



Collegiate Preparatory
Charter School

Notice and Agenda
Regular Governing Council Meeting
Voz Collegiate Preparatory Charter School
955 San Pedro SE
Albuquerque NM 87108

Thursday, May 19, 2022, 6:00pm

Location: <https://us02web.zoom.us/j/7596191312>

Please contact Isaac Rivas-Savell at irivassavell@vozcollegiateprep.org or 575.605.3527 at least 48 hours prior to the meeting or as soon as possible 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 listen to (or in this case, view) the meeting. Information to participate in the meeting is included below:

- A. Opening Business
 - 1. Call to Order
 - 2. Roll Call
 - 3. Discussion and consideration of **approval** of April 21, 2022, Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** April 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** to allow Business Manager and Treasurer to approve BARS for FY22 until EOD on 6/30/22.
 - 3. Discussion and consideration of **approval** BARS.
- E. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update
- F. School Foundation Report
- G. Head of School Report
 - 1. Student recruitment update
 - 2. Staff recruitment update
- H. Closing Business
 - 1. Next Scheduled Meeting: June 16, 2022 (To be held in-person at Voz Collegiate)
 - 2. Adjourn



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- A. Opening Business
 - 1. Call to Order – 6:03pm
 - 2. Amanda, Bruce, Brejette, Gabe, Celestina, Arslan, and Reilly in attendance. Hannah absent. Katie Rarick and Dan Hill also in attendance.
 - 3. Discussion and consideration of **approval** of March 17, 2022, Meeting Minutes – Gallegos made the motion. Celestina seconded. Unanimous approval.
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** March 2022 Bank Rec and Check Register – Gallegos moved. Reilley seconded. Unanimous approval.
 - 2. Discussion and consideration of **approval** FY22 Title I BAR. Gallegos moved. Reilley seconded. Unanimous approval.
 - 3. Discussion and consideration of **approval** FY22 Q4 Compensation BAR. Gallegos moved. Reilley seconded. Unanimous approval.
 - 4. Discussion and consideration of **approval** FY23 School Calendar. Reilly moved. Brejette seconded. Unanimous approval.
 - 5. Discussion and consideration of **approval** FY23 Financial Policies – Celestina moved. Gallegos seconded. Unanimous approval.
 - 6. EdTec FY23 Budget Presentation
 - 7. Discussion and consideration of **approval** FY23 Salary Schedules – Arslan made the motion. Celestina seconded. Unanimous approval.
 - i. Teacher
 - ii. Admin
 - iii. Additional Duties
 - 8. Discussion and consideration of **approval** FY23 Budgets – Gallegos made the motion. Arslan seconded. Unanimous approval.
 - i. Operating
 - ii. Transportation
 - iii. Title I
 - iv. IDEA
 - v. Title III



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- vi. EA Fellow Grant
- vii. ESSER III

- E. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update

- F. School Foundation Report

- G. Head of School Report
 - 1. Student recruitment update
 - 2. Staff recruitment update
 - 3. Charter School Growth Fund Update
 - 4. Academic Dashboard

- H. Closing Business
 - 1. Next Scheduled Meeting: May 19, 2022 (To be held in-person at Voz Collegiate)
 - 2. Adjourn

