomination. He said that although there were no applications from AKCS this year, it will be recurring each year. He also now has an idea what other schools are doing and will take this info and see how it can apply to the school.

There then was a discussion of the Super STEM Saturday on Feb 23 at convention center.

E. Ad Hoc Committee to Revise the Governing Counsel Assessment, Matt Anderson, Chair

Matt asked several questions to help guide his revamping of the self-evaluation. He asked if there were any guidelines for what should be in the self-evaluation. It was suggested that he contact Kelly Callahan at the Coalition to see how other schools do their self-evaluations. The Council expressed an interest in reducing redundancy in the questions, and having them be more clear and concise. Furthermore, the questions should provide useful actionable information to the Council.

VII. Old Business

A. Discussion regarding update to Strategic Plan

We asked that Rhonda be available by phone on Saturday for the planning session so that she did not have to spend the day at the planning session. The planning will be from 9-3 at 7500 Bluewater Road NW. Planning logistics for the strategic planning were discussed.

B. Discussion regarding Board Finance Training

Aaron lead a discussion regarding a Board Finance Training. He stated that the check register report Rhonda had provided at the beginning of the month was very helpful. IT was decided that the council was not ready to pick a date for a training, but that Rhonda would make an agenda and council members should send her suggestions as to topics they would like covered live the categories on the Budget report, where the money in

each comes from and what it is spent on. Once an agenda has been created the Council can decide how much time we think it will take to cover those topics.

VIII. Reports and Miscellaneous

A. Head Administrator's Report, Tonya Newton, Head Administrator

Tonya gave a Head Administrator Report. She reported that there are currently 470 students enrolled. The staff had participated in a Balanced Literacy Training. The school is getting ready for the lottery process starting in late January. There was a discussion as to the effects of the Governor's order to end PARCC testing.

B. AKCS Foundation Report, Carlos Rey Romero, Foundation Board President

Ben Martinez gave a Foundation Report. He said the Foundation was able to secure a good deal on the artificial turf and they were able to have it installed sooner than expected. There had been a successful fundraiser in December at Cantina Brew House. The Foundation is in the process of forming a fundraising committee for ongoing projects. The Foundation has also contracted with a consultant to lobby for capital outlay funds from the legislature. The Foundation had a good return on investment two years ago with a consultant.

IX. Ex Session

- i.** A motion to move into Executive Session for the discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA was made by Victor Gamiz and seconded by Molly Bell at 7:06 pm. There was no discussion and the aye vote was unanimous.
- ii.** The regular meeting was re-convened at 8:03pm. A motion was made by Victor Gamiz to certify that the session dealt with discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA, and was seconded by Matthew Anderson. There was no discussion and the aye vote was unanimous.

X. Adjournment

Connie Chene made a motion to adjourn, which was seconded by Kiera Duddy. The vote was unanimous. The meeting was adjourned 8:05 pm.

Respectfully submitted by Jennifer Hathaway, AKCS Governing Council Secretary


