



A New Mexico Public Charter School

The ASK Academy

21st Century Design Thinking

**The ASK Academy
Governing Council Meeting**

The Ask Academy Board Room
4550 Sundt Road NE, Rio Rancho, NM

Open Session
December 8, 2016
6:30pm

Agenda

- I. Call To Order Michael Smith, Chair
- II. Establishment of Quorum
- III. Pledge of Allegiance
- IV. Public Comment
- V. Project Manager Recognition
- VI. Scholar Recognition & Presentation
- VII. Consent Agenda
 - a. Approve Minutes November 10, 2016
 - b. Financial Monthly Report
 - c. Flowthrough BAR 520-000-1617-0013-IB
 - d. General Fund BAR 520-000-1617-0014-I
 - e. Flowthrough BAR 520-000-1617-0015-I
 - f. Flowthrough BAR 520-000-1617-0016-D
- VIII. Reports, Discussion and Possible Action Dan Busse, General Manager
Connie Dove, Director
 - a. General Manger Update
 - b. AdvancEd/NCA Accreditation Update
 - c. Five-Year Facility Master Plan
- IX. Announcements
 - a. Next Governing Council Meeting is January 12, 2016
- X. Adjournment

If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact Melanie at 505.891.0757 at least one (1) week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact Melanie at 505.891.0757 if a summary or other type of accessible format is needed.



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4550 Sundt Road NE, Rio Rancho, NM

Open Session
November 10, 2016
6:30pm

Minutes

Attendance

Present	Board Members	Title
X	Mike Smith	Chair
X	Nels Hoenig	Vice Chair
X	John Kolessar	Director
X	Dr. Denise Gonzales	Director
	Dr. Jeanne Forrester	Secretary
X	Edgar Short	Director
ASK Academy Members		
X	Dan Busse	General Manager
	Dan Barbour	Assistant Gen Mgr
X	Connie Dove	Advancement Dir.
X	Paul Stephenson	E&D Director
X	Melanie Feger	Admin. Assistant
	Justine Roybal	The Vigil Group
Guests: Jessika Potter, Alex, Jordan, parents of scholars		

- I. **Call To Order** – 6:35 p.m.
- II. **Establishment of Quorum** – established by introduction
- III. **Pledge of Allegiance**
- IV. **Public Comment** - none
- V. **Scholar Recognition & Presentation** – Mr. Stephenson introduced Project Manager Jessika Potter who teaches middle school history and social studies; scholars Alex and Jordan presented their “Market Day” project to the Board; this project demonstrated what they learned as Master and Apprentice where products were made and sold, in this case corn bread and butter; the project

used a colonial days setting and costumes were researched and worn; the goal was to make money for their community and they learned about taxing, item pricing, price adjustments and collaboration with other vendors. The board asked what the scholars thought was the best thing about the project and their response was that they got to actually experience what they studied from a textbook. Ms. Potter was complimented by the Board for engaging the scholars in such a creative way.

- VI. **Consent Agenda** – Mr. Hoenig made a motion to approve the consent agenda, Dr. Gonzales seconded, there was no discussion; the motion passed unanimously 5 to 0.

- a. **Approve Minutes October 13, 2016 and Special Meeting October 26, 2016**
- b. **Financial Monthly Report**
- c. **Direct Grant BAR 520-000-1617-0011-I**

