

GOVERNING COUNCIL MEETING AGENDA--ANNUAL MEETING

August 28, 2017

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda (*Action Item*)
- V. Approval of August 1, 2017 GC minutes (*Action Item*)
- VI. Finance/Budget Report
 - a. Monthly Budget Reports
 - b. BAR Approval
 - c. NMPSIA Resolution to Add Domestic Partners to Insurance
 - d. Asombro Grant
- VII. Principal's Report
 - a. Enrollment – 74 students enrolled as of 08/23/2017
- VIII. New Business
 - a. Introduction of Mr. Sam Pantoja (Parent)
 - b. Election of Officers to replace Vice-President and Secretary
 - c. Review of By-Laws for updates and revisions (*Action Item*)
 - d. Distribute Conflict of Interest forms for signature
 - e. Finance Committee & Audit Committee – Discuss calendar for each committee and appointments to serve.
- IX. Old Business
 - a. None
- X. GC Training on Analyzing and Understanding the Data
 - a. Discussion on School Grade for 2016-2017
 - b. Discussion on Data Wall for NWEA MAP's Testing Fall 2017
- XI. Kudos
 - a. Thank you to the GC for their support this year.
- XII. Adjournment
 - a. Next Meeting Date: Monday, September 25, 2017 at 5:00 pm at LRLA (*Action Item*)

LA RESOLANA LEADERSHIP ACADEMY
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GOVERNING COUNCIL MINUTES

Meeting Date: August 28, 2017 **Call to Order:** (Time) 5:06 pm (Person) Dr. Don Duran

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

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

Non-Members Absent: None

Pledge: X Approval of Agenda: X (As amended to only move items under "New Business) Motion made by Alice H. 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 Rob L. to approve August 1, 2017 minutes; the motion was seconded by Alice H.; 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 two BAR's for discussion and approval (Action Item).**

1. Private Direct Grants-Categorical (29102) Doc. ID 001-114-1718-0001-1B **Bar Amt. \$4,500**
2. Title I-HASA (24101) Doc. ID 001-114-1718-0002-T **Bar Amt. \$0**
Flowthrough Only.

Rob L. made a motion to **approve the BAR's** as presented; the motion was seconded by Paula F. The vote was unanimous to approve the BAR's as presented. Joseph L. presented a **NMPSIA Resolution to Add Domestic Partners** to Insurance. There was a brief discussion and Alice H. made a motion to approve the NMPSIA Resolution to Add Domestic Partners to Insurance. Paula F. seconded the motion and the vote was unanimous to approve the Resolution as presented. Joseph L. shared with

the GC that half of the **Asombro Grant** funds awarded to Mr. Joe Dan Lovato came in; in the amount of \$2,250. The other half of the funds are expected at the completion of his project on Climate Change. Justina M. suggested that the \$900 awarded for his teaching role in the grant be calculated as a "stipend". The GC agreed.

Principal's Report: Justina M reported to the GC that the **student enrollment** was at 74 students so the projections for the budget for 2017-2018 have been met. She is continuing to recruit students up through the 40th day of school.

New Business: The GC looked at the **calendar** to meet with the APS representatives, Ms. Debbie Elder, Dr. Joseph Escobedo and Ms. Judy Bergs to discuss **the magnet school application process**. Either Wednesday, September 6, 2017 or September 7, 2017 at 5:00 was agreed upon as dates to offer APS. The GC felt that a special board meeting was in order due to the short turn around time in getting the application completed and turned in. Justina reported to the GC that the APS team was working on the questioned posed to them on the magnet school process. Dr. Duran asked Justina M. to send the information to the APS team. **Mr. Sam Pantoja, a parent** interested in joining the GC as an audit committee member was unable to attend today's meeting. He will be notified of the date for the September GC meeting. The **election of officers** took place as follows: Dr. Duran made a motion to nominate Rob. L. for the position of Vice-President and the motion was seconded by Paula F. The vote was unanimous to elect Rob Leming as Vice-President. Rob L. nominated Alice H. for the position of Secretary and the motion was seconded by Paula F. The vote was unanimous to elect Alice H. as Secretary. The **review of the By-Laws** was tabled until the next regular meeting scheduled for Monday, September 25, 2017. Justina M. distributed the **Conflict of Interest forms** for signature to all GC Members present. Since Mr. Pantoja was not present at today's meeting the GC tabled the **Finance & Audit Committee calendar** for each committee and appointments to serve on those committee's.

