

LA RESOLANA LEADERSHIP ACADEMY
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DRAFT-GOVERNING COUNCIL MINUTES

Meeting Date: August 1, 2017 **Call to Order:** (Time) 5:05 pm (Person) Dr. Don Duran

Roll Call: (Members Present) Dr. Don Duran (Members Absent) Paula Farkas
Patrick Cota
Robert Leming
Alice Hoeltke

Non-Members Present: Justina Montoya, Principal, Justine Vigil, Business Manager
Joseph Lucero, Business Manager

Non-Members Absent: None

Pledge: X **Approval of Agenda:** X Motion made by Patrick C. to approve the meeting agenda and the motion was seconded by: Robert L.; vote unanimous (**Action Item**).

Approval of Last Meeting Minutes: Motion made by Alice H. to approve May 22, 2017 minutes; the motion was seconded by Robert L.; vote unanimous (**Action Item**).

Finance/Budget Report: (Business Manager) Joseph Lucero, Business Manager presented the Monthly Budget Reports to include the Revenue Report, Expenditure Report, Bills Disbursements, and Open Purchase Orders as prepared for this meeting. Joseph took questions from the GC on the budget reports. **Joseph L. presented one BAR for discussion and approval (Action Item).**

1. Operational (Fund 11000) Doc. ID 540-000-1617-0030-T **Bar Amt. (\$0)**
(Flowthrough Only)

Rob L. made a motion to approve the BAR as presented; the motion was seconded by Patrick C. The vote was unanimous to approve the BAR as presented.

Principal's Report: Justina M reported to the GC that the **student enrollment** was at 58 students. Dr. Duran asked Justina M. to update the GC at the end of every week on enrollment through the 40th day. She also updated the GC on **staff changes** for the 2017-2018 school year. Ms. Mary Walker resigned and will be teaching in another school this year and Mr. John Rodarte was rehired to fill the Social Studies teaching position. Justina will also be hiring two educational assistants to work in the Leadership Learning Lab.

New Business: Rob L. presented information on a *charter federal grant program* to fund charter schools. He stated that the deadline for this year had passed and funding is based on "need" over multiple years; for example \$5,000 over a three year period would translate to the school being awarded \$15,000. He did say that as a magnet school LRLA would not be eligible for the funding. The GC convened in Executive Session in accordance with the Open Meetings Act NMSA 1978, (Section 10-1)(H)(2) to *discuss limited personnel matters in connection with the Principal's evaluation and contract* for the 2017-2018 school year. The Principal was present for the discussion and vote. Members of the GC all contributed to the conversation related to the evaluation of the Principal. Individual votes were taken as follows to approve the Principal's evaluation and contract for the 2017-2018 school year; Patrick C., Yes, Robert L., Yes, Alice H., Yes, Dr. Duran, Yes. *The Principal's contract for the 2017-2018 school year was unanimously approved.* The GC came out of Executive Session at 6:03 pm. Discussion on developing a calendar for *the Audit Committee and the Finance Committee meetings calendar* was tabled for the next meeting on August 28, 2017. Justina M. told the GC that she had spoken with a parent of a new student who was interested in serving on one of those committees. Dr. Duran, Justina M. and Rob L. discussed the meeting they had regarding LRLA becoming an *APS magnet school and the magnet school application process* on July 10, 2017 with Joe Escobedo, the APS Charter School Director and Debbie Elder, the Executive Director for Magnet Schools in APS. Some of the items discussed and questions posed were as follows:

- Currently we have three options as a charter school whose contract expires on June 30, 2018. 1) submit a charter renewal to APS by October 3, 2017; 2) submit a charter renewal to the PEC by October 3, 2017; 3) submit an application to APS to become a magnet school based on the magnet school framework.
- How will LRLA be dealt with as a magnet school in regard to enrollment and location?
- LRLA would be closed as a charter school and re-opened as a magnet school. APS would be responsible for this process.
- Dr. Duran spoke about "contract schools" in California and how they worked in collaboration with the Union to develop contract schools.
- There was a discussion between the advantages of remaining a charter school and becoming a magnet school. We also spoke about the loss of "autonomy" and the role of having a Governing Council vs. an Advisory Council.
- We need to develop an "Instructional Council".
- We need to find out about the APS Human Resources processes and moving employees to APS.
- Dr. Duran asked all GC members to e-mail any other questions they had about the magnet school process to Justina M. and she would then forward the questions to Joe Escobedo and Debbie Elder.
- Dr. Duran asked Justina M. to invite Joe Escobedo and Debbie Elder to our next GC meeting in August.

