



GOVERNING COUNCIL MEETING AGENDA

October 11, 2016

- I. Call to Order
- II. Roll Call
- III. Pledge of Allegiance
- IV. Approval of Agenda (*Action Item*)
- V. Approval of August 29, 2016 GC minutes (*Action Item*)
- VI. Finance/Budget Report
 - a. Monthly Budget Reports
 - b. BAR Approval (3)
 - c. Lease Reimbursement Award Letter for 2016-2017 – *Discussion & Approval (Action Item)*
- VII. Principal's Report
 - a. Charter Renewal Application with APS – Submission & Update of Timelines for Review
 - b. Recruitment Efforts
 - c. 40 Day Count – Current Enrollment
- VIII. Old Business
 - a. None
- IX. New Business
 - a. PSFA Certification Form for Charter Renewal Application – Signatures
- X. GC Training on Analyzing and Understanding the Data
 - a. School Report Card-Understanding the School Grade issued by NMPED and analyzing the data and growth comparing the last three years
- XI. Kudos

Thank You to the GC for your continued support of our work at LRLA you are also a big part of the success of LRLA
- XII. Adjournment – Next Meeting Date: Monday, December 12, 2016 at 5:00 pm at LRLA – (*Action Item*)

LA RESOLANA LEADERSHIP ACADEMY
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GOVERNING COUNCIL MINUTES

Meeting Date: October 11, 2016 **Call to Order:** (Time) 5:05 pm (Person) Paula F.

Roll Call: (Members Present) Paula Farkas (Members Absent) Alice Hoeltke
Jeanne Jurgensen
Patrick Cota
Chris Montano
Dianne Valenzuela

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

Pledge: X **Approval of Agenda:** X Motion made by Jeanne J. to approve meeting agenda. Seconded by: Dianne V. (**Action Item**)

Approval of Last Meeting Minutes: Motion made by Chris M. to approve August 29, 2016 minutes and the motion was seconded by Alice H. (**Action Item**)

Finance/Budget Report: (Business Manager, Justine Vigil, 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 by Justine Vigil. **Justine V. presented the three BAR's for discussion and approval.**

1. Teacher and School Leader Incentive Pay (Fund 27188) Doc. ID 540-000-1617-0002-IB **Bar Amt. (\$5,536)**
2. Teacher and School Leader Incentive Pay (Fund 27190) Doc. ID 540-000-1617-0003-IB **Bar Amt. (3,565)**
3. Teacher & Principal Training/Recruitment (Fund 24154) Doc. ID 540-000-1617-0004 **Bar Amt. (5,841)**

Paula F. made a motion to approve the BAR's as presented; the motion was seconded by Chris M. The vote was unanimous to approve the BAR's as presented. Justine presented the **Lease Reimbursement Award Letter for 2016-2017** to the GC. Chris M. made a motion to accept the Lease Reimbursement Award for 2016-2017, Patrick C. seconded the motion. The vote was unanimous to accept the Lease Reimbursement Award as presented. (**Action Item**)

Principal's Report: Justina M. reported to the GC that the completed **charter renewal application** was submitted to APS Charter School Director, Dr. Joseph Escobedo on Monday, October 3rd. She also stated that a timeline of events related to the charter

renewal process would be forthcoming including dates for a site visit from the APS team. Justina reported that despite extensive **recruitment efforts** since last spring and through the summer months and the fall only seventy-four students were reported on **the 40-Day count**.

New Business: Justina M. presented the GC with the **PSFA Certification Form for signatures**. It's completion and signatures are related to the charter renewal application process. Paula F. signed the required forms as GC President.

GC Training on Analyzing and Understanding the Data: Justina M. reviewed the school report card with the GC and showed them; by comparison what the growth has been for the past three years. This year's school grade is a "B" which Justina attributed to the hard work and commitment of teachers in the classrooms with students.

Kudos: Justina thanked the GC for their continued support of the work being done at LRLA. She also gave appreciation to the GC for their continued commitment to the school and their work in establishing valuable resources for LRLA students and their families.

