
Notice and Agenda

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

Thursday September 15, 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 September 6, 2022, Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Academic Dashboard
- D. Legal Counsel Report
- E. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** of August 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. 001-709-2122-0003 CSP BAR
 - ii. 001-709-2122-0004-IB EA Mentorship BAR
 - iii. Additional BARs
 - 3. Finance Report
- F. Governance Committee Report
 - 1. Board Recruitment Update
 - 2. Board Training Update
- G. Facilities Taskforce Report
- H. School Foundation Report
- I. Head of School Report
 - 1. Student recruitment update
 - 2. Staff recruitment update
- J. Closing Business
 - 1. Next Scheduled Meeting: October 20, 2022
 - 2. Adjourn

Meeting Minutes

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

Tuesday, September 6, 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 – called to order at 6:01PM
 - 2. Roll Call: Bruce, Gabe, Amanda, Arslan, Reilly, Katie, Brejette, Celestina, Hannah, and Isaac all in attendance. Mr. Rivas-Savell, Lucy Duran, Mike Loftin, Jaime Jaramillo, Stella Lopez, Janessa Player, Patricio Arguello, Alena Arguello, and Dan Hill were also in attendance.
 - 3. Discussion and consideration of **approval** of August 18, 2022, Meeting Minutes. Katie made the motion to approve minutes as amended. Brejette seconded. Unanimous approval.

- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
 - 1. Mike Loftin – Homewise. Made remarks on behalf of Homewise.
 - 2. Jaime Jaramillo – Homewise. Made remarks on behalf of Homewise.
 - 3. Stella Lopez – Voz School Social Worker. Made remarks regarding safety of the school
 - 4. Janessa Player – Voz Dean of Academic Experience. Made remarks regarding safety of the school.
 - 5. Patricio Arguello – Voz Science Teacher. Made remarks regarding safety of the school.
 - 6. Alena Arguello – Voz Educational Assistant: Made remarks regarding safety of the school
 - 7. Lucy Duran – Operations Manager

- C. Legal Counsel Report: Dan Hill summarized & analyzed the current building rental lease for the Board.

- D. Facilities Task Force Report
 - 1. Alternative facility search update
 - 2. Homewise gave presentation regarding potential properties.

- E. Head of School Report
 - 1. Increase crime and degradation in neighborhood and shopping center
 - i. Long term operational implications on the school

- F. Executive Session

- G. Closing Business
 - 1. Next Scheduled Meeting: September 15, 2022
 - 2. Adjourn – 7:45PM

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: 001-709-2223-0003-1

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):

Phone: (505) 917-4023

Email: katie.rarick@axiomanalytics.org

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

Revenue 24146.0000.41924 \$139,649

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
24146 Charter Schools	1000 Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$9,649	\$9,649	
24146 Charter Schools	1000 Instruction	56119 Supply Assets (\$5,000 or less).	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$50,000	\$50,000	
24146 Charter Schools	2500 Central Services	55400 Advertising	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$20,000	\$20,000	
24146 Charter Schools	2500 Central Services	56119 Supply Assets (\$5,000 or less).	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$10,000	\$10,000	
24146 Charter Schools	2700 Student Transportation	55112 Transportation Contractors	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$50,000	\$50,000	
Sub Total							\$139,649		
Indirect Cost									
DOC. TOTAL							\$139,649		

Justification:

Allocation per APS

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: 001-709-2223-0004-I

Fund Type: Direct Grant

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):

Phone: (505) 917-4023

Email: katie.rarick@axiomanalytics.org

FLOWTHROUGH ONLY	
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 26107.0000.43214 \$104,190

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26107 REC/District Fiscal Agent	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	1711 Instructional Assistants - Grades 1-12	\$34,730	\$97,500	\$132,230	3.00
26107 REC/District Fiscal Agent	1000 Instruction	53330 Professional Development	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$6,000	\$6,000	
26107 REC/District Fiscal Agent	1000 Instruction	53711 Other Charges	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$690	\$690	
Sub Total							\$104,190		3.00
Indirect Cost									
DOC. TOTAL							\$104,190		

Justification:

Additional 3 EAs funded

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

September 15, 2022

July and August Draft Actuals

September Forecast



FY23 YTD Financials

Voz Collegiate
 FY23
 September Forecast

	YTD	Budget					
	Actual YTD	Approved Budget	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast	Approved Budget vs. Current Forecast	% Current Forecast Spent
SUMMARY							
Revenue							
Revenue from Local Sources	-	192,500	142,500	252,000	109,500	59,500	0%
Revenue From State Sources	203,634	1,301,915	827,133	838,607	11,474	(463,308)	24%
Revenue from Federal Sources	-	171,275	171,275	171,275	-	-	0%
Other Financing Sources	175,780	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-
Total Revenue	379,414	1,665,690	1,140,908	1,261,882	120,974	(403,808)	30%
Expenses							
Personnel Services-Compensation	73,508	616,687	480,921	520,235	(39,314)	96,452	14%
Personnel Services-Employee Benef	15,019	165,501	128,079	131,191	(3,112)	34,311	11%
Professional and Technical Services	18,624	215,543	260,543	277,738	(17,195)	(62,195)	7%
Purchased Property Services	29,272	234,000	234,000	236,190	(2,190)	(2,190)	12%
Other Purchased Services	16,952	135,000	79,000	79,249	(249)	55,751	21%
Supplies	43,122	48,000	48,000	65,788	(17,788)	(17,788)	66%
Property	394	50,000	-	40,000	(40,000)	10,000	1%
Debt Service & Miscellaneous	-	-	-	-	-	-	-
Total Expenses	196,891	1,464,731	1,230,543	1,350,391	(119,848)	114,341	15%
Operating Income	182,523	200,959	(89,635)	(88,509)	1,126	(289,468)	
Fund Balance							
Beginning Balance (Unaudited) -Revenue (AP is in th		150,000	150,000	191,000			
Audit Adjustment		-	-	-			
Beginning Balance (Audited)							
Operating Income		200,959	(89,635)	(88,509)			
Ending Fund Balance		350,959	60,365	102,491			



