

Alice King Community School  
Governing Council Meeting Minutes  
December 12, 2018

**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

Governing Council Members absent (excused): Connie Chene

Staff in attendance: Tonya Newton, Kristi Collins, Rhonda Cordova, Tracy Reynolds, Amber Glas, Holly Tilseth

Others in attendance: MaryKay Ready

Meeting called to order at 5:40 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 October 10, 2018**

Minutes from the October 10, 2018 meeting were presented by Jennifer Hathaway. There was a motion to approve the October 10, 2018 minutes by Matthew Anderson, and seconded by Molly Bell. There was no further discussion, and the vote was unanimous in favor of the motion.

**IV. Public Comments**

Tonya and Kristi introduced the staff in attendance. The Council welcomed Tracy, Holly and Amber to the meeting.

**V. Comments from Council Members**

Jane shared the Charter Board University Book she had received at the Coalition Training in November. She recommended it to everyone as very useful and helpful, a sentiment that was echoed by Molly and Aaron. It was suggested that Connie contact the Coalition to see how extra copies could be obtained for those Members and Administration not at the Coalition Training.

## VI. Council Committee Reports

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

Rhonda presented the three BAR.

BAR ending in 0012-IB to establish the initial budget for lease reimbursement in the amount of \$325,423. A motion to approve the BAR was made by Victor Gamiz, and second by Molly Bell. There was no further discussion and the motion carried by unanimous vote.

BAR ending in 0013-IB for \$5,383 for Tiffany Hazelbaker, for an Excellence in Teaching award from the state for exemplary teachers.

There was some question on if it is a bonus or if benefits need to be taken out. Rhonda will investigate this further. A motion to approve the BAR was made by Matthew Anderson, and second by Jane Knapp. There was no further discussion and the motion carried by unanimous vote.

BAR ending in 0014-I to increase the activities budget by \$6,748 due to fees and donations so far this year. A motion to approve this BAR was made by Molly Bell and seconded by Jane Knapp. There was no further discussion and a unanimous vote carried the motion

Rhonda then went over the finance report. The Finance Committee had met earlier that day and went over journal entries, bank reconciliation and the bank register, which was included in the Finance Committee report. She went through several items in the register and explained what they were and how adjustments were made.

In the budget report Rhonda stated that the Reads to Lead funds were allocated for a for new teacher and part of and EA salary. She noted that the HB 33 funds will be able to cover the lease payment for quite a while.

Tonya and Kristi explained that there would be two insurance claim this month, one with the HVAC system due to hail damage. The second was a burst water line in the Annex. They were working on both with insurance and contractors.

Agenda item VIII B Discussion of Board Finance Training was moved to this time. Aaron brought up the need to have Finance Committee meet earlier in order for everyone to be better prepared to discuss the finance report. It was decided that the Finance Committee would meet on the Monday before the Council Meeting allowing for distribution of reports to the Council before the regular meetings. Additionally, Rhonda will send out a bank register report at the end of each month for the board to review.

There was then a discussion regarding board finance training. It was suggested that in March we designate a Saturday to have Rhonda train the board on reading the bank statements, journal entries etc. March was suggested as the strategic planning session has already been scheduled in January and will likely continue into February.

Victor Gamiz moved to approve the Finance Report. The motion was seconded by Matthew Anderson. There was no further discussion and the vote for the motion was unanimous.

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

Kristi read a short report on Connie's behalf. She stated that most members have completed their training for the year, except Matthew, who needed 8 hours, and Oscar and Kiera, who needed three hours each.

