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Notice and Agenda

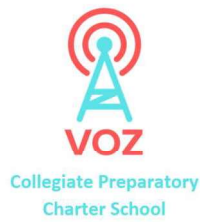
**Regular Governing Council Meeting**  
**Voz Collegiate Preparatory Charter School**  
**955 San Pedro SE**  
**Albuquerque NM 87108**

**Thursday November 17, 2022, 6:00pm**

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

**Please contact Isaac Rivas-Savell at [irivassavell@vozcollegiateprep.org](mailto: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 October 20, 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** of October 2022 Bank Rec and Check Register
  - 2. Discussion and consideration of **approval** of 2022-2023 BARs
    - i. 001-709-2223-0008-I
    - ii. 001-709-2223-0009-IB
    - iii. Additional BARs
  - 3. Finance Report
  - 4. FYI December Meeting
- E. Governance Committee Report
  - 1. Board Recruitment Update
  - 2. Board Training Update
- F. Facilities Taskforce Report
- G. School Foundation Report
- H. Head of School Report
  - 1. Student recruitment update
  - 2. Staff recruitment update
  - 3. School Building Safety and Charter School Growth Fund Site Visit
- I. Closing Business
  - 1. Next Scheduled Meeting: December 15, 2022
  - 2. Adjourn



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**Regular Governing Council Meeting**  
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**Thursday October 20, 2022, 6:00pm**

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- A. Opening Business
  - 1. Call to Order - 6PM
  - 2. Roll Call – Arslan, Gabe, Bruce, Reilly, Katie, Hannah, Celestina in attendance. Isaac Rivas-Savell and Katie Rarick also in attendance.
  - 3. Discussion and consideration of **approval** of September 15, 2022, Meeting Minutes – Hannah made the motion, Arslan 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** of September 2022 Bank Rec and Check Register – Hannah made the motion. Reilly seconded. Unanimous approval.
  - 2. Discussion and consideration of **approval** of 2022-2023 BARs
    - i. BAR #
      - 1. 001-709-2223-0005-IB: Hannah made the motion. Gabe seconded. Unanimous approval.
  - 3. Finance Report – Katie Rarick made a presentation related to the financial performance of the school.
- E. Governance Committee Report
  - 1. Board Recruitment Update
  - 2. Board Training Update
- F. Facilities Taskforce Report – Isaac gave update related to security issues at school.
- G. School Foundation Report – Katie and Reilly gave update related to school foundation
- H. Head of School Report
  - 1. Student recruitment update
  - 2. Staff recruitment update
  - 3. School Building Safety and Charter School Growth Fund Site Visit
- I. Closing Business



Collegiate Preparatory  
Charter School

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1. Next Scheduled Meeting: November 17, 2022
2. Adjourn – 6:30p