Old Business: None

GC Training on Analyzing and Understanding the Data: Mr. Hien Nakai, the ELA teacher and Data Coordinator at LRLA presented an **analysis on the current school grade** and compared academic performance with this information for the past three years. He presented the data in the form of graphs to the GC. LRLA's school grade for 2017 is a "D". In 2016 LRLA received a "B" and in 2015 LRLA received a "C". The GC asked questions and Mr. Nakai was very effective in his responses to their questions.

Kudos: Justina thanked the GC for their continued support.

Adjournment: The meeting was adjourned at 7:10 pm. Alice H. made a motion to adjourn the meeting and Paula F. seconded the motion. The vote was unanimous to adjourn the meeting. The next regular meeting date is scheduled for Monday, September 25th at 5:00 pm here at LRLA.

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

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
State Equalization Guarantee	\$ 640,300.00	\$ 53,358.06	\$ 586,941.94
Instructional Materials – Cash (50%)	\$ 2,072.00	\$ -	\$ 2,072.00
Food Services	\$ 45,000.00	\$ -	\$ 45,000.00
Activities	\$ 1,500.00	\$ -	\$ 1,500.00
Title I	\$ 32,980.00	\$ -	\$ 32,980.00
IDEA B	\$ 28,144.00	\$ -	\$ 28,144.00
English Language Acquisition	\$ 2,080.00	\$ -	\$ 2,080.00
Title II	\$ 2,763.00	\$ -	\$ 2,763.00
HB-33	\$ 50,220.00	\$ 577.34	\$ 49,642.66
SB-9 State Match	\$ 1,778.00	\$ -	\$ 1,778.00
Total	\$ 806,837.00	\$ 53,935.40	\$ 752,901.60