Adjournment Time: Motion to adjourn made by Diana V. and seconded by Jeanne J. the meeting ended at 7:35 pm. (**Action Item**)

Next Meeting Date: Scheduled for Monday, December 12, 2016

FINANCE & AUDIT COMMITTEE

The Finance & Audit Committee met on October 11, 2016 from 4:00 to 5:00 pm. The current 2016-2017 school budget deficit and anticipated enrollment for the 40-Day Count were discussed. Members Present: Paula Farkas, Chris Montano, Justina Montoya and Justine Vigil all attended this month's meeting..

La Resolana Leadership Academy Revenue Report

Cycle: FY2017; Begin Date: 7/1/2016; End Date: 9/30/2016; Account Type: Revenue; Subtotal Elements: Fund; Filter: ((Fund) >= '11000'); Subtotal By Account Type: No

Description	Budget (YTD)	Actual (YTD)	Available (YTD)
Refund of Prior Year's Expenditures	\$ -	\$ 2,021.90	\$ -
State Equalization Guarantee	\$ 710,730.00	\$ 178,672.00	\$ 532,058.00
Instructional Materials	\$ 3,071.00	\$ 3,070.60	\$ -
Food Services- USDA	\$ 45,000.00	\$ -	\$ 45,000.00
Activity Fund	\$ 2,000.00	\$ 81.54	\$ 1,918.46
Title I	\$ 39,224.00	\$ 9,214.05	\$ 30,009.95
IDEA-B	\$ 19,753.00	\$ -	\$ 19,753.00
Title II	\$ -	\$ 1,308.19	\$ (1,308.19)
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	\$ -	\$ 14,909.00	\$ (14,909.00)
HB-33	\$ 42,662.00	\$ -	\$ 42,662.00
SB-9 State Match	\$ 1,653.00	\$ -	\$ 1,653.00
	\$ 864,093.00	\$ 248,176.53	\$ 617,937.97

**La Resolana Leadership Academy
Expenditure Report**

Cycle: FY2017; Begin Date: 7/1/2016; End Date: 9/30/2016; Account Type: Expenditure; Subtotal Elements: Fund; Filter: ((Fund) >= '11000'); Subtotal By Account Type: No

