

The GREAT Academy Board of Directors

Meeting Minutes

Monday, August 12, 2024

1. **Call to order**

Mr. Douglas called to order the regular meeting of The GREAT Academy Board of Directors at 12:03pm on Monday, August 12, 2024, at The GREAT Academy 6001-A San Mateo Blvd NE, Albuquerque 87109.

2. **Roll call**

Mrs. Edmond conducted a roll call. The following members were present: Mr. Douglas, Mrs. Edmond, Mrs. Gee, Mr. Pitts and Mr. Boyd were present. A quorum was achieved.

3. **Discussion & Possible Action on 8/12/2024 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. Mr. Pitts offered the motion to approve the agenda. Mr. Boyd seconded the motion. All were in favor of the approval of the agenda. The agenda was approved.

4. **Discussion & Possible Action on 7/8/2024 Minutes**

Action Item – Mr. Douglas drew the members' attention to the minutes from the 7/8/2024 regular meeting. He asked if there were any questions. Mr. Douglas asked for a motion to approve the minutes of the 7/8/2024 meeting. Mrs. Edmond offered the motion and Mrs. Gee seconded the motion. All were in favor. The minutes were approved.

5. **Open Forum**

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

6. **Discussion & Possible Action on SY24-25 Policies – Batch Approval**

Action Item – Mr. Douglas recognized Mrs. Matthews to present the SY24-25 policies: Bullying Policy, Distance Learning Policy, Dual Credit Policy, Final Course & Grade Change Policy, Gender Identity Policy, Health Opt Out Policy, Instructional Hours Policy, McKinney Vento Policy, Narcan Policy, Student Diabetes & Asthma Management Policy, Textbook Policy, Transfer Student or Those that Fail Policy. Mrs. Matthews noted the policies included in the batch had no updates aside from the date being updated. She asked if there were any questions about the policies. There were no other questions. Mr. Douglas asked for a motion to approve the SY 24-25 Policies in the listed batch. Mr. Boyd offered the motion. Mr. Pitts seconded the motion. All were in favor and the motion passed.

7. **Audit Committee Report**

Mr. Douglas recognized Mr. Moore to provided the Audit Committee Report. He noted that the school has received the PVC Audit listing and he, Mr. Matthews and Ms. Garcia are working to gather and submit the requested samples. He also noted that at this time, no details could be given about the details of the audit until they are released. They are working with the Auditor at CLA whose name is Sheila. There were no questions.

8. **Finance Committee Report**

Mr. Douglas recognized Mrs. Edmond to provide the report. She noted that there were a few large items for this month. One from a law office in the amount of about \$8,000 this was a one time processing fee for a new teacher. This amount will be reimbursed to the school by way of a payroll deduction from the teacher's paycheck. Another was for ABBA Technologies in the amount of \$66,000 for new computers for the two computer labs. This is bond money and not SEG money. There is a payment to Harris Accounting which was an annual fee in the amount of \$22,000 for the school's accounting software. Another item was for NMPSIA

for Risk and Liability Insurance. This was also an annual fee. Mr. Pitts asked if the line item would be deleted next month so it wouldn't look like a double payment. Mr. Moore explained that we were charged for two individuals, but the school only moved forward with one so the other amount would be cleared. Next month this should show as \$8000 rather \$16,000. Mr. Boyd asked for clarification of the connection between the legal fees and...Mr. Pitts explained that these amounts are related to the VISA payments and fees for an international teacher. Mr. Boyd stated that he understands. There were no questions.