**Bank Reconciliation GL Detail - Voz Collegiate Preparatory Charter School**

As of 10/31/2022

Transac	Bank Account	PostingDate	Description	Debit (+)	Credit (-)	Notes
4365	11884	10/3/2022	Reference Number: MTPMT148; Invoice #: DR438632-1; Vendor: TLC PLUMBING AND UTILITY (c-corp); Memo:		129.30	
4366	11884	10/4/2022	Yardi Service Ch WEB PMTS VOZ Preparatory School KJBBNB		0.95	
4366	11884	10/4/2022	WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School HL6CNB		15288.72	
4367	11884	10/4/2022	NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#45		2131.44	
4367	11884	10/7/2022	RETREE HEALTHCA NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#46		1309.00	
4367	11884	10/11/2022	Reference Number: MTPMT149; Invoice #: 5803; Vendor: Herrera Coaches Inc. (c-corp); Memo:		350.00	
4367	11884	10/11/2022	Reference Number: MTPMT153; Invoice #: 9939; Vendor: ACES - Assoc of Charter School Education Serv; Memo:		1070.00	
4613	11884	10/11/2022	Reference Number: MTPMT152; Invoice #: AR8079076; Vendor: DEX imaging; Memo:		990.50	
4368	11884	10/11/2022	Reference Number: MTPMT150; Invoice #: NMX08220372; Vendor: Jan-King of New Mexico (s-corp); Memo:		284.22	
4614	11884	10/11/2022	Reference Number: MTPMT150; Invoice #: NMX10220294; Vendor: Jan-King of New Mexico (s-corp); Memo:		2025.70	
4061	11884	10/11/2022	Reference Number: MTPMT151; Invoice #: 93022; Vendor: Accountability and Compliance Resources; Memo:		391.16	
4062	11884	10/12/2022	ADT PAYMENT VOZ COLLEGIATE PREPARA 40115610		157.02	
4063	11884	10/12/2022	NMERB WEB PAY Voz Collegiate Prepara 02442		12151.90	
4064	11884	10/13/2022	Mosaic Processing Fee		150.00	
4065	11884	10/13/2022	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647		52.60	
4066	11884	10/13/2022	APS PAYMENTS VOZ PREP VOZ COLL PREP	101817.10		
4808	11884	10/14/2022	PNM ELECTRIC SER ele/igs bl VOZ COLLEGIATE PREPARA 188139020275813		1069.78	
4370	11884	10/14/2022	REC 9 AP DD PPD SUB-CONTRACTOR	6654.93		
4379	11884	10/14/2022	10/15 Payroll		14379.56	
4373	11884	10/14/2022	10/15 Taxes		2491.64	
4598	11884	10/18/2022	COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL 2287436		246.97	
4598	11884	10/20/2022	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489		509.30	
4598	11884	10/24/2022	Reference Number: MTPMT154; Invoice #: FIT 8-22; Vendor: New Mexico Functional Integrative Therapies; Memo:		305.10	
4598	11884	10/24/2022	Reference Number: MTPMT155; Invoice #: 8066333259; Vendor: Staples; Memo:		680.38	
4598	11884	10/24/2022	Reference Number: MTPMT154; Invoice #: FIT 9-22; Vendor: New Mexico Functional Integrative Therapies; Memo:		2126.52	
4598	11884	10/24/2022	Reference Number: MTPMT156; Invoice #: SI-22-030944; Vendor: Unite Private Networks LLC; Memo:		76.74	
4598	11884	10/24/2022	Reference Number: MTPMT158; Invoice #: 1164; Vendor: JMP Academy of Professional Development; Memo:		2521.35	
4598	11884	10/24/2022	Reference Number: MTPMT159; Invoice #: 100; Vendor: DMH Law LLC; Memo:		718.33	
4598	11884	10/24/2022	Reference Number: MTPMT160; Invoice #: 8067787505; Vendor: Staples; Memo:		285.83	
4598	11884	10/24/2022	Reference Number: MTPMT161; Invoice #: INV47991; Vendor: MineralTree; Memo:		42.50	
4598	11884	10/24/2022	Reference Number: MTPMT162; Invoice #: 12312018-461; Vendor: Charter School Nursing Services (s-corp); Memo:		1208.20	
4598	11884	10/24/2022	Reference Number: MTPMT162; Invoice #: 12312018-430; Vendor: Charter School Nursing Services (s-corp); Memo:		1659.35	
4598	11884	10/24/2022	Reference Number: MTPMT163; Invoice #: 7042; Vendor: Accountability and Compliance Resources; Memo:		391.16	
4482	11884	10/24/2022	VOJD Reference Number: MTPMT164; Invoice #: 21061; Vendor: Axiom Analytics; Memo:	2186.37		
4483	11884	10/24/2022	Reference Number: MTPMT16; Invoice #: 20359; Vendor: Consolidated Solutions; Memo:		372.82	
4484	11884	10/24/2022	Reference Number: MTPMT155; Invoice #: 8066333259; Vendor: Staples; Memo:		40.56	
4485	11884	10/25/2022	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 84568939560		75.32	
4486	11884	10/31/2022	10/31 Payroll		14451.67	
4376	11884	10/31/2022	10/31 Taxes		2382.45	
			Cleared Subtotal	\$ 110,658.40	\$ 88,150.13	
			Cleared Checks	\$ -	\$ -	
			Total Deposits/Disbursements	\$ 110,658.40	\$ 88,150.13	
			NM Bank Beginning Balance		\$ 201,380.06	
			Cash Receipts		\$ 110,658.40	
			Cash Disbursement		\$ (88,150.13)	
			<b>Reconciled Amount</b>		<b>\$ 223,888.33</b>	
			Outstanding Checks		\$ (2,201.62)	
			<b>Unreconciled Amount</b>		<b>\$ 221,686.71</b>	