**C. Policy Committee, *Jennifer Hathaway, Chair***

Jennifer read the following sections as first readings for policy changes

## **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 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.

**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. ACKS will follow rules as set forth in 6.50.17, NMAC.

**D. STEM Committee Report: Oscar Martinez, Chair**

Oscar gave a STEM report. He said there were still two more days to nominate teachers or students for the AFRL Stemmiies award. On Feb 23 there will be a Super STEM Saturday event at the convention center and they were recruiting STEMistrators to do STEM demonstrations. There will be a Maker spaces themed space at the Super STEM Saturday event. Oscar asked if he can expand his committee to include parents and teachers, which was encouraged. He talk about a professional development paid internship to STEM teachers, a pilot program he is organizing, and encouraged teachers to apply. The laser cutter for the makers space has arrived and was already being used. He encouraged our school to try and foster connection with other maker space school. He also informed the council and the administration that AKCS qualifies for APS Foundation Grants and encouraged the school to look into opportunities there.

Victor reported on rocket demo he attended, saying he was very impressed. A discussion was had on ways to get AKCS involved in these types of activities such as TEAM America Rocketship Challenge.

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

Matthew reported that he will be sending out some questions to get feedback on the current self-assessment, as well as the Council's opinion as to the goal of the self-assessment as a tool for improving the Council. He will then begin revising the self-assessment.

**VII. New Business**

- A. Action on Resolution Regarding Social Security Coverage (218 Agreement)  
Rhonda presented the Resolution Regarding Social Security Coverage (218 Agreement). There was a long discussion about the consequences of this resolution. It was explained that AKCS has been paying into Social Security as it was thought AKCS was under the APS 218 agreement. However, since AKCS is not under the APS agreement the school's staff has to vote on if they want to continue to pay into Social Security. The result is binding for all future employees of the school. The staff in attendance were asked their opinion of the situation. It was emphasized that the key is to have comprehensive training to inform staff of the ramifications of the vote.  
A motion was made to appoint Rhonda Tonya and Kristi to the referendum committee by Molly Bell and seconded by Matthew Anderson. No further discussion and vote in agreement was unanimous

Victor move to allow staff to have an individual choice if they want to contribute to Social Security. The second was by Matthew Anderson. A brief discussion of the ramifications of individual vs majority vote was had. A vote was done by show of hands and the vote was unanimous in favor of the motion. The result of this vote is that any future employee of AKCS will have to pay into Social Security.

#### **VIII. Old Business**

##### **A. Strategic plan.**

Aaron contacted Tim Schroder and Tim has agreed to do facilitate our Strategic Planning sessions. Tim asked if the Council wanted to update the current plan or do a more comprehensive plan with focus groups. There was a discussion on the benefits and drawback of each option. It was noted that a strategic plan would be need to be in place for the charter renewal next year. After discussion it was decided to try and include all stakeholder groups (Foundation, Staff, Family/community) in the planning process. Aaron said the Foundation is willing to come to the initial planning meeting.

Matthew has offered space at his business for January 12 and the planning session will start at 9 am

#### **VIII. Reports and Miscellaneous**

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

Tonya gave a report. She reviewed the current enrollment at 469 students. The school is still working with Responsive Classroom. They are working hard to create a cohesive school community and address the disconnect felt between the elementary and middle school grades. To this end, class, then grade, then school wide rules were created. Staffing was reviewed, as well as school events such as conferences and the upcoming spelling bee were highlighted.

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

No report

#### **IX. Ex Session**

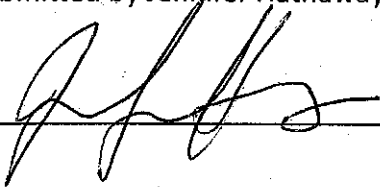
i. A motion to move into Executive Session for the discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA was made by Molly Bell and seconded by Jane Knap at 7:59 pm. There was no discussion and the vote was unanimous.

ii. The regular meeting was re-convened at 8:33 pm. A motion was made by Matthew Anderson to certify that the session dealt with discussion of limited personnel matter pursuant to 10-15-1(H)(2) NMSA, and was seconded by Victor Gamiz. There was no discussion and the vote was unanimous.

**X. Adjournment**

Victor Gamiz made a motion to adjourn, which was seconded by Jane Knap. The vote was unanimous. The meeting was adjourned 8:34 pm.

Respectfully submitted by Jennifer Hathaway, AKCS Governing Council Secretary



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