



Notice and Agenda

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

Thursday December 21, 2023, 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 November 16, 2023, Meeting Minutes
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report
- D. Dean of Academic Experience Report
 - 1. Data Report
- E. Finance and Audit Committee Report
 - 1. Discussion and consideration of **approval** of November 2023 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** of 2023-2024 BARs
 - i. Lease Assistance BAR 0005 IB
 - ii. State Funded Universal Lunch 0006 IB
 - iii. Additional BARs
- F. Governance Committee Report
- G. Facilities Task Force
- H. School Foundation Report
- I. Head of School Report
 - 1. Academic Dashboard
- J. Closing Business
 - 1. Next Scheduled Meeting: January 18, 2024
 - 2. Adjourn

MEETING MINUTES

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

Thursday November 16, 2023, 6:00pm

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- A. Opening Business
 - 1. Call to Order – 6:01 p.m.
 - 2. Roll Call – Bruce, Arslan, Isaac, Gabe, Katie, Brejette, and Reilly present. Isaac Rivas Savell and Dan Hill also in attendance.
 - 3. Discussion and consideration of **approval** of October 19, 2023 Meeting Minutes – Gabe made the motion. Katie E seconded. Unanimous approval.
- B. Public Input (10-minute time limit, speakers limited to 3 minutes each)
- C. Legal Counsel Report – Dan Hill gave report related to legal issues pertinent to the school.
- D. Dean of Academic Experience Report – Tabled at discretion of the Chair.
 - 1. Data Report
- E. Finance and Audit Committee Report – Chair White gave presentation related to financial performance of the school.
 - 1. Discussion and consideration of **approval** of October 2023 Bank Rec and Check Register – Katie E made the motion. Isaac seconded. Unanimous approval.
 - 2. Discussion and consideration of **approval** of 2023-2024 BARs – no BARs needed to approve.
 - 3. Finance Presentation
- F. Governance Committee Report
 - 1. Board Training Update
- G. Facilities Task Force – Isaac made the motion. Katie seconded. Unanimous approval on all motions.
 - 1. Discussion and consideration of approval of Voz Excellence Tenant Incumbency Certificate
 - 2. Discussion and consideration of approval of Voz Excellence Tenant Resolution
 - 3. Discussion and consideration of approval of Voz Excellence SUBORDINATION, NON-DISTURBANCE AND ATTORNMENT AGREEMENT
- H. School Foundation Report – Katie gave an update related to school foundation.
- I. Head of School Report
 - 1. Academic Dashboard
 - 2. 40th day report