Voz Collegiate  
Preparatory  
Charter School

22-Oct

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
TLC PLUMBING AND UTILITY (c-corp)	10/3/2022	Platform	Check	USD	129.30
ACES - Assoc of Charter School Education Serv	10/11/2022	Platform	ACH	USD	1,070.00
Accountability and Compliance Resources	10/11/2022	Platform	ACH	USD	391.16
DEX imaging	10/11/2022	Platform	Virtual Car	USD	1,333.79
Herrera Coaches Inc. (c-corp)	10/11/2022	Platform	Check	USD	350.00
Jani-King of New Mexico (s-corp)	10/11/2022	Platform	Check	USD	2,289.92
Accountability and Compliance Resources	10/24/2022	Platform	ACH	USD	391.16
Axiom Analytics	10/24/2022	Platform	ACH	USD	5,348.80
Charter School Nursing Services (s-corp)	10/24/2022	Platform	Check	USD	2,867.55
DMH Law LLC	10/24/2022	Platform	ACH	USD	718.33
JMP Academy of Professional Development	10/24/2022	Platform	Virtual Car	USD	2,521.35
MineralTree	10/24/2022	Platform	Virtual Car	USD	42.50
New Mexico Functional Integrative Therapies	10/24/2022	Platform	Check	USD	965.48
Staples	10/24/2022	Platform	Virtual Car	USD	265.83
Staples	10/24/2022	Platform	Virtual Car	USD	2,499.34
Unite Private Networks LLC	10/24/2022	Platform	Check	USD	76.74

**Total** \$ **21,261.25**

Other ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
NMPSIA	10/4/2022	NM Bank & Trust	ACH	USD	2,131.44
WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School	10/4/2022	NM Bank & Trust	ACH	USD	\$ 15,288.72
Yardi Service Ch WEB PMTS VOZ Preparatory School KJ8BN	10/4/2022	NM Bank & Trust	ACH	USD	\$ 0.95

RETIREE HEALTHCARE	10/7/2022	NM Bank & Trust	ACH	USD	1,309.00
ADT	10/12/2022	NM Bank & Trust	ACH	USD	157.02
NMERB	10/12/2022	NM Bank & Trust	ACH	USD	12,151.90
NM GAS COMPANY	10/13/2022	NM Bank & Trust	ACH	USD	52.60
Mosaic Fees	10/13/2022	NM Bank & Trust	ACH	USD	150.00
PNM ELECTRIC SER	10/14/2022	NM Bank & Trust	ACH	USD	1,069.78
COMCAST	10/18/2022	NM Bank & Trust	ACH	USD	246.97
MITEL CLOUD SERV	10/20/2022	NM Bank & Trust	ACH	USD	509.30
ABCWUA Water Aut WEB PAY	10/25/2022	NM Bank & Trust	ACH	USD	75.32
ABCWUA Water Aut WEB PAY	10/25/2022	NM Bank & Trust	ACH	USD	40.56

**Total** \$ **33,183.56**

**Grand Total** \$ **85,942.99**

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: 001-709-2223-0008-I

Fund Type: Flowthrough

Adjustment Type: Increase

Fiscal Year: 2022-2023

Entity Name: Voz Collegiate Preparatory Charter

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

Contact: Katie Rarick, Business Manager

Total Approved Budget (Flowthrough): 40,203

Phone: (505) 917-4023

Email: katie.rarick@axiomanalytics.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: 07/01/2022	To: 06/30/2023
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 24330.0000.41924 \$40,203