VII. **Reports, Discussion and Possible Action**

- a. **General Manager Performance Goals** – as one goal, 15 staff members are conducting a study session on self-directed learning; as an example, a group of scholars took on a re-design of a backpack that was more efficient and created it. Another goal is to sit down with directors and work on goals for the year, so they participated in a mini retreat on Tuesday for that purpose and talked about what they wanted to achieve, created metrics and began working on the organizational chart. Mr. Busse will meet with Mr. Smith and Dr. Forrester on December 1st to evaluate progress. Mr. Short stated that ASK is a top-notch school and welcomed Mr. Busse into the group of Directors. He also stated that Ask Directors have had a terrific vision since day one and their vision drives this school.
- b. **General Manager Update -**
 - i. Mr. Busse invited The Board to attend our annual Thanksgiving lunch on November 22nd; on this same day ASK will begin the Giving Tree event where gift cards can be purchased and before winter break, they will be distributed to scholars in need.
 - ii. The ASK Catalyst, literary magazine e-published by ASK scholars contains outstanding articles that are diverse and well-written; this is available on our website; Mr. Stephenson noted that these scholars are displaying evidence that they are learning to be true journalists .
 - iii. A representative from The Attorney General's Office will be coming to ASK for an evening session on internet safety; scholars and their parents are being encouraged to attend this important event.
 - iv. Current enrollment is at 462 scholars.
- c. **Lease Reimbursement and Lease Purchase Agreement Update** – ASK has now received the remaining portion of our lease assistance reward of \$133,000.00 (\$133,000 has already been received). PSCOC is satisfied with our amendment to our Lease and cleared us for 100% of the reward. The process for approval of our Lease Purchase Agreement has been arduous, now over one and a half years in the approval process; changes were made but it was still denied in September due to language regarding the bond transaction and the anti-donation clause; Ms. Dove has maintained that there is no donation, that it is a lease payment. Outside counsel also gave an opinion on the issue. ASK is hoping that we will reach the end of this process soon. Ms. Dove and Mr. Barbour have been asked to present to the Capital Outlay Task Force regarding the Lease Purchase Agreement issues.
Dr. Gonzales asked what the impact of the general election would be; Ms. Dove replied that it is hard to know at this point in time.

VIII. **Announcements**

- a. **Next Governing Council Meeting is November 10, 2016** – this was verbally corrected to Dec. 8th.

IX. **Adjournment** – 7:12 p.m.

ASK ACADEMY BUDGETING AND FORECASTING WORKSHEET

BUDGETS	YTD Total	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
Monthly Budgeted Income	\$ 4,049,984	\$ 337,499	\$ 337,498	\$ 337,498	\$ 337,501	\$ 337,498	\$ 337,498	\$ 337,499	\$ 337,498	\$ 337,498	\$ 337,499	\$ 337,498	\$ 337,500
Monthly Budgeted Costs	\$ (3,971,000)	\$ (325,000)	\$ (300,000)	\$ (300,000)	\$ (337,000)	\$ (337,000)	\$ (337,000)	\$ (337,000)	\$ (337,000)	\$ (337,000)	\$ (350,000)	\$ (337,000)	\$ (337,000)
Monthly Budget Variance	\$78,984	\$12,499	\$37,498	\$37,498	\$501	\$498	\$498	\$499	\$498	\$498	\$12,501	\$498	\$500
Cumulative Budgeted Income		\$337,499	\$674,997	\$1,012,495	\$1,349,996	\$1,687,494	\$2,024,992	\$2,362,491	\$2,699,989	\$3,037,487	\$3,374,986	\$3,712,484	\$4,049,984
Cumulative Budgeted Costs		(\$325,000)	(\$625,000)	(\$925,000)	(\$1,262,000)	(\$1,599,000)	(\$1,936,000)	(\$2,273,000)	(\$2,610,000)	(\$2,947,000)	(\$3,297,000)	(\$3,634,000)	(\$3,971,000)
Cumulative Budget Variance		\$12,499	\$49,997	\$87,495	\$87,996	\$88,494	\$88,992	\$89,491	\$89,989	\$90,487	\$77,986	\$78,484	\$78,984

ACTUALS

Monthly Income	\$ 1,572,785	\$ 381,942	\$ 327,170	\$ 280,595	\$ 295,225	\$ 287,853	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Cumulative Income		\$ 381,942	\$709,112	\$989,707	\$1,284,932	\$1,572,785	\$1,572,785	\$1,572,785	\$1,572,785	\$1,572,785	\$1,572,785	\$1,572,785	\$1,572,785
Monthly Costs	\$ (1,510,811)	\$ (268,895)	\$ (264,074)	\$ (385,457)	\$ (294,837)	\$ (297,548)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$0
Cumulative Cost		(\$268,895)	(\$532,969)	(\$918,426)	(\$1,213,263)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)	(\$1,510,811)
Monthly Variance	\$61,974	\$113,047	\$63,096	(\$104,861)	\$388	(\$9,696)	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Cumulative Actual Variance		\$113,047	\$176,143	\$71,281	\$71,669	\$61,974	\$61,974	\$61,974	\$61,974	\$61,974	\$61,974	\$61,974	\$61,974