ESP

ESP

**Bank Reconciliation with Description - 11000-3884 Cash in Ba... checking
(main) 3884
As of 4/30/2022**

ID	Transaction Type	Date	Document Number	Name	Description	Balance
Reconciled						
Cleared Deposits and Other Credits						
	Deposit	4/14/2022	30934		DEPOSIT	187,667.81
	Deposit	4/20/2022	31035		State of New Mex VNDR PYMT 11000 FY22 3% Compensation 110	2,844.97
	Deposit	4/26/2022	31219		DEPOSIT	37,903.38
Total - Cleared Deposits and Other Credits						228,416.16
Cleared Checks and Payments						
	Payroll Journal Entry	3/15/2022	PRJE-VCPC0032		Payroll # 5037 NM Retiree Health Care Authority	(371.83)
	Bill Payment	3/30/2022	20678	44061 Consolidated Solutions	Advertising	(2,200.00)
	Bill Payment	3/30/2022	20680	39451 Isaac Rivas-Savell (reimb)	Advertising for Voz	(1,925.10)
	Bill Payment	3/30/2022	20679	43351 DEX imaging	Contractor	(360.07)
	Bill Payment	3/30/2022	20677	43400 Charter School Nursing Services (s-corp)	Nursing Services	(453.08)
	Bill Payment	3/30/2022	20676	39381 Bloomwell Group	Student Recruitment	(3,640.91)
	Bill Payment	3/30/2022	20681	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(186.00)
	Payroll Journal Entry	3/31/2022	PRJE-VCPC0033		Payroll # 5038 NM Retiree Health Care Authority	(371.83)
	Check	4/4/2022	DB040422	42372 WEST MIAMI DEVELOP (rent)	DB040422 - West Miami Develop (rent)	(14,122.83)
	Check	4/4/2022	DB040422 A	42373 YARDI SERVICE	DB040422A - Yardi Service	(0.95)
	Check	4/4/2022	DB040422 B	39631 NMPSIA BENEFITS	DB040422B - NMPSIA Benefits	(571.36)
	Check	4/5/2022	DB040522	39494 NMERB	DB040522 - NMERB	(6,324.00)
	Bill Payment	4/7/2022	20684	39381 Bloomwell Group	Student Recruitment	(1,000.00)
	Bill Payment	4/7/2022	20686	42134 JMP Academy of Professional Development	Setting up special education systems for year 1	(539.38)
	Bill Payment	4/7/2022	20687	42136 Scholastic INC	Supplies	(475.60)
	Bill Payment	4/7/2022	20683	40984 ACES - Assoc of Charter School Education Services (exempt)	Monthly Tech Support PowerOn	(1,078.75)
	Bill Payment	4/7/2022	20685	39183 Edtec	Postage for FY22	(44.64)
	Bill Payment	4/8/2022	20688	43123 Teodora Velasco-Zapata	Contractor	(288.00)
	Bill Payment	4/8/2022	20689	43496 Olga Flores De Arvilla	Contractor/Tutor	(2,737.00)
	Check	4/13/2022	DB041322	40978 New Mexico Gas Company	DB041322 - New Mexico Gas Company	(287.82)
	Payroll Journal Entry	4/15/2022	PRJE-VCPC0036		Federal and State Taxes	(1,729.29)
	Payroll Journal Entry	4/15/2022	PRJE-VCPC0036		Payroll fees	(51.03)

ID	Transaction Type	Date	Document Number	Name	Description	Balance
	Payroll Journal Entry	4/15/2022	PRJE-VCPC0036		Direct Deposit	(9,302.31)
	Check	4/18/2022	DB041822	40717 COMCAST BUSINESS	DB041822 - Comcast	(231.60)
	Check	4/18/2022	DB041822 A	44144 PNM Electric Service	DB041822A - PNM Electric Service	(541.13)
	Bill Payment	4/18/2022	20695	42247 RENAISSANCE (c-corp)	Star 360 and Accelerated Reader Subscriptions	(3,208.20)
	Bill Payment	4/18/2022	20693	39673 InAccord, P.C. (c-corp)	Contractor	(863.00)
	Bill Payment	4/18/2022	20692	43351 DEX imaging	Contractor	(370.85)
	Bill Payment	4/18/2022	20690	40984 ACES - Assoc of Charter School Education Services (exempt)	FY22 EdTec services	(4,963.50)
	Bill Payment	4/18/2022	20696	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(477.08)
	Bill Payment	4/18/2022	20691	44387 Cooperative Educational Services	Support Services	(1,256.02)
	Bill Payment	4/18/2022	20694	44186 IXL Learning, Inc.	Teaching Software	(1,775.00)
	Check	4/20/2022	DB042022	43554 Mitel Cloud Service	DB042022 - Mitel Cloud Service	(498.86)
	Bill Payment	4/25/2022	20699	44852 Patricio Arguello	Contractor/Tutor	(2,601.00)
	Check	4/29/2022	DB042922	42248 Water Utility Authority	DB042922-Water Utility	(217.04)
	Payroll Journal Entry	4/29/2022	PRJE-VCPC0038		Payroll fees	(78.00)
	Payroll Journal Entry	4/29/2022	PRJE-VCPC0038		Direct Deposit	(9,378.49)
	Payroll Journal Entry	4/29/2022	PRJE-VCPC0038		Federal and State Taxes	(1,631.71)
Total - Cleared Checks and Payments						(76,153.26)
Total - Reconciled						152,262.90
Last Reconciled Statement Balance - 4/29/2022						91,046.78
Current Reconciled Balance						243,309.68
Reconcile Statement Balance - 4/30/2022						243,309.68
Difference						0.00
Unreconciled						
Uncleared						
Checks and Payments						
	Bill Payment	11/23/2021	20608	39451 Isaac Rivas-Savell (reimb)	Advertising for Voz	(738.08)
	Bill Payment	2/2/2022	20647	42135 Accountability and Compliance Resources	Contractor	(745.06)
	Bill Payment	3/30/2022	20675	42135 Accountability and Compliance Resources	Contractor	(372.53)
	Bill Payment	4/7/2022	20682	42135 Accountability and Compliance Resources	Contractor	(372.53)
	Payroll Journal Entry	4/15/2022	PRJE-VCPC0036		Payroll # 5039 NM Retiree Health Care Authority	(371.83)
	Bill Payment	4/25/2022	20697	40718 Jani-King of New Mexico (s-corp)	Contractor	(1,186.63)
	Bill Payment	4/25/2022	20698	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(826.47)
	Bill Payment	4/26/2022	20700	42848 Achievement First, Inc.	curriculum	(30,000.00)
	Bill Payment	4/27/2022	20702	40977 Staples	CSP and non-CSP Allowable Materials from Staples	(4,963.29)
	Bill Payment	4/27/2022	20701	44387 Cooperative Educational Services	Support Services	(434.26)