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24330 24330 - ARP ESSER III CDFA 84.425U	1000 Instruction	51100 Salaries Expense	2000 Special Programs	001709 Voz Collegiate Preparatory Charter	1412 Teachers-Special Education		\$27,000	\$27,000	0.40
24330 24330 - ARP ESSER III CDFA 84.425U	2600 Operation & Maintenance of Plant	55915 Other Contract Services	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$13,203	\$13,203	
Sub Total							\$40,203		0.40
Indirect Cost									
<b>DOC. TOTAL</b>							\$40,203		

**Justification:**

BAR for budget authority

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: 001-709-2223-0009-IB  
Fund Type: Direct Grant  
Adjustment Type: Initial Budget

Fiscal Year: 2022-2023

Entity Name: Voz Collegiate Preparatory Charter

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

Contact: Katie Rarick, Business Manager

Total Approved Budget (Flowthrough):

Phone: (505) 917-4023

Email: katie.rarick@axiomanalytics.org

<b>FLOWTHROUGH ONLY</b>	
Budget Period: Jul 1 2022 12:00AM	To: Jun 30 2023 12:00AM
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 25266.0000.43203 \$51,760

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
25266 Teacher Quality Partnershi p Grant	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	1411 Teachers- Grades 1-12		\$41,600	\$41,600	0.80
25266 Teacher Quality Partnershi p Grant	1000 Instruction	52111 Educational Retirement	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	1411 Teachers- Grades 1-12		\$10,160	\$10,160	
Sub Total							\$51,760		0.80
Indirect Cost									
<b>DOC. TOTAL</b>							<b>\$51,760</b>		

**Justification:**

LEAP Program for 1 teacher

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.





**Voz Collegiate Charter School**

**Katie Rarick**

**November 17, 2022**

**November Forecast**



# What has changed since the last forecast?

## Voz Collegiate FY23 October Forecast

- Decreased funding by 34k b/c we only have 2 EA Fellows
- Decreased expenses by 34k b/c we only have 2 EA Fellows
- Overall, we still have a positive fund balance

	YTD	Budget			Previous Forecast vs. Current Forecast
		Approved Budget	Previous Forecast	Current Forecast	
<b>SUMMARY Revenue</b>					
Revenue from Local Sources	-	192,500	284,000	182,000	(102,000)
Revenue From State Sources	413,923	1,301,915	838,607	906,607	68,000
Revenue from Federal Sources	-	171,275	171,275	171,275	-
Other Financing Sources	175,783	-	-	-	-
Other Items	-	-	-	-	-
<b>Total Revenue</b>	<b>589,706</b>	<b>1,665,690</b>	<b>1,293,882</b>	<b>1,259,882</b>	<b>(34,000)</b>
<b>Expenses</b>					
Personnel Services-Compensation	155,101	616,687	518,187	489,649	28,538
Personnel Services-Employee Benef	38,076	165,501	130,199	124,620	5,579
Professional and Technical Services	53,927	215,543	277,738	277,738	-
Purchased Property Services	65,554	234,000	236,190	236,190	-
Other Purchased Services	31,054	135,000	79,249	79,249	-
Supplies	49,684	48,000	70,788	70,788	-
Property	3,159	50,000	40,000	40,000	-
Debt Service & Miscellaneous	-	-	-	-	-
<b>Total Expenses</b>	<b>396,556</b>	<b>1,464,731</b>	<b>1,352,351</b>	<b>1,318,234</b>	<b>34,117</b>
<b>Operating Income</b>	<b>193,150</b>	<b>200,959</b>	<b>(58,469)</b>	<b>(58,352)</b>	<b>117</b>
<b>Fund Balance</b>					
Beginning Balance (Unaudited) -Revenue (AP is th		150,000	191,000	191,000	
Audit Adjustment		-	-	-	
Beginning Balance (Audited)		200,959	(58,469)	(58,352)	
Operating Income					
<b>Ending Fund Balance</b>		<b>350,959</b>	<b>132,531</b>	<b>132,648</b>	



