

The GREAT Academy Board of Directors

Meeting Minutes

Monday, October 10, 2022

1. Call to order

Mr. Douglas called to order the regular meeting of the GREAT Academy Board of Directors at 12:08pm on Monday, October 10, 2022 at The GREAT Academy 6001-A San Mateo Blvd NE, Albuquerque 87109.

2. Roll call

Mr. Douglas conducted a roll call. The following persons were present: Mr. Pitts, Mr. Douglas, and Mrs. Gee. Mr. Andry and Mr. Liu were absent. A quorum was achieved.

3. Discussion & Possible Action on 10/10/2022 Agenda

Action Item – Mr. Douglas presented the agenda for the meeting. The members reviewed the agenda. He asked if there were any questions. There were none. He asked for a motion to approve the agenda. Mrs. Gee offered the motion to approve the agenda. Mr. Pitts seconded the motion. All were in favor of the approval of the agenda. The agenda was approved.

4. Discussion & Possible Action on 9/20/2022 Minutes

Action Item – Mr. Douglas drew the members' attention to the minutes from the 9/20/2022 regular meeting. He asked if there were any questions. There were no questions. He asked for a motion to approve the minutes from the 9/20/2022 regular meeting of the Board of Directors of The GREAT Academy. Mrs. Gee offered the motion and Mr. Pitts seconded the motion. All were in favor. The motion carried and the minutes were approved.

5. Open Forum

There was no one to be heard for the Open Forum.

6. Audit Committee Report

Mr. Douglas recognized Mr. Matthews to share the Audit Committee report. He shared that there is nothing to report. The auditor attended last month's audit committee meeting. She stated that she wants to have it wrapped up by October 17th. There has been no contact since then. We should hear something in the next few days, if not, we will reach out to her to get a status report. Mr. Douglas asked if no news is good news. Mr. Matthews stated he assumed so. There were no other questions.

7. Finance Committee Report

Mr. Douglas recognized Mr. Matthews to present the Finance Committee Report. Mr. Pitts noted that he would be presenting the report. Mr. Pitts noted that the committee met and discussed the spending for the prior month. He noted the spending was in order and there were 3 items he wanted to bring to the members' attention: Kubiak Melton & Associates, the audit company \$25,000, CES in the amount of \$25,000 for IT services

which was for last year's IT services. There were some billing issues with CES and this payment took care of this. The other is a payment to Citicasters-iHeart Radio for marketing and advertisement for the school in the amount of \$10,000. Spending is on track for the amount of students the school has. He asked if there were any questions. There were none.

8. Discussion & Possible Action on Check Listings/Bank Reconciliation

Action Item – Mr. Douglas recognized Mr. Gilman to present the check listings and bank reconciliation. Mr. Gilman drew the members' attention to the checks that had cleared for the month of September. Mr. Gilman stated that the AP disbursements for September were \$154,989.85. He drew the members' attention to the checks and ACH payments for September and the three large payments that Mr. Pitts pointed out in the Finance Committee report. For payroll, there were two in September. The total payroll spending was \$96,003.24. That brought the total AP and payroll \$250,993.09. He asked if there were any questions. There were none.

In relation to the bank reconciliation for September, Mr. Gilman stated that everything reconciled to the general ledger with no unknown differences. The ending bank balance was \$746,326.17. The amount for outstanding checks was \$48,049.67 which brought the book balance for cash to \$698,276.50. The outstanding checks were all cut within the last few weeks, so there are no stale outstanding checks. The bank balance for the beginning of the month was \$857,296.74, the school took in \$100,427.13 for total revenue and there were disbursements of \$211,397.70. The net decrease was about \$110,000 leaving the ending balance at \$746,326.17. He asked if there were any questions. There were none. Mr. Douglas asked for a motion to approve the check listings/bank reconciliation for the month of September. Mrs. Gee offered the motion and Mr. Pitts seconded the motion. All were in favor and the check listings and bank reconciliation for September were approved.