Description	Budget (YTD)	Actual (YTD)	Encumbrance (YTD)	Available (YTD)
Operational				
Salaries Expense- Teacher's	\$ 172,700.00	\$ 41,377.65	\$ 187,690.66	\$ (56,368.31)
Salaries Expense- EA's	\$ 3,000.00	\$ 5,762.19	\$ 7,892.64	\$ (10,654.83)
Salaries Expense- SPED Teachers	\$ 22,000.00	\$ 1,360.00	\$ 28,560.00	\$ (7,920.00)
Additional Compensation- Teacher's	\$ 2,500.00	\$ 865.35	\$ 3,634.65	\$ (2,000.00)
Benefits	\$ 74,987.00	\$ 16,358.38	\$ 77,302.70	\$ (18,674.08)
Other Professional/Technical Services	\$ -	\$ 711.24	\$ -	\$ (711.24)
Other Charges	\$ -	\$ -	\$ 1,200.00	\$ (1,200.00)
Other Contract Services	\$ -	\$ 1,500.00	\$ 6,500.00	\$ (8,000.00)
Software	\$ 1,856.00	\$ -	\$ 3,447.00	\$ (1,591.00)
General Supplies and Materials	\$ 2,000.00	\$ 160.16	\$ 839.84	\$ 1,000.00
Function 1000 - Instruction	\$ 279,043.00	\$ 68,094.97	\$ 317,067.49	\$ (106,119.46)
Salaries Expense- SPED Coordinator	\$ 10,820.00	\$ 1,961.85	\$ -	\$ 8,858.15
Benefits	\$ 2,805.00	\$ 512.96	\$ -	\$ 2,292.04
Specialists - Contracted	\$ 15,000.00	\$ 3,132.48	\$ 71,060.94	\$ (59,193.42)
Other Professional/Technical Services	\$ 5,000.00	\$ 1,393.44	\$ 5,000.00	\$ (1,393.44)
Function 2100 - Support Services-Students	\$ 33,625.00	\$ 7,000.73	\$ 76,060.94	\$ (49,436.67)
Other Contract Services	\$ -	\$ -	\$ 3,500.00	\$ (3,500.00)
General Supplies and Materials	\$ 3,000.00	\$ 517.44	\$ 1,500.00	\$ 982.56
Function 2200 - Support Services-Instruction	\$ 3,000.00	\$ 517.44	\$ 5,000.00	\$ (2,517.44)
Auditing	\$ 12,863.00	\$ 3,987.38	\$ 12,862.50	\$ (3,986.88)
Advertising	\$ -	\$ 2,800.81	\$ 2,718.60	\$ (5,519.41)
Board Training	\$ 2,368.00	\$ -	\$ -	\$ 2,368.00
Function 2300 - Support Services-General Administration	\$ 15,231.00	\$ 6,788.19	\$ 15,581.10	\$ (7,138.29)
Salaries Expense- Principal	\$ 78,322.00	\$ 21,086.66	\$ 57,235.34	\$ -
Salaries Expense- Clerical	\$ 59,740.00	\$ 16,083.90	\$ 43,656.10	\$ -
Additional Compensation- Clerical	\$ 1,800.00	\$ 2,287.68	\$ 1,315.32	\$ (1,803.00)
Benefits	\$ 60,955.00	\$ 14,643.67	\$ 44,396.46	\$ 1,914.87
Other Charges	\$ -	\$ 120.00	\$ -	\$ (120.00)
Other Contract Services	\$ -	\$ 5,000.00	\$ 9,718.74	\$ (14,718.74)
General Supplies and Materials	\$ -	\$ -	\$ 500.00	\$ (500.00)
Function 2400 - Support Services-School Administration	\$ 200,817.00	\$ 59,221.91	\$ 156,821.96	\$ (15,226.87)
Other Professional/Technical Services	\$ 77,647.00	\$ 4,826.25	\$ 68,500.00	\$ 4,320.75
Other Charges	\$ 500.00	\$ 253.43	\$ -	\$ 246.57
Software	\$ 15,000.00	\$ -	\$ 15,500.00	\$ (500.00)
General Supplies and Materials	\$ 34.00	\$ -	\$ -	\$ 34.00
Function 2500 - Central Services	\$ 93,181.00	\$ 5,079.68	\$ 84,000.00	\$ 4,101.32
Salaries Expense- Custodian	\$ -	\$ 4,714.22	\$ 12,795.78	\$ (17,510.00)
Benefits	\$ -	\$ 1,317.37	\$ 3,672.11	\$ (4,989.48)
Other Charges	\$ -	\$ 25.00	\$ -	\$ (25.00)
Maintenance & Repair - Buildings And Grounds	\$ -	\$ 681.00	\$ -	\$ (681.00)
Electricity	\$ 18,000.00	\$ 4,112.21	\$ 13,887.79	\$ -
Natural Gas (Buildings)	\$ 2,000.00	\$ 51.18	\$ 1,948.82	\$ -
Water/Sewage	\$ 7,798.00	\$ 1,329.01	\$ 6,120.73	\$ 348.26
Communication Services	\$ 3,500.00	\$ 950.90	\$ 2,549.10	\$ -
Renting Land and Buildings	\$ 9,246.00	\$ 4,389.07	\$ 12,742.51	\$ (7,885.58)
Rental of Equipment and Vehicles	\$ 2,000.00	\$ -	\$ -	\$ 2,000.00
Property/Liability Insurance	\$ 15,967.00	\$ 16,215.00	\$ -	\$ (248.00)
Other Contract Services	\$ 3,000.00	\$ 1,204.64	\$ 22,297.71	\$ (20,502.35)