MONTHLY VARIANCES

Monthly Income Variance	(\$2,477,199)	\$ 44,443	(\$10,328)	(\$56,903)	(\$42,276)	\$ (49,645)	(\$337,498)	\$ (337,499)	(\$337,498)	(\$337,498)	\$ (337,499)	(\$337,498)	(\$337,500)
Cumulative Income Variance		\$44,443	\$34,115	(\$22,788)	(\$65,064)	(\$114,709)	(\$452,207)	(\$789,706)	(\$1,127,204)	(\$1,464,702)	(\$1,802,201)	(\$2,139,699)	(\$2,477,199)
Monthly Cost Variance	\$2,460,189	\$56,105	\$35,926	(\$85,457)	\$42,163	\$39,452	\$337,000	\$337,000	\$337,000	\$337,000	\$350,000	\$337,000	\$337,000
Cumulative Cost Variance		\$56,105	\$92,031	\$6,574	\$48,737	\$88,189	\$425,189	\$762,189	\$1,099,189	\$1,436,189	\$1,786,189	\$2,123,189	\$2,460,189

YEAR TO DATE VARIANCES

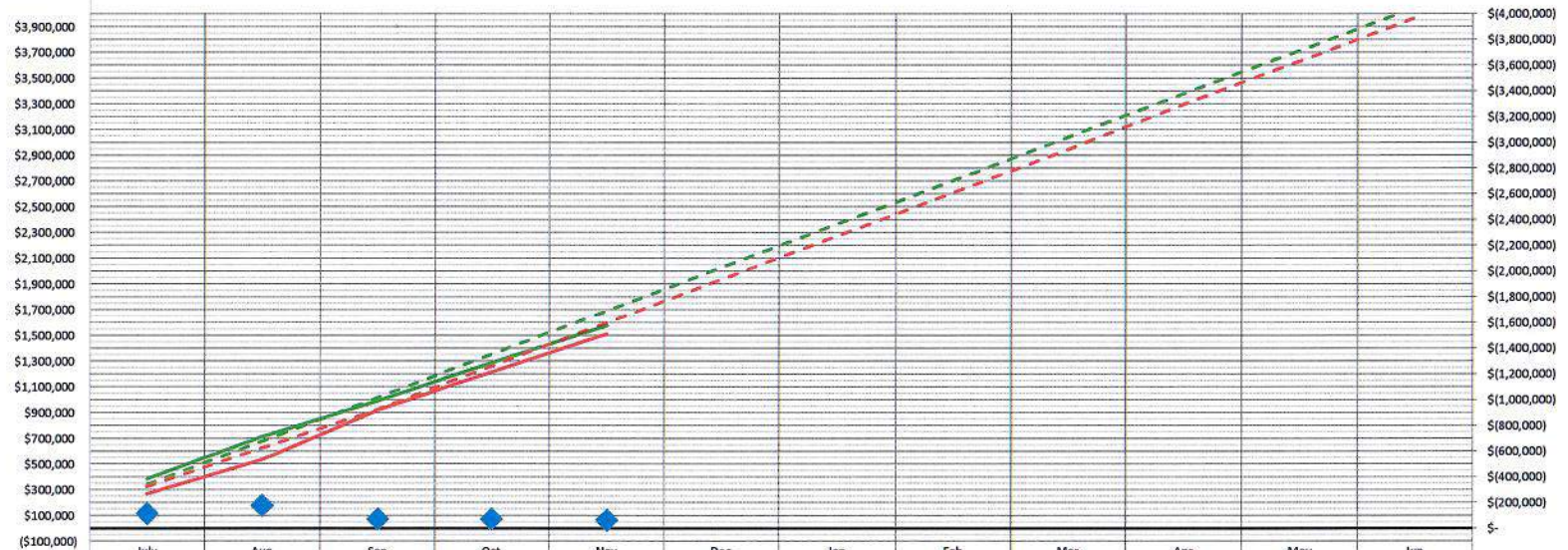
Budgeted Income YTD	\$ 337,499	\$ 674,997	\$ 1,012,495	\$ 1,349,996	\$ 1,687,494	\$ 2,024,992	\$ 2,362,491	\$ 2,699,989	\$ 3,037,487	\$ 3,374,986	\$ 3,712,484	\$ 4,049,984
Actual Income YTD	\$ 381,942	\$ 709,112	\$ 989,707	\$ 1,284,932	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785	\$ 1,572,785
% Total YTD Income Received	9%	18%	24%	32%	39%	39%	39%	39%	39%	39%	39%	39%
% Total YTD Income Variance	13%	5%	-2%	-5%	-7%	-22%	-33%	-42%	-48%	-53%	-58%	-61%
Budgeted Costs YTD	\$ (325,000)	\$ (625,000)	\$ (925,000)	\$ (1,262,000)	\$ (1,599,000)	\$ (1,936,000)	\$ (2,273,000)	\$ (2,610,000)	\$ (2,947,000)	\$ (3,297,000)	\$ (3,634,000)	\$ (3,971,000)
Actual Cost YTD	\$ (155,848)	\$ (532,969)	\$ (918,426)	\$ (1,213,263)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)	\$ (1,510,811)
% Total YTD Costs Incurred	4%	13%	23%	31%	38%	38%	38%	38%	38%	38%	38%	38%
% Total YTD Cost Variance	-52%	-15%	-1%	-4%	-6%	-22%	-34%	-42%	-49%	-54%	-58%	-62%