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

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Operational				
Salaries Expense - Teacher	\$ 163,600.00	\$ -	\$ 163,842.25	\$ (242.25)
Salaries Expense - EA	\$ 789.00	\$ -	\$ -	\$ 789.00
Salaries Expense- SPED Teacher	\$ 14,447.00	\$ -	\$ 34,300.00	\$ (19,853.00)
Additional Compensation	\$ 5,100.00	\$ -	\$ 4,500.00	\$ 600.00
Employee Benefits	\$ 72,726.00	\$ (800.54)	\$ 71,441.80	\$ 2,084.74
General Supplies and Materials	\$ 1,192.00	\$ -	\$ -	\$ 1,192.00
Function 1000 - Instruction	\$ 257,854.00	\$ (800.54)	\$ 274,084.05	\$ (15,429.51)
Specialists - Contracted	\$ 33,072.00	\$ -	\$ 33,000.00	\$ 72.00
Other Professional/Technical Services	\$ 1,800.00	\$ -	\$ 1,800.00	\$ -
Function 2100 - Support Services-Students	\$ 34,872.00	\$ -	\$ 34,800.00	\$ 72.00
Other Contract Services	\$ 600.00	\$ -	\$ 600.00	\$ -
General Supplies and Materials	\$ 4,000.00	\$ 395.52	\$ -	\$ 3,604.48
Function 2200 - Support Services-Instruction	\$ 4,600.00	\$ 395.52	\$ 600.00	\$ 3,604.48
Salaries Expense	\$ 78,322.00	\$ 6,024.76	\$ 72,297.24	\$ -
Employee Benefits	\$ 34,696.00	\$ 2,303.58	\$ 28,141.49	\$ 4,250.93
Auditing	\$ 12,863.00	\$ -	\$ 129.00	\$ 12,734.00
Function 2300 - Support Services-General Administration	\$ 125,881.00	\$ 8,328.34	\$ 100,567.73	\$ 16,984.93
Salaries Expense	\$ 29,870.00	\$ 2,297.70	\$ 29,870.00	\$ (2,297.70)
Additional Compensation	\$ -	\$ 39.36	\$ 860.64	\$ (900.00)
Employee Benefits	\$ 13,127.00	\$ 1,430.53	\$ 18,680.21	\$ (6,983.74)
Professional Development	\$ 150.00	\$ -	\$ -	\$ 150.00
Other Contract Services	\$ 120.00	\$ -	\$ -	\$ 120.00
Function 2400 - Support Services-School Administration	\$ 43,267.00	\$ 3,767.59	\$ 49,410.85	\$ (9,911.44)
Other Professional/Technical Services	\$ 63,524.00	\$ 92.01	\$ 62,500.00	\$ 931.99
Other Charges	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Software	\$ 15,000.00	\$ 10,535.02	\$ 3,312.00	\$ 1,152.98
General Supplies and Materials	\$ 20.00	\$ -	\$ -	\$ 20.00
Function 2500 - Central Services	\$ 79,544.00	\$ 10,627.03	\$ 65,812.00	\$ 3,104.97
Salaries Expense	\$ 17,510.00	\$ 1,346.92	\$ 16,163.08	\$ -
Employee Benefits	\$ 4,810.00	\$ 354.72	\$ 4,273.96	\$ 181.32
Other Charges	\$ -	\$ 25.00	\$ 120.00	\$ (145.00)
Electricity	\$ 10,149.00	\$ 1,160.11	\$ 8,988.89	\$ -
Natural Gas (Buildings)	\$ 2,000.00	\$ 29.19	\$ 1,500.00	\$ 470.81
Water/Sewage	\$ 6,500.00	\$ -	\$ 6,500.00	\$ -
Communication Services	\$ 3,500.00	\$ 330.67	\$ 3,169.33	\$ -
Renting Land and Buildings	\$ 24,353.00	\$ 2,029.75	\$ 22,321.73	\$ 1.52
Property/Liability Insurance	\$ 14,554.00	\$ 4,859.00	\$ 10,017.00	\$ (322.00)
Other Contract Services	\$ 2,000.00	\$ 299.90	\$ 2,000.00	\$ (299.90)
General Supplies and Materials	\$ 1,000.00	\$ -	\$ -	\$ 1,000.00
Function 2600 - Operation & Maintenance of Plant	\$ 86,376.00	\$ 10,435.26	\$ 75,053.99	\$ 866.75
Emergency Reserve	\$ 12,906.00	\$ -	\$ -	\$ 12,906.00
Function 2900 - Other Support Services	\$ 12,906.00	\$ -	\$ -	\$ 12,906.00
Fund 11000 - Operational	\$ 645,300.00	\$ 32,753.20	\$ 600,328.62	\$ 12,218.18
Instructional Materials				
Instructional Materials Cash - 50% Textbooks	\$ 2,762.00	\$ -	\$ 599.00	\$ 2,163.00
Function 14000 - Total Instructional Materials	\$ 2,762.00	\$ -	\$ 599.00	\$ 2,163.00
Food Services				
Food	\$ 45,000.00	\$ -	\$ 25,000.00	\$ 20,000.00
Fund 21000 - Food Services	\$ 45,000.00	\$ -	\$ 25,000.00	\$ 20,000.00
Activity Fund				
Other Charges	\$ 2,061.00	\$ -	\$ -	\$ 2,061.00
Student Travel	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
General Supplies and Materials	\$ -	\$ -	\$ 970.00	\$ (970.00)
Fund 23000 - Non-Instructional Support	\$ 4,061.00	\$ -	\$ 970.00	\$ 3,091.00

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

Title I

Salaries Expense	\$ 26,143.00	\$ -	\$ -	\$ 26,143.00
Employee Benefits	\$ 6,417.00	\$ -	\$ -	\$ 6,417.00
Other Charges	\$ 420.00	\$ -	\$ -	\$ 420.00
Fund 24101 - Title I - IASA	\$ 32,980.00	\$ -	\$ -	\$ 32,980.00

IDEA-B

Salaries Expense	\$ 28,144.00	\$ -	\$ -	\$ 28,144.00
Fund 24106 - Entitlement IDEA-B	\$ 28,144.00	\$ -	\$ -	\$ 28,144.00

English Language Acquisition

General Supplies and Materials	\$ 2,080.00	\$ -	\$ -	\$ 2,080.00
Fund 24153 - English Language Acquisition	\$ 2,080.00	\$ -	\$ -	\$ 2,080.00

Title II

Professional Development	\$ 1,011.00	\$ -	\$ -	\$ 1,011.00
Function 1000 - Instruction	\$ 1,011.00	\$ -	\$ -	\$ 1,011.00