**La Resolana Leadership Academy
Expenditure Report**

General Supplies and Materials	\$ 3,000.00	\$ -	\$ 1,600.00	\$ 1,400.00
Function 2600 - Operation & Maintenance of Plant	\$ 64,511.00	\$ 34,989.60	\$ 77,614.55	\$ (48,093.15)
Emergency Reserve	\$ 21,322.00	\$ -	\$ -	\$ 21,322.00
Function 2900 - Other Support Services	\$ 21,322.00	\$ -	\$ -	\$ 21,322.00
Salaries Expense- Food Services	\$ -	\$ 4,714.22	\$ 12,795.78	\$ (17,510.00)
Benefits	\$ -	\$ 2,533.23	\$ 8,146.63	\$ (10,679.86)
Function 3100 - Food Services Operations	\$ -	\$ 7,247.45	\$ 20,942.41	\$ (28,189.86)
Fund 11000 - Operational	\$ 710,730.00	\$ 188,939.97	\$ 753,088.45	\$ (231,298.42)
<u>Instructional Materials</u>				
Instructional Materials	\$ 3,071.00	\$ -	\$ 1,950.00	\$ 1,121.00
Function 1000 - Instruction	\$ 3,071.00	\$ -	\$ 1,950.00	\$ 1,121.00
Fund 14000 - Total Instructional Materials Sub-Fund	\$ 3,071.00	\$ -	\$ 1,950.00	\$ 1,121.00
<u>USDA Reimbursement</u>				
Food	\$ 45,000.00	\$ 7,736.25	\$ 55,000.00	\$ (17,736.25)
Function 3100 - Food Services Operations	\$ 45,000.00	\$ 7,736.25	\$ 55,000.00	\$ (17,736.25)
Fund 21000 - Food Services	\$ 45,000.00	\$ 7,736.25	\$ 55,000.00	\$ (17,736.25)
<u>Activity Fund</u>				
Student Travel	\$ 1,000.00	\$ 360.00	\$ -	\$ 640.00
General Supplies and Materials	\$ 2,951.00	\$ -	\$ -	\$ 2,951.00
Function 1000 - Instruction	\$ 3,951.00	\$ 360.00	\$ -	\$ 3,591.00
Fund 23000 - Non-Instructional Support	\$ 3,951.00	\$ 360.00	\$ -	\$ 3,591.00
<u>Title I</u>				
Salaries Expense- EA	\$ 39,224.00	\$ 6,552.30	\$ 27,519.70	\$ 5,152.00
Benefits	\$ -	\$ 1,676.13	\$ 7,010.71	\$ (8,686.84)
Function 1000 - Instruction	\$ 39,224.00	\$ 8,228.43	\$ 34,530.41	\$ (3,534.84)
Fund 24101 - Title I - IASA	\$ 39,224.00	\$ 8,228.43	\$ 34,530.41	\$ (3,534.84)
<u>IDEA-B</u>				
Salaries Expense- SPED Teacher	\$ 19,753.00	\$ 4,080.00	\$ -	\$ 15,673.00
Function 1000 - Instruction	\$ 19,753.00	\$ 4,080.00	\$ -	\$ 15,673.00
Fund 24106 - Entitlement IDEA-B	\$ 19,753.00	\$ 4,080.00	\$ -	\$ 15,673.00
<u>PSCOC Lease Reimbursement</u>				
Renting Land and Buildings	\$ -	\$ 13,694.25	\$ 39,757.50	\$ (53,451.75)
Function 4000 - Capital Outlay	\$ -	\$ 13,694.25	\$ 39,757.50	\$ (53,451.75)
Fund 31200 - Public School Capital Outlay	\$ -	\$ 13,694.25	\$ 39,757.50	\$ (53,451.75)
<u>HB-33</u>				
Supply Assets	\$ 42,662.00	\$ -	\$ -	\$ 42,662.00
Function 4000 - Capital Outlay	\$ 42,662.00	\$ -	\$ -	\$ 42,662.00

**La Resolana Leadership Academy
Expenditure Report**

Fund 31600 - Capital Improvements HB-34	\$ 42,662.00	\$ -	\$ -	\$ 42,662.00
<u>SB-9 State Match</u>				
Software	\$ 1,653.00	\$ -	\$ 1,653.00	\$ -
Function 4000 - Capital Outlay	\$ 1,653.00	\$ -	\$ 1,653.00	\$ -
Fund 31700 - Capital Improvements SB-9	\$ 1,653.00	\$ -	\$ 1,653.00	\$ -
Total	<u>\$ 866,044.00</u>	<u>\$ 223,038.90</u>	<u>\$ 885,979.36</u>	<u>\$ (242,974.26)</u>