Old Business: None

Kudos: Thank you to Claudia Reyes for volunteering her time this summer to help Justina M. in the office with recruitment.

Adjournment Time: Motion to adjourn the meeting was made by Patrick C. and seconded by Robert L. The vote was unanimous to end the meeting. The meeting ended at 6:35 pm. (*Action Item*)

Next Meeting Date: Scheduled for Monday, August 28, 2017 at 5:00 pm here at LRLA.

**La Resolana Leadership Academy
Account Summary Report- Revenue**

Cycle: FY2017; Begin Date: 7/1/2016; End Date: 6/30/2017; Account Type: Revenue; Subtotal Elements: Fund,Function; Filter: ((Fund)
>= '11000'); Subtotal By Account Type: No

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Contributions and Donations From Private Sources	\$ 77.00	\$ 77.34	\$ (0.34)
Refund of Prior Year's Expenditures	\$ 2,485.00	\$ 2,484.83	\$ 0.17
State Equalization Guarantee	\$ 734,739.00	\$ 734,739.74	\$ (0.74)
Instructional Materials	\$ 2,761.00	\$ 3,896.21	\$ (1,135.21)
Fees - Adults/Food Services	\$ 39.00	\$ 38.50	\$ 0.50
USDA Food Reimbursement	\$ 45,000.00	\$ 48,831.84	\$ (3,831.84)
Activity Fund	\$ 2,000.00	\$ 1,529.93	\$ 470.07
Title I	\$ 43,203.00	\$ 41,836.03	\$ 1,366.97
IDEA-B	\$ 20,347.00	\$ 19,753.00	\$ 594.00
Title II	\$ 11,818.00	\$ 1,308.19	\$ 10,509.81
NM Grown FFV	\$ 1,000.00	\$ 959.50	\$ 40.50
Teacher and School Leader Incentive Pay	\$ -	\$ 26,463.82	\$ (26,463.82)
Teacher and School Leader Incentive Pay Group	\$ -	\$ 12,435.43	\$ (12,435.43)
PSCOC Lease Reimbursement	\$ 53,010.00	\$ 67,919.00	\$ (14,909.00)
HB-33	\$ 42,662.00	\$ 41,562.47	\$ 1,099.53
SB-9 State Match	\$ 3,431.00	\$ 1,653.00	\$ 1,778.00
Total	\$ 962,572.00	\$ 1,005,488.83	\$ (42,916.83)

**La Resolana Leadership Academy
Account Summary Report- Expenditures**

Cycle: FY2017; Begin Date: 7/1/2016; End Date: 6/30/2017; Account Type: Expenditure; Subtotal Elements: Fund,Function; Filter:
(Fund) >= '11000'; Subtotal By Account Type: No