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

Action Item – Mr. Douglas recognized Mr. Moore to present the check listings and bank reconciliation. Mr. Moore confirmed that the NMPSIA payment was for the liability insurance and that the payment to Harris Software is for the school's accounting software. He said that the payment to ABBA was for the computer lab computers. The payment to the law offices is listed as \$16,000, but will go to \$8,000 on next month's reports. These funds will be collected back on the employee's payroll. The bank account numbers did reconcile to the \$809,148.97 amount. He reviewed the bank statement and reminded the members that it is a statutory requirement that it reconciles each month. The outstanding checks are in the amount of \$26,169.15. Between the actual balance and the expected, there is no difference. The team is making sure there are not outstanding checks more than 90 days old. Currently, there are none more than 80 days old. He noted they would be reaching out to vendors if the current outstanding checks that are the oldest are still showing up next month. There are not items of concern at this time. He explained that it appears that the school is overspent in operational fund, this is due to the school still allocating funds received from PED and also not receiving the funds from Lease Assistance as of yet. Funds have to be initially fronted from operational until these funds are received. HB33 is \$62,322 which is what funded the computer labs. There are still funds in HB33, about \$520,000 and these funds do roll over month after month. He went on to review the graph for the cash balance and noted we are right between where we were in FY23 and FY24. The school is closely monitoring the cash balance. 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 July. Mrs. Gee offered the motion. Mr. Boyd seconded the motion. All were in favor and the check listings and bank reconciliation for the month of July were approved.

10. CSD Annual Report Review

Mr. Douglas recognized Mrs. Matthews to present the the CSD Annual Report Review. She reminded the members that the Charter School Division performs a site visit each school year. This is a partial phase 2 report. It is partial because the testing scores from the 23-24 school year have not been released. The scores for the academic indicators are pending. She also noted that this report is issued to the school and the school reviews it to ensure there are no mistakes or info that needs to be disputed. She pointed out that TGA's NMVistas overall score is a 29.5 and this gives the school the classification of CSI Grad Rate. This designation affords the school to a number of supports from the state. The school had an administrative coach that Mrs. Matthews met with once a month. There are additional funds. This will be discussed at next month's meeting. A number of trainings on a variety of things like digging into data and supporting teachers through the Elevate program. The state is providing a great deal of support. The school is also getting high dosage tutors as no cost. The goal is to move up and out of this designation in a matter of three years. Another highlight is the framework ratings. 1a and 1b are ties to test scores and those have not come in yet so the rating is working to meet and pending. 1f is listed as working to meet because the school is utilizing this as a tool to continue to progress in the area of academics. Attendance and retention is marked as pending because the NOVA program caused a delay in some data being reported on. 3c is the indicator being disputed. It is in the area of staff credentialing. There was an error during the 120th day that came from a course section that had Mrs. Matthews attached to an Algebra 1 course section that was created and not used because it was not needed. The math teacher's name starts with and O and Mrs. Matthews' name begins with M and Mrs. Matthews was chosen in error. No students were tied to it. It was never an active section. When the school was notified about the error, the school corrected it in the way they understood to do so, but because of the newness of the NOVA

processes, the correction never went all the way through. The school year ended with that error. Mrs. Matthews has been in touch with CSD regarding this. It was the pilot year for the NOVA system and there were a lot of issues with it. The hope is that the state/CSD will take into consideration all of the information related to this and change the rating to at least working to meet or meets standard. The next is 5b which has to be Does Not Meet due to the repeat finding related to the pre-paid rent. The PEC is going to be presented with these reports. She noted that she believes that based on the ratings, there won't be much of an issue. She also noted that because the school is a CSI school, it gets additional site visits from the Priority Schools Bureau. These are supportive site visits and she indicated that they were very useful. Mr. Douglas asked about 5b Accounting Principles. Mrs. Matthews noted that this one is rated Does Not Meet due to the repeated findings related to the pre-paid rent. Also that the Lease Purchase Agreement was submitted and the school is waiting for the state's determination. Mr. Pitts asked about the site visits. Mrs. Matthews clarified that the CSD site visit is typically in the Spring. Also that the department that did the 2 additional site visits is from the SSRA department. She was unsure of the exact initials for the department. There were no other questions.

11. Upcoming Regular Meeting

Mr. Douglas noted that the date of the next regular meeting would be Monday, September 9, 2024 @ 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: Mrs. Edmond

Signed by:

Henry Douglas Jr.

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President

9/9/2024

Date