**La Resolana Leadership Academy
Bank Account Register Activity Report**

Bank: <All>; Bank Account: <All>; Begin Date: 9/1/2016; End Date: 9/30/2016; Status: Non-Void

Bank Wells Fargo

Date	Number	Type	Payee/From	Deposit	Withdrawal
9/1/2016		Payroll Liability	Affac		\$ 444.24
9/1/2016		Payroll Liability	NMPSIA		\$ 5,845.22
9/1/2016	09-001	Cash Receipts	Title I	\$ 1,643.85	
9/1/2016	5664	Payroll Liability	BENE-FIT Group		\$ 359.76
9/1/2016	5665	Payroll Liability	LegalShield		\$ 71.80
9/1/2016	5666	Payroll Liability	Philadelphia American Life Insurance		\$ 478.60
9/2/2016		Payroll Liability	IRS		\$ 3,553.49
9/7/2016		Payroll Liability	New Mexico Retiree Health Care		\$ 1,030.41
9/9/2016	09-002	Cash Receipts	SEG: September 2016	\$ 59,118.00	
9/12/2016		Payroll Liability	NM Educational Retirement Board		\$ 8,660.44
9/12/2016		Payroll Liability	NM Taxation and Revenue Department		\$ 446.76
9/12/2016	00012651	Adjustment	CASC Sept 2016		\$ 82.37
9/13/2016		Payroll Liability	Wells Fargo		\$ 12,951.25
9/13/2016	5667	Accounts Payable	230 Truman LLC		\$ 5,833.33
9/13/2016	5668	Accounts Payable	Century Link		\$ 315.40
9/13/2016	5669	Accounts Payable	PNM		\$ 1,908.26
9/13/2016	5670	Accounts Payable	Advanced Security Alarm Inc.		\$ 80.39
9/13/2016	5671	Accounts Payable	AGM Nevada LLC		\$ 1,781.40
9/13/2016	5672	Accounts Payable	Albuquerque Duplicator Supply		\$ 149.95
9/13/2016	5673	Accounts Payable	Cooperative Educational Services		\$ 3,132.48
9/13/2016	5674	Accounts Payable	Stops & Associates		\$ 1,500.00
9/13/2016	5675	Accounts Payable	UNM Ticketing Services		\$ 360.00
9/19/2016		Payroll Liability	IRS		\$ 3,499.64
9/20/2016	5676	Accounts Payable	ABCWUA		\$ 475.01
9/27/2016		Payroll Liability	Wells Fargo		\$ 13,724.69
9/30/2016		Payroll Liability	IRS		\$ 4,494.89
Subtotal				\$ 60,761.85	\$ 71,179.78
Total				\$ 60,761.85	\$ 71,179.78

La Resolana Leadership Academy
Outstanding PO's as of 10/4/2016

Accounting Cycle: FY2017; PO Type: <All>; Vendor: <All>; Purchase Order: <All>; Account Code Filter: ([Fund] >= '11000'); Include Tax and Shipp