Professional Development	\$ 1,752.00	\$ -	\$ -	\$ 1,752.00
Function 2400 - Support Services-School Administration	\$ 1,752.00	\$ -	\$ -	\$ 1,752.00

Fund 24154 - Teacher/Principal Training & Recruiting	\$ 2,763.00	\$ -	\$ -	\$ 2,763.00
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Lease Reimbursement

Renting Land and Buildings	\$ -	\$ 3,853.58	\$ 42,378.94	\$ (46,232.52)
Fund 31200 - Public School Capital Outlay	\$ -	\$ 3,853.58	\$ 42,378.94	\$ (46,232.52)

HB-33

Supply Assets	\$ 88,052.00	\$ -	\$ -	\$ 88,052.00
Fund 31600 - Capital Improvements HB-33	\$ 88,052.00	\$ -	\$ -	\$ 88,052.00

SB-9 State Match

Software	\$ 1,778.00	\$ -	\$ -	\$ 1,778.00
Fund 31700 - Capital Improvements SB-9	\$ 1,778.00	\$ -	\$ -	\$ 1,778.00

Total	\$ 852,920.00	\$ 36,606.78	\$ 669,276.56	\$ 147,036.66
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**La Resolana Leadership Academy
Check Register**

Bank: <All>; Bank Account: <All>; Begin Date: 7/1/2017; End Date: 7/31/2017; Status: Non-Void

Bank	Account Number
Wells Fargo	824-9737654

Date	Number	Type	Payee/From	Deposit	Withdrawal
7/3/2017		Payroll Liability	Wells Fargo		\$ 4,116.59
7/5/2017		Payroll Liability	Aflac		\$ 444.24
7/5/2017	07-001	Cash Receipts	Title I FY 17 RFR	\$ 3,237.64	
7/5/2017	5824	Payroll Liability	BENE-FIT Group		\$ 359.77
7/5/2017	5825	Payroll Liability	LegalShield		\$ 90.75
7/5/2017	5826	Payroll Liability	Philadelphia American Life Ins		\$ 478.60
7/6/2017		Payroll Liability	Wells Fargo		\$ 2,718.99
7/7/2017		Payroll Liability	IRS		\$ 1,056.96
7/10/2017		Payroll Liability	IRS		\$ 881.47
7/10/2017		Payroll Liability	New Mexico Retiree Health Care		\$ 1,079.18
7/11/2017		Payroll Liability	NMPSIA		\$ 5,946.74
7/11/2017		Accounts Payable	NMPSIA		\$ 4,859.00
7/11/2017	00013491	Adjustment	July 2017 CASC; Temp Transacti		\$ 92.01
7/11/2017	5828	Accounts Payable	Albuquerque Duplicator Supply		\$ 299.90
7/11/2017	5829	Accounts Payable	Century Link		\$ 330.67
7/11/2017	5830	Accounts Payable	City Of Albuquerque		\$ 25.00
7/11/2017	5831	Accounts Payable	Harris School Solutions		\$ 10,535.02
7/11/2017	5832	Accounts Payable	NM Gas Company		\$ 29.19
7/11/2017	5833	Accounts Payable	PNM		\$ 1,160.11
7/11/2017	5834	Accounts Payable	Wisconsin Center for Education		\$ 395.52
7/12/2017	07-002	Cash Receipts	July 2017 SEGG	\$ 53,358.06	
7/13/2017		Payroll Liability	NM Taxation and Revenue Depart		\$ 294.03
7/13/2017	5835	Accounts Payable	230 Truman LLC		\$ 5,883.33
7/14/2017		Payroll Liability	NM Educational Retirement Boar		\$ 8,622.65
7/19/2017		Payroll Liability	NM Taxation & Revenue Dept. WC		\$ 25.80
7/19/2017		Payroll Liability	Wells Fargo		\$ 4,124.88
7/19/2017	07-003	Cash Receipts	HB-33- Sandoval County	\$ 13.73	
7/20/2017		Payroll Liability	Wells Fargo		\$ 2,739.84
7/20/2017	07-004	Cash Receipts	HB-33 Bernalillo/ IDEA B FY17	\$ 6,018.73	
7/24/2017		Payroll Liability	IRS		\$ 1,057.07
7/25/2017		Payroll Liability	IRS		\$ 890.74
7/27/2017		Payroll Liability	NM Department of Workforce Sol		\$ 126.63
Total				\$ 62,628.16	\$ 58,664.68