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Salaries Expense	\$ 192,653.00	\$ 192,652.38	\$ 0.62
Salaries Expense	\$ 15,014.00	\$ 13,654.83	\$ 1,359.17
Salaries Expense	\$ 5,807.00	\$ 5,806.85	\$ 0.15
Additional Compensation	\$ 4,500.00	\$ 4,500.00	\$ -
Benefits	\$ 85,074.00	\$ 80,148.93	\$ 4,925.07
Professional Development	\$ 1,700.00	\$ 1,700.00	\$ -
Other Professional/Technical Services	\$ 10,772.00	\$ 10,771.42	\$ 0.58
Other Contract Services	\$ 3,900.00	\$ 3,900.00	\$ -
General Supplies and Materials	\$ 2,012.00	\$ 2,011.63	\$ 0.37
Function 1000 - Instruction	\$ 321,432.00	\$ 315,146.04	\$ 6,285.96
Salaries Expense	\$ 1,962.00	\$ 1,961.85	\$ 0.15
Benefits	\$ 937.00	\$ 512.96	\$ 424.04
Specialists - Contracted	\$ 53,858.00	\$ 53,857.52	\$ 0.48
Other Professional/Technical Services	\$ 2,440.00	\$ 2,439.74	\$ 0.26
Function 2100 - Support Services-Students	\$ 59,197.00	\$ 58,772.07	\$ 424.93
Other Contract Services	\$ 1,878.00	\$ 1,877.98	\$ 0.02
General Supplies and Materials	\$ 3,000.00	\$ 2,524.80	\$ 475.20
Function 2200 - Support Services-Instruction	\$ 4,878.00	\$ 4,402.78	\$ 475.22
Auditing	\$ 16,865.00	\$ 16,864.89	\$ 0.11
Advertising	\$ 6,922.00	\$ 6,921.63	\$ 0.37
Function 2300 - Support Services-General Administration	\$ 23,787.00	\$ 23,786.52	\$ 0.48
Salaries Expense	\$ 78,322.00	\$ 78,322.00	\$ -
Salaries Expense	\$ 49,026.00	\$ 49,025.75	\$ 0.25
Additional Compensation	\$ 3,188.00	\$ 3,187.68	\$ 0.32
Benefits	\$ 55,041.00	\$ 51,992.90	\$ 3,048.10
Professional Development	\$ 300.00	\$ 300.00	\$ -
Other Charges	\$ 5,234.00	\$ 5,233.95	\$ 0.05
Other Contract Services	\$ 14,719.00	\$ 14,718.74	\$ 0.26
Function 2400 - Support Services-School Administration	\$ 205,830.00	\$ 202,781.02	\$ 3,048.98
Other Professional/Technical Services	\$ 15,625.00	\$ 15,624.44	\$ 0.56
Other Charges	\$ 1,344.00	\$ 1,244.11	\$ 99.89
Software	\$ 5,817.00	\$ 5,816.59	\$ 0.41
General Supplies and Materials	\$ 34.00	\$ -	\$ 34.00
Function 2500 - Central Services	\$ 22,820.00	\$ 22,685.14	\$ 134.86
Salaries Expense	\$ 17,510.00	\$ 17,510.00	\$ -
Benefits	\$ 4,812.00	\$ 4,738.29	\$ 73.71
Other Charges	\$ 63.00	\$ 62.91	\$ 0.09
Maintenance & Repair - Buildings And Grounds	\$ 681.00	\$ 681.00	\$ -
Electricity	\$ 10,898.00	\$ 10,897.93	\$ 0.07
Natural Gas (Buildings)	\$ 2,000.00	\$ 1,499.22	\$ 500.78
Water/Sewage	\$ 5,603.00	\$ 5,602.38	\$ 0.62
Communication Services	\$ 3,802.00	\$ 3,801.12	\$ 0.88
Renting Land and Buildings	\$ 17,574.00	\$ 17,573.34	\$ 0.66
Property/Liability Insurance	\$ 16,215.00	\$ 16,215.00	\$ -
Other Contract Services	\$ 10,019.00	\$ 10,018.61	\$ 0.39
General Supplies and Materials	\$ 853.00	\$ 852.10	\$ 0.90
Function 2600 - Operation & Maintenance of Plant	\$ 90,030.00	\$ 89,451.90	\$ 578.10
Emergency Reserve	\$ 5,000.00	\$ -	\$ 5,000.00
Function 2900 - Other Support Services	\$ 5,000.00	\$ -	\$ 5,000.00
Salaries Expense	\$ 11,420.00	\$ 11,419.57	\$ 0.43
Benefits	\$ 8,462.00	\$ 6,727.33	\$ 1,734.67
Food	\$ 1,692.00	\$ 1,691.20	\$ 0.80
Function 3100 - Food Services Operations	\$ 21,574.00	\$ 19,838.10	\$ 1,735.90
Fund 11000 - Operational	\$ 754,548.00	\$ 736,863.57	\$ 17,684.43