VOZ
Collegiate Preparatory
Charter School

J. Closing Business

1. Next Scheduled Meeting: December 21, 2023
2. Adjourn – 7:01PM

Bank Reconciliation GL Detail - Voz Collegiate Preparatory Charter School

As of 11/30/2023

Bank Account	PostingDate	Description	Debit (+)	Credit (-)	Notes
11884	11/2/2023	NMPSIA PAYMENT		\$ 9,269.30	
11884	11/2/2023	RH PAYMENT		\$ 2,090.78	
11884	11/2/2023	Yardi Service Ch WEB PMTS VOZ Preparatory School KKYPBS		\$ 0.95	
11884	11/2/2023	WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School 6G3SSB		\$ 14,570.48	
11884	11/7/2023	OST October 2023	\$ 5,392.80		
11884	11/9/2023	AMAZON.COM SERVI INTERNET		\$ 274.79	
11884	11/10/2023	APS PAYMENTS VOZ PREP VOZ COLL PREP	\$ 124,344.08		
11884	11/13/2023	PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813		\$ 900.87	
11884	11/14/2023	ERB PAYMENT		\$ 20,106.32	
11884	11/14/2023	Mosaic Processing Fee		\$ 225.00	
11884	11/14/2023	ADT Payment		\$ 170.96	
11884	11/14/2023	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647		\$ 67.50	
11884	11/15/2023	ZOOM.COM		\$ 322.72	
11884	11/15/2023	11_15 NET PAYROLL		\$ 27,726.47	
11884	11/15/2023	11_15 PAYROLL TAXES		\$ 5,518.20	
11884	11/17/2023	SANDOVAL COUNTY DISTRIBUTION HB-33	\$ 11.57		
11884	11/17/2023	OST NOV 2023	\$ 5,392.80		
11884	11/20/2023	COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL		\$ 273.21	
11884	11/20/2023	BERNALILLO COUNT DISTR_PYMT HB-33	\$ 31.95		
11884	11/24/2023	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489		\$ 534.33	
11884	11/27/2023	Reference Number: SPACH38; Invoice #: 1186; Vendor: Education Under the Hill LLC; Memo:		\$ 215.25	
11884	11/27/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560		\$ 42.39	
11884	11/27/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560		\$ 74.80	
11884	11/30/2023	NMBT SERVICE FEE		\$ 20.00	
11884	11/30/2023	11_30 NET PAYROLL		\$ 27,747.26	
11884	11/30/2023	11_30 PAYROLL TAXES		\$ 5,509.61	
Cleared Subtotal			\$ 135,173.20	\$ 115,661.19	
10/31/2023		Reference Number: 10053; Invoice #: MEM2324-VOZ; Vendor: Public Charter Schools of New Mexico; Memo:		\$ 960.00	
10/31/2023		Reference Number: 10054; Invoice #: 6922; Vendor: Herrera Coaches Inc. (c-corp); Memo:		\$ 5,400.00	
10/31/2023		Reference Number: 10055; Invoice #: 268486; Vendor: Smartlite; Memo:		\$ 595.00	
11/1/2023		Reference Number: 10056; Invoice #: 12312018-711; Vendor: Charter School Nursing Services (s-corp); Memo:		\$ 2,181.94	
Cleared Checks Subtotal				\$ 9,136.94	
10/17/2023		Reference Number: SPVC30; Invoice #: 1461; Vendor: JMP Academy of Professional Development; Memo:		\$ 533.95	
10/31/2023		Reference Number: SPVC31; Invoice #: 102492729; Vendor: MOSSADAMS; Memo:		\$ 6,995.63	
10/31/2023		Reference Number: SPACH32; Invoice #: NMX10230326; Vendor: Crataegus LLC.; Memo:		\$ 2,434.11	
10/31/2023		Reference Number: SPACH33; Invoice #: 1272; Vendor: ACES - Assoc of Charter School Education Serv; Memo:		\$ 1,140.00	
10/31/2023		Reference Number: SPACH34; Invoice #: 276; Vendor: DMH Law LLC; Memo:		\$ 2,870.00	
10/31/2023		Reference Number: SPVC32; Invoice #: 3550541012; Vendor: Staples; Memo:		\$ 319.67	
10/31/2023		Reference Number: SPACH35; Invoice #: 1290; Vendor: William Rodriguez Jr; Memo:		\$ 2,999.00	
10/31/2023		Reference Number: SPACH36; Invoice #: 11883; Vendor: ACES - Assoc of Charter School Education Serv; Memo:		\$ 831.92	
10/31/2023		Reference Number: SPACH37; Invoice #: 21208; Vendor: Axiom Analytics; Memo:		\$ 5,553.00	
Cleared Prior Month Payments Subtotal				\$ 23,677.28	
Total Deposits/Disbursements			\$ 135,173.20	\$ 148,475.41	
NM Bank Beginning Balance				\$ 63,003.94	

Cash Receipts	\$	135,173.20
Cash Disbursement	\$	(148,475.41)
Reconciled Amount	\$	<u>49,701.73</u>
8/4/2023 Check #: 10029; Invoice #: 23-002621; Vendor: Albuquerque Fire Rescue - Fire Marshalls Offi; Memo:	\$	400.00
8/16/2023 Reference Number: SPVC17; Invoice #: 26475; Vendor: MineralTree; Memo:	\$	61.70
11/27/2023 Reference Number: SPVC33; Invoice #: 102507370; Vendor: MOSSADAMS; Memo:	\$	9,379.73
Outstanding Payment Total	\$	<u>9,841.43</u>
Unreconciled Amount	\$	<u>39,860.30</u>
Voided Payments		
9/6/2023 Reference Number: 10037; Invoice #: 12312018-711; Vendor: Charter School Nursing Services (s-corp); Memo:	\$	2,181.94
Voided Payments Total	\$	<u>2,181.94</u>



Voz Collegiate

Nov-23

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Charter School Nursing Services (s-corp)	11/1/2023	Platform	Check	USD	\$ 2,181.94
Education Under the Hill LLC	11/27/2023	Platform	ACH	USD	\$ 215.25
MOSSADAMS	11/27/2023	Platform	Virtual Card	USD	\$ 9,379.73
Total					\$ 11,776.92

ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Facebook	10/2/2023	NM Bank and Trust	ACH	USD	\$ 42.91
Facebook	10/2/2023	NM Bank and Trust	ACH	USD	\$ 42.58
Facebook	10/2/2023	NM Bank and Trust	ACH	USD	\$ 41.24
Yardi Service Ch WEB PMTS VOZ Preparatory School KKYP5B	10/3/2023	NM Bank and Trust	ACH	USD	\$ 0.95
WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School 6G3SSB	10/3/2023	NM Bank and Trust	ACH	USD	\$ 14,677.36
Facebook	10/3/2023	NM Bank and Trust	ACH	USD	\$ 43.24
Facebook	10/4/2023	NM Bank and Trust	ACH	USD	\$ 44.12
Facebook	10/5/2023	NM Bank and Trust	ACH	USD	\$ 44.58
NMPSIA PAYMENT	10/6/2023	NM Bank and Trust	ACH	USD	\$ 4,415.84
ERB PAYMENT	10/6/2023	NM Bank and Trust	ACH	USD	\$ 20,921.81
RH PAYMENT	10/6/2023	NM Bank and Trust	ACH	USD	\$ 2,175.58
Facebook	10/6/2023	NM Bank and Trust	ACH	USD	\$ 43.50
Facebook	10/10/2023	NM Bank and Trust	ACH	USD	\$ 42.05
Facebook	10/10/2023	NM Bank and Trust	ACH	USD	\$ 41.60
Facebook	10/10/2023	NM Bank and Trust	ACH	USD	\$ 42.23
Facebook	10/10/2023	NM Bank and Trust	ACH	USD	\$ 44.22
Facebook	10/11/2023	NM Bank and Trust	ACH	USD	\$ 44.70
Mosaic Processing Fee	10/12/2023	NM Bank and Trust	ACH	USD	\$ 225.00
ADT Payment	10/12/2023	NM Bank and Trust	ACH	USD	\$ 170.96
NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647	10/13/2023	NM Bank and Trust	ACH	USD	\$ 63.62
PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813	10/13/2023	NM Bank and Trust	ACH	USD	\$ 1,592.73
Facebook	10/16/2023	NM Bank and Trust	ACH	USD	\$ 42.62
Facebook	10/16/2023	NM Bank and Trust	ACH	USD	\$ 40.85
Facebook	10/16/2023	NM Bank and Trust	ACH	USD	\$ 44.19
Facebook	10/16/2023	NM Bank and Trust	ACH	USD	\$ 42.53
Facebook	10/16/2023	NM Bank and Trust	ACH	USD	\$ 42.22
ZOOM.COM	10/16/2023	NM Bank and Trust	ACH	USD	\$ 322.72
Facebook	10/17/2023	NM Bank and Trust	ACH	USD	\$ 46.39
Facebook	10/18/2023	NM Bank and Trust	ACH	USD	\$ 44.71
COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL	10/18/2023	NM Bank and Trust	ACH	USD	\$ 272.95
MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489	10/20/2023	NM Bank and Trust	ACH	USD	\$ 534.33
Facebook	10/20/2023	NM Bank and Trust	ACH	USD	\$ 43.44
Facebook	10/23/2023	NM Bank and Trust	ACH	USD	\$ 42.00
Facebook	10/23/2023	NM Bank and Trust	ACH	USD	\$ 34.07
ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560	10/24/2023	NM Bank and Trust	ACH	USD	\$ 42.39
ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560	10/24/2023	NM Bank and Trust	ACH	USD	\$ 77.15
NOVEL EDUCATION SALE	10/30/2023	NM Bank and Trust	ACH	USD	\$ 7,975.00
Total					\$ 54,408.38
Grand Total					\$ 66,185.30

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: 001-709-2324-0005-IB
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Initial Budget

Fiscal Year: 2023-2024

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: 2023-07-01	To: 2024-06-30
A. Approved Carryover:		
B. Total Current Year Allocation:		
D. Total Funding Available:		

Revenue 31200.0000.43209 \$52,198

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
31200 Public School Capital Outlay	4000 Capital Outlay	54610 Rental - Land and Buildings	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$52,198	\$52,198	
Sub Total							\$52,198		
Indirect Cost									
DOC. TOTAL							\$52,198		

Justification:

PSFA Allocation

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: 001-709-2324-0006-IB
Fund Type: General Fund / Capital Outlay / Debt Service
Adjustment Type: Initial Budget

Fiscal Year: 2023-2024

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: 2023-07-01	To: 2024-06-30
A. Approved Carryover:	
B. Total Current Year Allocation:	
D. Total Funding Available:	

Revenue 21100.0000.43203 \$5,000

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
21100 Universal Free Lunch (State funded)	3100 Food Services Operations	53414 Other Services	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$5,000	\$5,000	
						Sub Total	\$5,000		
						Indirect Cost			
						DOC. TOTAL	\$5,000		

Justification:

Allocation per PED. The attached email has the initial allocation.

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.