YEAR END PROJECTIONS

Projected Income Variance	\$ 533,313.79	\$ 204,690.28	\$ (91,150.33)	\$ (195,191.39)	\$ (275,302.31)	\$ (904,414.68)	\$ (1,353,782.11)	\$ (1,690,806.72)	\$ (1,952,937.10)	\$ (2,162,642.04)	\$ (2,334,218.30)	\$ (2,477,199.34)
Projected Cost Variance	\$ (1,904,224)	\$ (47,856)	\$ (2,132)	\$ (11,586)	\$ (18,586)	\$ (74,013)	\$ (113,004)	\$ (141,926)	\$ (164,233)	\$ (182,574)	\$ (204,490)	\$ (208,785)
Year End Projected Net Variance	\$ (1,370,910)	\$ 156,834	\$ (93,282)	\$ (206,777)	\$ (293,889)	\$ (978,427)	\$ (1,466,786)	\$ (1,832,733)	\$ (2,117,170)	\$ (2,345,216)	\$ (2,538,708)	\$ (2,685,984)

Income & Variance Axis

BUDGET AND FORECAST



	July	Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
◆ Cumulative Actual Variance	\$113,047	\$176,143	\$71,281	\$71,669	\$61,974							
— Cumulative Budgeted Income	\$337,499	\$674,997	\$1,012,495	\$1,349,996	\$1,687,494	\$2,024,992	\$2,362,491	\$2,699,989	\$3,037,487	\$3,374,986	\$3,712,484	\$4,049,984
— Cumulative Income	\$381,942	\$709,112	\$989,707	\$1,284,932	\$1,572,785							
- - Budgeted Costs YTD	\$(325,000)	\$(625,000)	\$(925,000)	\$(1,262,000)	\$(1,599,000)	\$(1,936,000)	\$(2,273,000)	\$(2,610,000)	\$(2,947,000)	\$(3,297,000)	\$(3,634,000)	\$(3,971,000)
— Actual Cost YTD	\$(268,895)	\$(532,969)	\$(918,426)	\$(1,213,263)	\$(1,510,811)							

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1617-0013-IB

Fund Type: Flowthrough

Adjustment Type: Initial Budget

Fiscal Year: 2016-2017

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2016	To: 06/30/2017
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 27195.0000.43202 \$15,188