**La Resolana Leadership Academy
Account Summary Report- Expenditures**

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
<u>Instructional Materials</u>			
Instructional Materials Cash - 50% Textbooks	\$ 3,540.00	\$ 3,539.77	\$ 0.23
Function 1000 - Instruction	\$ 3,540.00	\$ 3,539.77	\$ 0.23
Fund 14000 - Total Instructional Materials	\$ 3,540.00	\$ 3,539.77	\$ 0.23
<u>Food Services</u>			
Food	\$ 57,484.00	\$ 57,484.00	\$ -
Function 3100 - Food Services Operations	\$ 57,484.00	\$ 57,484.00	\$ -
Fund 21000 - Food Services	\$ 57,484.00	\$ 57,484.00	\$ -
<u>Activity Fund</u>			
Other Charges	\$ 63.00	\$ 772.50	\$ (709.50)
Student Travel	\$ 1,000.00	\$ 180.00	\$ 820.00
General Supplies and Materials	\$ 2,951.00	\$ 1,766.85	\$ 1,184.15
Function 1000 - Instruction	\$ 4,014.00	\$ 2,719.35	\$ 1,294.65
Fund 23000 - Non-Instructional Support	\$ 4,014.00	\$ 2,719.35	\$ 1,294.65
<u>Title I</u>			
Salaries Expense	\$ 43,203.00	\$ 34,072.00	\$ 9,131.00
Educational Retirement	\$ -	\$ 4,735.91	\$ (4,735.91)
ERA - Retiree Health	\$ -	\$ 681.46	\$ (681.46)
FICA Payments	\$ -	\$ 1,591.70	\$ (1,591.70)
Medicare Payments	\$ -	\$ 372.09	\$ (372.09)
Life	\$ -	\$ 112.80	\$ (112.80)
Other Insurance	\$ -	\$ 420.00	\$ (420.00)
Unemployment Compensation	\$ -	\$ 360.23	\$ (360.23)
Workers Compensation Premium	\$ -	\$ 18.40	\$ (18.40)
Function 1000 - Instruction	\$ 43,203.00	\$ 42,364.59	\$ 838.41
Fund 24101 - Title I - IASA	\$ 43,203.00	\$ 42,364.59	\$ 838.41
<u>IDEA-B</u>			
Salaries Expense	\$ 20,347.00	\$ 20,347.00	\$ -
Function 1000 - Instruction	\$ 20,347.00	\$ 20,347.00	\$ -
Fund 24106 - Entitlement IDEA-B	\$ 20,347.00	\$ 20,347.00	\$ -
<u>Title II</u>			
Professional Development	\$ 2,841.00	\$ -	\$ 2,841.00
Function 1000 - Instruction	\$ 2,841.00	\$ -	\$ 2,841.00
Professional Development	\$ 8,977.00	\$ -	\$ 8,977.00
Function 2400 - Support Services-School Administration	\$ 8,977.00	\$ -	\$ 8,977.00
Fund 24154 - Teacher/Principal Training & Recruiting	\$ 11,818.00	\$ -	\$ 11,818.00
<u>NM Grown FFV</u>			
Food	\$ 1,000.00	\$ 959.50	\$ 40.50
Function 3100 - Food Services Operations	\$ 1,000.00	\$ 959.50	\$ 40.50
Fund 27183 - NM Grown FFV	\$ 1,000.00	\$ 959.50	\$ 40.50
<u>Lease Reimbursement</u>			
Renting Land and Buildings	\$ 53,010.00	\$ 53,009.95	\$ 0.05
Function 4000 - Capital Outlay	\$ 53,010.00	\$ 53,009.95	\$ 0.05
Fund 31200 - Public School Capital Outlay	\$ 53,010.00	\$ 53,009.95	\$ 0.05

**La Resolana Leadership Academy
Account Summary Report- Expenditures**

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
HB-33			
Supply Assets	\$ 42,662.00	\$ 4,790.08	\$ 37,871.92
Function 4000 - Capital Outlay	\$ 42,662.00	\$ 4,790.08	\$ 37,871.92
Fund 31600 - Capital Improvements HB-33	\$ 42,662.00	\$ 4,790.08	\$ 37,871.92
SB-9 State Match			
Software	\$ 3,431.00	\$ 1,653.00	\$ 1,778.00
Function 4000 - Capital Outlay	\$ 3,431.00	\$ 1,653.00	\$ 1,778.00
Fund 31700 - Capital Improvements SB-9	\$ 3,431.00	\$ 1,653.00	\$ 1,778.00
Total	\$ 995,057.00	\$ 923,730.81	\$ 71,326.19

**La Resolana Leadership Academy
Check Register**

Bank: <All>; Bank Account: <All>; Begin Date: 6/1/2017; End Date: 6/30/2017; Status: Non-Void