9. Discussion and Possible Action on BARs

Action Item – Mr. Douglas recognized Mr. Gilman to present the BARs. There are two BARs. The first is a maintenance BAR. Expenditures are being reclassified from one object code to another object code. The amount being reclassified in BAR 0005-M is \$82,309. It will be moved from Psychologists/Counselors contracted because the school found a full-time social worker, Donna Gallegos. This expense will be reduced, and the salaries expense will be increased. This includes related benefits expenditures. The next BAR is a transfer BAR 0006-T. Instead of a reclassification from one object code to another, the funds are being reclassified from one function code to another. The 1000 instruction function is being reduced by \$38,291. This again has to do with salaries and benefits. The functions being increased are functions 2100 and 2400. He asked if there were any questions. There were none. Mr. Douglas asked for a motion to approve the BARs presented. Mrs. Gee offered the motion. Mr. Pitts seconded his motion. All were in favor and the BARs were approved.

10. Director of Academics Report

Mr. Douglas recognized Mrs. Matthews to present the Director of Academics report. She noted that today is the first day of quarter 2. She provided a CNM Dual Credit Update. For the Fall term of 2022, there are 2 classes onsite: BFIN or Personal Financial Plan for College Students and FYEX which is a first year seminar class that most college students take. There are 36 students enrolled in these and other CNM courses. Dual Credit participation is one of the school's mission specific goals. TGA Middle School students recently volunteered their time at Mandy's Farm. Mandy's Farm is a non-profit organization that assists individuals with developmental disabilities in achieving their goals for living, learning and working in the community. The students had the opportunity to do some outside clean up to help this organization continue to serve their clientele. One of the new mission specific goals is for middle school students to participate in 4 service-learning events and to reflect and respond afterwards. Their responses will be rated with an approved rubric. The students really enjoyed it. We have completed the first cycle of MAP testing. This test is taken by students in grades 6-11 in the areas of reading, math and language usage. The data from these assessments is used to drive instruction in the classroom. Teachers also use this data in their Professional Learning Community teams to home in on ways to improve their own instruction. Students will be reviewing this information with their parents at the upcoming Student Led Conferences October 13th and 14th. For the enrollment updated, We currently have 126 students. 42 of these students (33%) are English Language Learners. 35 of these students (27%) of these students are students with IEPs. Both of these populations are much larger than in previous years. For this reason, this semester, both Mr. and Mrs. Matthews are volunteering to teach a class to help to support these students. Mrs. Matthews is a TESOL certified teacher and is teaching an EL class. Mr. Matthews is a certified Special Education teacher and will have a caseload of special education students. While the school has been searching for teachers to help meet the need, none have been found yet. The widespread teacher shortage is affecting the efforts to find additional staff. Based on these numbers (including our free/reduced lunch percentage), TGA should qualify to fall under the SAM designation which would require the PEC/PED to compare our student academic performance to other SAM schools. Parent Info Night has continued this year on Zoom. This event is typically held on the 4th Thursday of the month. To date, topics have covered: NWEA MAP testing, Black Education Act, Understanding Your Student's Progress Report and CNM Dual Credit courses among other topics. 10th graders will be taking the PSAT test Wednesday, October 12th. Seniors who did not have the opportunity to take the NM-ASR test last year will be taking it Tuesday, October 18th to meet graduation requirements. Mr. Pitts asked for the definition of SAM school. Mrs. Matthews noted that she had not been able to find the meaning of the acronym, but that she reached out to find out and that she would share that with the members when she finds out.

11. Upcoming Regular Meeting

Mr. Douglas noted that the date of the next regular meeting would be Monday, November 14th @ 12:00pm.

12. Adjourn

Action Item – Mr. Douglas called for the meeting to be adjourned at 12:32pm. Mrs. Gee offered a motion to adjourn the meeting. Mr. Pitts seconded the motion. All were in favor and the meeting was adjourned.

Submitted by: Alejandro Andry

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Henry Douglas Jr.

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President

11/14/2022

Date