FY23 Projection with 64 students

Voz Collegiate
 FY23
 September Forecast

	Budget
	Current Forecast
SUMMARY	
Revenue	
Revenue from Local Sources	252,000
Revenue From State Sources	838,607
Revenue from Federal Sources	171,275
Other Financing Sources	-
Other Items	-
Total Revenue	1,261,882
Expenses	
Personnel Services-Compensation	520,235
Personnel Services-Employee Benefi	131,191
Professional and Technical Services	277,738
Purchased Property Services	236,190
Other Purchased Services	79,249
Supplies	65,788
Property	40,000
Debt Service & Miscellaneous	-
Total Expenses	1,350,391
Operating Income	(88,509)
Fund Balance	
Beginning Balance (Unaudited) -Rev	191,000
Audit Adjustment	-
Beginning Balance (Audited)	(88,509)
Ending Fund Balance	102,491

- Based on 64 students
- Net operating has shifted from \$200,000 to (88,509)
- Ending fund balance is still positive
- Cash Flow is very important in this scenario
- We *might* have to lean on the foundation more this year for cash-flow



What has changed since the last forecast?

Voz Collegiate
FY23
September Forecast

	Budget		
	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast
SUMMARY			
Revenue			
Revenue from Local Sources	142,500	252,000	109,500
Revenue From State Sources	827,133	838,607	11,474
Revenue from Federal Sources	171,275	171,275	-
Other Financing Sources	-	-	-
Other Items	-	-	-
Total Revenue	1,140,908	1,261,882	120,974
Expenses			
Personnel Services-Compensation	480,921	520,235	(39,314)
Personnel Services-Employee Benefi	128,079	131,191	(3,112)
Professional and Technical Services	260,543	277,738	(17,195)
Purchased Property Services	234,000	236,190	(2,190)
Other Purchased Services	79,000	79,249	(249)
Supplies	48,000	65,788	(17,788)
Property	-	40,000	(40,000)
Debt Service & Miscellaneous	-	-	-
Total Expenses	1,230,543	1,350,391	(119,848)
Operating Income	(89,635)	(88,509)	1,126
Fund Balance			
Beginning Balance (Unaudited) -Rev	150,000	191,000	
Audit Adjustment	-	-	
Beginning Balance (Audited)			
Operating Income	(89,635)	(88,509)	
Ending Fund Balance	60,365	102,491	

- Additional EA Mentorship funding
- Adjustment in the SEG and CSP
- Additional EA positions and benefits
- Adjustment for FY22 AP
- \$40k for CSP furniture that is hitting in FY23
- Fund Balance only has AR since AP is now baked into the forecast



Cash-Flow Projections FY23

	Year 1 2022-23 Projected & Actuals										
	Jul-Aug	Sep	Oct	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Cash	80,138	206,513	188,453	225,329	264,876	341,752	376,298	351,813	285,499	265,382	194,620
REVENUE											
Revenue from Local Sources	-	-	18,000	18,000	58,000	28,000	28,000	28,000	28,000	28,000	18,000
Revenue From State Sources	203,634	101,217	108,547	101,217	108,547	101,217	27,186	19,856	27,186	19,856	20,144
Revenue from Federal Sources	175,780	17,778	17,778	17,778	17,778	17,778	17,778	17,778	22,053	19,778	5,000
Other Financing Sources	-	-	-	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-	-	-	-
TOTAL REVENUE	379,414	118,995	144,325	136,995	184,325	146,995	72,964	65,634	77,239	67,634	43,144
EXPENSES											
Personnel Services-Compensation	72,801	44,743	44,743	44,743	44,743	44,743	44,743	44,743	44,743	44,743	44,743
Personnel Services-Employee Benefits	15,019	11,617	11,617	11,617	11,617	11,617	11,617	11,617	11,617	11,617	11,617
Professional and Technical Services	18,625	14,437	24,437	14,437	24,437	29,437	14,437	48,937	14,437	40,660	33,457
Purchased Property Services	29,272	19,550	19,550	19,550	19,550	19,550	19,550	19,550	19,457	21,773	28,837
Other Purchased Services	16,952	6,010	6,010	6,010	6,010	6,010	6,010	6,010	6,010	6,010	8,205
Supplies	43,122	1,091	1,091	1,091	1,091	1,091	1,091	1,091	1,091	13,592	1,091
Property	394	39,606	-	-	-	-	-	-	-	-	-
Debt Service & Miscellaneous	-	-	-	-	-	-	-	-	-	-	-
TOTAL EXPENSES	196,185	137,055	107,449	97,449	107,449	112,449	97,449	131,949	97,356	138,396	127,951
Operating Cash Inflow (Outflow)	183,229	(18,060)	36,876	39,546	76,876	34,546	(24,485)	(66,315)	(20,117)	(70,762)	(84,807)
Cleared Checks prior FY	(56,854)	-	-	-	-	-	-	-	-	-	-
Ending Cash	206,513	188,453	225,329	264,876	341,752	376,298	351,813	285,499	265,382	194,620	109,813
Days Cash on Hand	65	59	70	83	107	118	110	89	83	61	34



Cash-Flow Projections Graph FY23





Next Steps

➤ Accomplishments

- Continue to secure funds with fewer students
- Positive net operating with fewer students

➤ Next 30 days

- Complete the audit
- Continue to watch enrollment
- Submit Reimbursements for July and August

➤ Future Items

- Watch enrollment for 40th day
- Keep to the current budget