PO Number	Type	Vendor Name	Date Issued	Days		PO Amount	Invoiced Amount
				Outstanding			
LRLA170001	Dollar	The Vigil Group, LLC	7/7/2016	89	\$ 58,500.00	\$	14,478.75
LRLA170002	Dollar	Canteen of Central New Mexico	7/7/2016	89	\$ 55,000.00	\$	3,698.00
LRLA170003	Dollar	Brady Industries	7/7/2016	89	\$ 1,600.00	\$	852.10
LRLA170004	Dollar	Axiom Certified Public Accounts & Business Advisors, LLC	7/7/2016	89	\$ 12,862.50	\$	-
LRLA170005	Dollar	Albuquerque Duplicator Supply	7/7/2016	89	\$ 3,648.00	\$	299.90
LRLA170006	Dollar	Advanced Security Alarm Inc.	7/7/2016	89	\$ 5,000.00	\$	80.35
LRLA170007	Dollar	ABCWUA	7/7/2016	89	\$ 7,000.00	\$	879.27
LRLA170008	Dollar	230 Truman LLC	7/7/2016	89	\$ 70,000.00	\$	18,083.32
LRLA170009	Dollar	Century Link	7/7/2016	89	\$ 3,500.00	\$	950.90
LRLA170010	Dollar	Charter School Nursing Services	7/7/2016	89	\$ 5,000.00	\$	1,046.30
LRLA170011	Dollar	City Of Albuquerque	7/7/2016	89	\$ 1,200.00	\$	-
LRLA170012-1	Dollar	Cooperative Educational Services	7/19/2016	77	\$ 61,905.94	\$	3,548.12
LRLA170013	Regular	GetFunded	7/7/2016	89	\$ 4,000.00	\$	2,000.00
LRLA170014	Regular	Harris School Solutions	7/7/2016	89	\$ 12,000.00	\$	-
LRLA170015	Dollar	Hiram A Mariano, Sr.	7/7/2016	89	\$ 1,200.00	\$	100.00
LRLA170016	Dollar	Kone Inc.	7/7/2016	89	\$ 2,000.00	\$	452.22
LRLA170017	Dollar	NM Gas Company	7/7/2016	89	\$ 2,000.00	\$	51.15
LRLA170019	Dollar	PC, M.D.	7/7/2016	89	\$ 10,000.00	\$	2,495.02
LRLA170020	Regular	Pearson School Systems	7/7/2016	89	\$ 3,500.00	\$	-
LRLA170021	Dollar	PNM	7/7/2016	89	\$ 18,000.00	\$	4,112.21
LRLA170022	Regular	Catch Up Math	7/7/2016	89	\$ 600.00	\$	599.00
LRLA170023	Dollar	Charter School Testing Services	7/7/2016	89	\$ 3,500.00	\$	-
LRLA170024	Regular	Northwest Evaluation Association	7/7/2016	89	\$ 1,500.00	\$	1,350.00
LRLA170025	Regular	McComas & Associates, Inc.	7/7/2016	89	\$ 4,500.00	\$	4,500.00
LRLA170026	Dollar	Daniels Heating & Air Conditioning	7/7/2016	89	\$ 5,000.00	\$	559.52
LRLA170027	Dollar	Eileen Montoya	7/13/2016	83	\$ 10,718.74	\$	5,000.00
LRLA170032	Regular	Scholastic Classroom Magazines	8/9/2016	56	\$ 1,950.00	\$	1,945.20
LRLA170034	Dollar	RMC Electric	8/9/2016	56	\$ 5,160.00	\$	-
LRLA170036-3	Dollar	Justina C. Montoya	7/1/2016	95	\$ 500.00	\$	160.15
LRLA170037	Dollar	Stops & Associates	8/11/2016	54	\$ 8,000.00	\$	1,500.00
LRLA170039	Dollar	Claudia Reyes	8/16/2016	49	\$ 500.00	\$	-
LRLA170040	Dollar	Elizabeth Alberts	8/16/2016	49	\$ 500.00	\$	-
LRLA170042	Dollar	Sunshine Plumbing & Heating	9/1/2016	33	\$ 670.00	\$	670.00
LRLA170043-2	Dollar	AGM Nevada LLC	8/29/2016	36	\$ 4,500.00	\$	2,237.45
LRLA170045	Dollar	Cooperative Educational Services	9/23/2016	11	\$ 9,155.00	\$	915.50
Total					\$394,670.18	\$	72,564.58

BANK RECONCILIATION

School: La Resolana Leadership Academy
Bank: Wells Fargo
Account Description: Main Checking Account
Statement Date: September 30, 2016

Beginning balance per bank:	\$ 32,155.32
Cleared transactions:	\$ (66,684.89)
Deposits and credits:	\$ 60,761.85
Other bank adjustments	\$-
Ending balance per bank	<u>\$26,232.28</u>

Plus: Outstanding Deposits	\$-
Plus: Cleared items prior to entry	\$-
Less: Outstanding checks	\$ 4,494.89
Balance per GL	<u><u>\$21,737.39</u></u>