Bank	Account Number
Wells Fargo	

Date	Number	Type	Payee/From	Deposit	Withdrawal
6/1/2017		Payroll Liability	Aflac		\$ 444.24
6/1/2017			Beginning Balance		
6/1/2017	5808	Payroll Liability	BENE-FIT Group		\$ 359.77
6/1/2017	5809	Payroll Liability	Philadelphia American Life Ins		\$ 957.20
6/1/2017	5810	Payroll Liability	LegalShield		\$ 90.75
6/2/2017	06-001	Cash Receipts	USDA: April 2017	\$ 5,323.80	
6/7/2017	06-002	Cash Receipts	Title I	\$ 3,237.64	
6/8/2017		Payroll Liability	Wells Fargo		\$ 6,863.63
6/9/2017		Payroll Liability	New Mexico Retiree Health Care		\$ 809.19
6/9/2017		Payroll Liability	NMPSIA		\$ 7,049.70
6/12/2017		Payroll Liability	IRS		\$ 1,947.35
6/12/2017		Payroll Liability	NM Educational Retirement Boar		\$ 6,503.19
6/12/2017	00013340	Adjustment	CASC June 2017; Temp Transacti		\$ 75.76
6/20/2017	06-003	Cash Receipts	Bernalillo County: HB-33	\$ 11,314.16	
6/20/2017	5811	Accounts Payable	230 Truman LLC		\$ 5,833.33
6/21/2017	06-004	Cash Receipts	Sandoval County: HB-33	\$ 275.58	
6/22/2017		Payroll Liability	Wells Fargo		\$ 6,859.60
6/22/2017	06-005	Cash Receipts	Instructional Materials: FY17	\$ 1,135.55	
6/23/2017		Payroll Liability	NM Taxation and Revenue Depart		\$ 354.50
6/26/2017		Payroll Liability	IRS		\$ 1,947.34
6/26/2017	5812	Accounts Payable	ABCWUA		\$ 472.24
6/26/2017	5813	Accounts Payable	Advanced Security Alarm Inc.		\$ 80.48
6/26/2017	5814	Accounts Payable	Aiken Printing Co.		\$ 494.71
6/26/2017	5815	Accounts Payable	Albuquerque Duplicator Supply		\$ 149.95
6/26/2017	5816	Accounts Payable	Canteen of Central New Mexico		\$ 9,254.00
6/26/2017	5817	Accounts Payable	Century Link		\$ 315.74
6/26/2017	5818	Accounts Payable	Cooperative Educational Servic		\$ 7,462.19
6/26/2017	5819	Accounts Payable	Charter School Testing Service		\$ 1,341.41
6/26/2017	5820	Accounts Payable	NM Association of School Busin		\$ 300.00
6/26/2017	5821	Accounts Payable	NM Gas Company		\$ 26.94
6/26/2017	5822	Accounts Payable	PNM		\$ 1,031.83
6/27/2017	06-006	Cash Receipts	SEG: June 2017	\$ 63,186.74	
6/27/2017	5823	Accounts Payable	Mail Quick		\$ 1,098.77
6/30/2017	06-007	Cash Receipts	PSCOC: Lease Reimbursement Q4	\$ 13,252.50	
6/30/2017	06-008	Cash Receipts	USDA May 2017	\$ 4,500.00	
Total				\$ 102,225.97	\$ 62,123.81

BANK RECONCILIATION

School: La Resolana Leadership Academy
Bank: Wells Fargo
Account Description: Main Checking Account
Statement Date: June 30, 2017

Beginning balance per bank:	\$	43,174.13
Cleared transactions:	\$	(49,583.46)
Deposits and credits:	\$	102,225.97
Other bank adjustments	\$-	
Ending balance per bank		<u>\$95,816.64</u>
Plus: Outstanding Deposits	\$-	
Plus: Cleared items prior to entry	\$-	
Less: Outstanding checks	\$	12,540.35
Balance per GL		<u><u>\$83,276.29</u></u>

La Resolana Leadership Academy

Outstanding Items

6/30/2017

Accounting Cycle: FY2017; Bank: Wells Fargo -; Bank Account -; Statement Date: 06/30/2017

Date	Source Document	Item Number	Description	Deposit	Withdrawal
6/26/2017	AP170040	5813	Advanced Security Alarm Inc.		\$ 80.48
6/26/2017	AP170040	5815	Albuquerque Duplicator Supply		\$ 149.95
6/26/2017	AP170040	5816	Canteen of Central New Mexico		\$ 9,254.00
6/26/2017	AP170040	5817	Century Link		\$ 315.74
6/26/2017	AP170040	5819	Charter School Testing Service		\$ 1,341.41
6/26/2017	AP170040	5820	NM Association of School Busin		\$ 300.00
6/27/2017	AP170041	5823	Mail Quick		\$ 1,098.77
Subtotal				\$ -	\$ 12,540.35