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
27195 Teachers Hard to Staff Stipend	1000 Instruction	51300 Additional Compensation	1010 Regular Education (K- 12) Programs	1411 Teachers- Grades 1-12		\$12,500	\$12,500	
27195 Teachers Hard to Staff Stipend	1000 Instruction	52210 FICA Payments	0000 No Program	0000 No Job Class		\$2,688	\$2,688	
Sub Total						\$15,188		
Indirect Cost								
DOC. TOTAL						\$15,188		

Justification:

per award letter

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1617-0014-I
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Increase

Fiscal Year: 2016-2017
Adjustment Changes Intent/Scope of Program Yes or No?: No
Total Approved Budget (Flowthrough):

Entity Name: ASK Academy
Contact: Justine Vigil, Business Manager
Phone: 505-938-7707
Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: Jul 1 2016 12:00AM	To: Jun 30 2017 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 11000.0000.11111 \$84,569

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	52311 Health and Medical Premiums	0000 No Program	0000 No Job Class	\$173,014	\$2,000	\$175,014	
11000 Operational	1000 Instruction	57332 Supply Assets (\$5,000 or less)	1010 Regular Education (K-12) Programs	0000 No Job Class	\$15,000	\$65,569	\$80,569	
11000 Operational	2300 Support Services-General Administration	53413 Legal	0000 No Program	0000 No Job Class	\$7,500	\$10,000	\$17,500	
11000 Operational	2400 Support Services-School Administration	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$3,392	\$100	\$3,492	
11000 Operational	2500 Central Services	53711 Other Charges	0000 No Program	0000 No Job Class	\$351	\$600	\$951	
11000 Operational	2600 Operation & Maintenance of Plant	56118 General Supplies and Materials	0000 No Program	0000 No Job Class	\$15,875	\$6,300	\$22,175	
Sub Total						\$84,569		
Indirect Cost								
DOC. TOTAL						\$84,569		

Justification:

to budget cash carryover per the draft audit financials for FY2016. Total assets - accrued expenditures = cash carryover

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1617-0015-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2016-2017

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2016	To: 06/30/2017
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 14000.0000.11112 \$224

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
14000 Total Instructional Materials Sub-Fund	1000 Instruction	56111 Instructional Materials Cash - 50% Textbooks	1010 Regular Education (K- 12) Programs	0000 No Job Class	\$20,226	\$224	\$20,450	
					Sub Total	\$224		
					Indirect Cost			
					DOC. TOTAL	\$224		

Justification:

to budget cash carryover per FY16 draft audit financials

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.

Must submit backup for all BARs,
except transfers of funds for SEG or
direct grants

STATE OF NEW MEXICO
PUBLIC EDUCATION DEPARTMENT
300 Don Gaspar Santa Fe, NM 87501-2786
Budget Adjustment Request

Doc. ID: 520-000-1617-0016-D

Fund Type: Flowthrough

Adjustment Type: Decrease

Fiscal Year: 2016-2017

Entity Name: ASK Academy

Adjustment Changes Intent/Scope of Program Yes or No?: No

Contact: Justine Vigil, Business Manager

Total Approved Budget (Flowthrough):

Phone: 505-938-7707

Email: justine@vigilgroup.net

FLOWTHROUGH ONLY	
Budget Period: 07/01/2016	To: 06/30/2017
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 31701.0000.11111 (\$1,579)

Fund	Function	Object	Program	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31701 Capital Improvem ents SB-9 Local	4000 Capital Outlay	57332 Supply Assets (\$5,000 or less)	0000 No Program	0000 No Job Class	\$60,000	(\$1,579)	\$58,421	
Sub Total						(\$1,579)		
Indirect Cost								
DOC. TOTAL						(\$1,579)		

Justification:

To budget cash carryover per FY16 draft audit financials. Subtracted the SB-9 state match RFR (accounts receivable) of \$17,475 from Total assets

Compliance with Sections 10-15-1 and 22-8-12, NMSA, 1978 Compilation:

A. The requested budget/changes were authorized at a scheduled Board of Education or Governance Council meeting open to the public on:

B. Justification for the transfer: Explanation such as "underbudgeted", "insufficient budget", or "needed to close out Project" ARE NOT ACCEPTABLE. Attach additional sheets if necessary.

ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.