# Cash-Flow Projections FY23

		Year 1 2022-23 Projected & Actuals											
	Jul-Aug Actuals	Sep Actuals	Oct Actuals	Nov Forecast	Dec Forecast	Jan Forecast	Feb Forecast	Mar Forecast	Apr Forecast	May Forecast	Jun Forecast		
<b>Beginning Cash</b>	<b>80,138</b>	<b>207,898</b>	<b>196,316</b>	<b>223,888</b>	<b>243,861</b>	<b>323,494</b>	<b>358,467</b>	<b>334,409</b>	<b>280,279</b>	<b>271,953</b>	<b>195,800</b>		
<b>REVENUE</b>													
Revenue from Local Sources	-	-	-	3,556	43,556	23,556	23,556	23,556	23,556	23,556	23,556	17,111	
Revenue From State Sources	203,634	101,817	108,472	107,872	122,532	107,872	33,841	37,037	44,367	19,856	20,144		
Revenue from Federal Sources	175,780	-	-	17,778	17,778	17,778	17,778	17,778	22,053	19,778	40,556		
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-		
Other Items	-	-	-	-	-	-	-	-	-	-	-		
<b>TOTAL REVENUE</b>	<b>379,414</b>	<b>101,817</b>	<b>108,472</b>	<b>129,205</b>	<b>183,865</b>	<b>149,205</b>	<b>75,175</b>	<b>78,371</b>	<b>89,976</b>	<b>63,189</b>	<b>77,811</b>		
<b>EXPENSES</b>													
Personnel Services-Compensation	72,801	42,695	37,539	42,077	42,077	42,077	42,077	42,077	42,077	42,077	42,077	42,077	
Personnel Services-Employee Benefits	15,019	10,626	10,432	11,068	11,068	11,068	11,068	11,068	11,068	11,068	11,068	11,068	
Professional and Technical Services	18,625	20,792	14,466	24,437	24,437	29,437	14,437	48,937	14,437	40,660	28,052		
Purchased Property Services	29,272	16,485	18,315	19,550	19,550	19,550	19,550	19,550	19,457	21,773	34,656		
Other Purchased Services	16,952	10,508	2,797	6,010	6,010	6,010	6,010	5,172	5,172	5,172	9,756		
Supplies	43,122	7,293	509	1,091	1,091	1,091	1,091	1,091	1,091	13,592	-		
Property	394	5,000	2,765	5,000	-	5,000	5,000	4,606	5,000	5,000	5,000		
Debt Service & Miscellaneous	-	-	-	-	-	-	-	-	-	-	-		
<b>TOTAL EXPENSES</b>	<b>196,185</b>	<b>113,399</b>	<b>86,824</b>	<b>109,233</b>	<b>104,233</b>	<b>114,233</b>	<b>99,233</b>	<b>132,501</b>	<b>98,302</b>	<b>139,342</b>	<b>130,609</b>		
<b>Operating Cash Inflow (Outflow)</b>	<b>183,229</b>	<b>(11,582)</b>	<b>21,648</b>	<b>19,973</b>	<b>79,633</b>	<b>34,973</b>	<b>(24,058)</b>	<b>(54,130)</b>	<b>(8,326)</b>	<b>(76,152)</b>	<b>(52,798)</b>		
Cleared Checks prior FY and Liabilities	(56,854)	-	5,924	-	-	-	-	-	-	-	-		
<b>Ending Cash</b>	<b>207,898</b>	<b>196,316</b>	<b>223,888</b>	<b>243,861</b>	<b>323,494</b>	<b>358,467</b>	<b>334,409</b>	<b>280,279</b>	<b>271,953</b>	<b>195,800</b>	<b>143,003</b>		
Days Cash on Hand	65	61	70	76	101	112	105	88	85	61	45		



# Cash-Flow Projections Graph FY23





# Next Steps

- Accomplishments
  - Positive Net Operating
  - Continue to meet our financial obligations
  - Q1 Reporting and RfRs were submitted on time
  
- Next 30 days
  - ESSER III and CSP Funding
  - RfRs
  
- Future Items
  - Keep to the current budget