ID	Transaction Type	Date	Document Number	Name	Description	Balance
	Bill Payment	4/27/2022	20703	43058 TLC PLUMBING AND UTILITY (c-corp)	Contractor	(136.70)
	Payroll Journal Entry	4/29/2022	PRJE-VCPC0038		Payroll # 5040 NM Retiree Health Care Authority	(371.83)
Total - Checks and Payments						(40,519.21)
Total - Uncleared						(40,519.21)
Total - Unreconciled						(40,519.21)
Total as of 4/30/2022						202,790.47

Combined Board Check Register

School: Voz



Month: April 2022

					Total Paid By Check:	\$82,393.49
					Total Paid By Credit Card:	\$ -

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20682	Accountability and Compliance Resources	4/7/2022	Bill #6655--Contractor		\$ 372.53
Check	20683	ACES - Assoc of Charter School Education Services	4/7/2022	Bill #9169--Monthly Tech Support PowerOn		\$ 1,078.75
Check	20684	Bloomwell Group	4/7/2022	Bill #001321--Student Recruitment		\$ 1,000.00
Check	20685	Edtec	4/7/2022	Bill #23992--Postage for FY22		\$ 44.64
Check	20686	JMP Academy of Professional Development	4/7/2022	Bill #1089--Setting up special education systems for year 1		\$ 539.38
Check	20687	Scholastic INC	4/7/2022	Bill #37389441--Supplies		\$ 475.60
Check	20688	Teodora Velasco-Zapata	4/8/2022	Bill #006--contractor		\$ 288.00
Check	20689	Olga Flores De Arvilla	4/8/2022	Bill #008 009 010--contractor		\$ 2,737.00
Check	20690	ACES - Assoc of Charter School Education Services	4/18/2022	Bill #9188--FY22 EdTec services		\$ 4,963.50
Check	20691	Cooperative Educational Services	4/18/2022	Bill #032222--support services Bill #032222A--support services		\$ 1,256.02
Check	20692	DEX imaging	4/18/2022	Bill #AR7551814--Contractor		\$ 370.85
Check	20693	InAccord, P.C.	4/18/2022	Bill #400--Contractor		\$ 863.00
Check	20694	IXL Learning, Inc.	4/18/2022	Bill #S417056--teaching software		\$ 1,775.00
Check	20695	RENAISSANCE	4/18/2022	Bill #INV5244680--subscription		\$ 3,208.20
Check	20696	Staples	4/18/2022	Bill #3504448916--CSP and non-CSP Allowable Materials from Staples Bill #3504448915--CSP and non-CSP Allowable Materials from Staples		\$ 477.08
Check	20697	Jani-King of New Mexico	4/25/2022	Bill #NMX03220055--Contractor		\$ 1,186.63

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20698	Staples	4/25/2022	Bill #3504985507--CSP and non-CSP Allowable Materials from Staples Bill #3504985508--CSP and non-CSP Allowable Materials from Staples Bill #3504985509--CSP and non-CSP Allowable Materials from Staples		\$ 826.47
Check	20699	Patricio Arguello	4/25/2022	Bill #001 002 003 004--contractor		\$ 2,601.00
Check	20700	Achievement First, Inc.	4/26/2022	Bill #NAV2240--curriculum		\$30,000.00
Check	20701	Cooperative Educational Services	4/27/2022	Bill #040722--Support Services		\$ 434.26