**La Resolana Leadership Academy
Outstanding PO's Report**

Shipping: Yes; Include Closed POs: No; Show Detail: Yes

PO Number	Type	Vendor Name	PO Amount	Invoiced Amount	Remaining Encumbrance
LRLA180001	Dollar	PNM	\$ 10,149.00	\$ 2,209.86	\$ 7,939.14
LRLA180002	Dollar	NMPSIA	\$ 14,876.00	\$ 4,859.00	\$ 10,017.00
LRLA180003	Dollar	NM Gas Company	\$ 1,500.00	\$ 30.31	\$ 1,469.69
LRLA180004	Dollar	Kone Inc.	\$ 1,000.00	\$ 471.82	\$ 528.18
LRLA180008	Dollar	Century Link	\$ 3,500.00	\$ 652.04	\$ 2,847.96
LRLA180010	Dollar	Axiom CPA & Business Advisors, LLC	\$ 129.00	\$ -	\$ 129.00
LRLA180011	Dollar	ABCWUA	\$ 6,500.00	\$ 209.87	\$ 6,290.13
LRLA180012	Dollar	230 Truman LLC	\$ 70,584.00	\$ 11,766.66	\$ 58,817.34
LRLA180013	Dollar	The Vigil Group, LLC	\$ 58,500.00	\$ 4,834.69	\$ 53,665.31
LRLA180015	Dollar	Canteen of Central New Mexico	\$ 25,000.00	\$ -	\$ 25,000.00
LRLA180016	Dollar	Charter School Testing Services	\$ 600.00	\$ -	\$ 600.00
LRLA180017	Dollar	Charter School Nursing Services	\$ 1,800.00	\$ -	\$ 1,800.00
LRLA180018	Dollar	PC, M.D.	\$ 4,000.00	\$ -	\$ 4,000.00
LRLA180019	Dollar	PowerSchool Group LLC	\$ 3,312.00	\$ -	\$ 3,312.00
LRLA180020	Dollar	Cooperative Educational Services	\$ 33,000.00	\$ -	\$ 33,000.00
LRLA180021-1	Dollar	Catch Up Math	\$ 599.00	\$ -	\$ 599.00
LRLA180023	Regular	Aiken Printing Co.	\$ 370.00	\$ -	\$ 370.00
LRLA180024	Dollar	Mail Quick	\$ 600.00	\$ -	\$ 600.00
LRLA180030	Dollar	RMC Electric	\$ 800.00	\$ -	\$ 800.00
LRLA180032	Regular	Daniels Heating & Air Conditioning	\$ 559.52	\$ -	\$ 559.52
LRLA180035	Dollar	Albuquerque Duplicator Supply	\$ 449.85	\$ 149.95	\$ 299.90
LRLA180038	Dollar	McComas & Associates, Inc.	\$ 5,300.00	\$ -	\$ 5,300.00
LRLA180040	Regular	Action Glass	\$ 516.47	\$ -	\$ 516.47
LRLA180041	Regular	Sunshine Plumbing & Heating	\$ 343.00	\$ -	\$ 343.00
LRLA180042	Regular	Northwest Evaluation Association	\$ 1,080.00	\$ -	\$ 1,080.00
Total			\$ 245,067.84	\$ 25,184.20	\$ 219,883.64

BANK RECONCILIATION

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

Beginning balance per bank:	\$	95,816.64
Cleared transactions:	\$	(70,809.51)
Deposits and credits:	\$	62,628.16
Other bank adjustments	\$-	
Ending balance per bank		<u>\$87,635.29</u>
Plus: Outstanding Deposits	\$-	
Plus: Cleared items prior to entry	\$-	
Less: Outstanding checks	\$	395.52
Balance per GL		<u><u>\$87,239.77</u></u>

**La RESolana Leadership Academy
Outstanding Items
6/30/2017**

Statement Date: 07/31/2017

Last Reconc	Beginning B:	Statement Date
7/1/2017	\$(12,540.35)	07/31/2017

Date	Source Docu	Item Number	Description	Deposit	Withdrawal
7/11/2017	AP180001	5834	Wisconsin Center for Educal	\$	395.52
Subtotal				\$	- \$ 395.52