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	20702	Staples	4/27/2022	Bill #3481759977--CSP and non-CSP Allowable Materials from Staples Bill #3491405388--CSP and non-CSP Allowable Materials from Staples Bill #3491405387--CSP and non-CSP Allowable Materials from Staples Bill #3499556900--CSP and non-CSP Allowable Materials from Staples Bill #3489716531--CSP and non-CSP Allowable Materials from Staples Bill #3501219993--CSP and non-CSP Allowable Materials from Staples Bill #3501219995--CSP and non-CSP Allowable Materials from Staples Bill #3491405386--CSP and non-CSP Allowable Materials from Staples Bill #3481759980--CSP and non-CSP Allowable Materials from Staples Bill #3505490054--CSP and non-CSP Allowable Materials from Staples Bill #3505490051--CSP and non-CSP Allowable Materials from Staples Bill #3479496194--CSP and non-CSP Allowable Materials from Staples Bill #3500035539--CSP and non-CSP Allowable Materials from Staples		\$ 4,963.29
Check	20703	TLC PLUMBING AND UTILITY	4/27/2022	Bill #R36242901--Contractor		\$ 136.70
Check	DB040422	WEST MIAMI DEVELOP	4/4/2022	DB040422 - West Miami Develop (rent)		\$14,122.83
Check	DB040422A	YARDI SERVICE	4/4/2022	DB040422A - Yardi Service		\$ 0.95
Check	DB040422B	NMPSIA BENEFITS	4/4/2022	DB040422B - NMPSIA Benefits		\$ 571.36
Check	DB040522	NMERB	4/5/2022	DB040522 - NMERB		\$ 6,324.00
Check	DB041322	New Mexico Gas	4/13/2022	DB041322 - New Mexico Gas Company		\$ 287.82
Check	DB041822	COMCAST BUSINESS	4/18/2022	DB041822 - Comcast		\$ 231.60

Payment Type	Check #/CC Account	Vendor	Transaction Date	Description	Void	Amount
Check	DB041822A	PNM Electric Service	4/18/2022	DB041822A - PNM Electric Service		\$ 541.13
Check	DB042022	Mitel Cloud Service	4/20/2022	DB042022 - Mitel Cloud Service		\$ 498.86
Check	DB042922	Water Utility Authority	4/29/2022	DB042922-Water Utility		\$ 217.04

Voz Collegiate

EOY Estimate and Transition Update

KATIE RARICK

MAY 19, 2022

ALBUQUERQUE, NM



FY22 EOY Estimate



		2021-22
Revenue		Current Forecast
	Revenue from Local Sources	788,333
	Revenue From State Sources	570,383
	Revenue from Federal Sources	-
	Other Financing Sources	-
	Other Items	-
	Total Revenue	1,358,716
Expenses	Personnel Services-Compensation	295,420
	Personnel Services-Employee Benefits	65,105
	Professional and Technical Services	186,773
	Purchased Property Services	194,940
	Other Purchased Services	146,301
	Supplies	60,870
	Property	288,351
	Debt Service & Miscellaneous	-
		Total Expenses
	Operating Income	120,956
	Beginning Balance (Audited)	22,667
	Operating Income	120,956
	Ending Fund Balance (incl. Depreciation)	143,623
	Ending Fund Balance as % of Expenses	11.6%

This is a fairly accurate forecast:

- I think the revenue is accurate
 - Still need the \$19k BAR from APS for Title I
- Expenses are based on what we currently know we will buy at the end of the year
- We will most likely carryover \$100k in CSP

We will most likely end the year around \$140k

Update on the transition



- Accounts Payable

- Voz has an account and all vendors and FY23 POs are loaded and ready to go.
- We have run several tests in MineralTree and everything is working correctly; Voz will start to utilize the service on 7/1/22.

- Payroll

- All payroll information has been transferred from EdTec to Mosaic.
- We are running two mock payrolls to test everything on 5/30 and 6/15.
- Onboarding portal will go live in June for all new hires.

- Software

- Capturing all Vendor and PO data
- Connected to MineralTree
- We will connect to Mosaic after the 5/30 mock payroll
- Submitted system generated reports for the system to PED

- Audit

- EdTec and Axiom aligned on due dates and are working together to meet all deadlines.

- Data Transfer

- EdTec has established folders with all of the school's legacy data for us to access.

Accomplishments

- Ending the year with a strong fund balance
- Key milestones of the transition have been met

Next Steps

- Close out the fiscal year
- Transfer all legacy data to Axiom
- Submit last RfRs for the year
- June train all staff on new systems and software
- Get Title I and ESSER III funds in from APS

Goals & Horizon Issues

- Audit