
Notice and Agenda

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

Thursday February 16, 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 January 19, 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 January 2022 Bank Rec and Check Register
 - 2. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. 001-709-2223-0012-I Carryover 11000
 - ii. 001-709-2223-0013-IB Carryover 26220
 - iii. 001-709-2223-0014-D Decrease 11000
 - iv. Additional BARs
 - 3. Financial and Audit Presentation
- 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. Facility Update
- H. Academic Data Report
- I. Closing Business
 - 1. Next Scheduled Meeting: March 16, 2023
 - 2. Adjourn

MEETING MINUTES

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

Thursday January 19, 2023, 6:00pm

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

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- A. Opening Business
 - 1. Call to Order – 6:08PM
 - 2. Roll Call – Hannah Peria, Gabe Gallegos, Celestina Garcia, Arslan Umarov, Bruce Bradford, and Brejette Emery. Katie Rarick, Isaac-Rivas Savell, and Shawn Ricketts also in attendance.
 - 3. Discussion and consideration of **approval** of December 15, 2022, Meeting Minutes. Arslan moved to approve, Hannah 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 December 2022 Bank Rec and Check Register
 - i. Hannah made the motion. Arslan seconded. Unanimous approval.
 - 2. Discussion and consideration of **approval** of FY22 Audit and CAP
 - i. Hannah made the motion. Celestina seconded. Unanimous approval.
 - 3. Discussion and consideration of **approval** of Updated FY23 Policies and Procedures
 - i. Hannah made the motion. Celestina seconded. Unanimous approval.
 - 4. Discussion and consideration of **approval** of 2022-2023 BARs
 - i. No BARs for this month
 - 5. Financial and Audit Presentation
- 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 – student recruitment ongoing
 - 2. Staff recruitment update – staffing in a good spot
 - 3. Facility Update
- H. Closing Business
 - 1. Next Scheduled Meeting: February 16, 2023



VOZ

Collegiate Preparatory
Charter School

2. Adjourn – 6:45PM

Bank Reconciliation GL Detail - Voz Collegiate Preparatory Charter School

As of 01/31/2023

Bank Account	PostingDate	Description	Debit (+)	Credit (-)	Notes
11884	1/4/2023	Yardi Service Ch WEB PMTS VOZ Preparatory School KKYPSB		\$0.95	
11884	1/4/2023	WESTMIAMIDEVELOP WEB PMTS VOZ Preparatory School 6G3SSB		\$14,676.31	
11884	1/5/2023	NMERB WEB PAY Voz Collegiate Prepara 02442		\$9,564.42	
11884	1/5/2023	NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PREPARA TRAN#47		\$589.20	
11884	1/5/2023	RETIREE HEALTHCA NMBBIZBP		\$1,030.28	
11884	1/9/2023		\$30,931.67		
11884	1/11/2023	APS PAYMENTS VOZ PREP VOZ COLL PREP	\$101,817.11		
11884	1/12/2023	ADT PAYMENT VOZ COLLEGIATE PREPARA 40115610		\$157.02	
11884	1/12/2023	Mosaic Processing Fee		\$165.00	
11884	1/13/2023	NET PAYROLL 01_13		\$14,894.40	
11884	1/13/2023	PAYROLL TAXES 01_13		\$2,751.07	
11884	1/17/2023	Invoice #: NMX01230288; Vendor: Jani-King of New Mexico (s-corp); Memo:		\$2,191.81	
11884	1/17/2023	Invoice #: NMX12220291; Vendor: Jani-King of New Mexico (s-corp); Memo:		\$2,191.81	
11884	1/17/2023	Invoice #: 10371; Vendor: ACES - Assoc of Charter School Education Serv; Memo:		\$1,867.66	
11884	1/17/2023	Invoice #: 152; Vendor: DMH Law LLC; Memo:		\$718.33	
11884	1/17/2023	Invoice #: INV49971; Vendor: MineralTree; Memo:		\$49.20	
11884	1/17/2023	Invoice #: SM54297801; Vendor: TLC PLUMBING AND UTILITY (c-corp); Memo:		\$193.95	
11884	1/17/2023	Invoice #: 1208; Vendor: JMP Academy of Professional Development; Memo:		\$1,007.46	
11884	1/17/2023	Invoice #: 21089; Vendor: Axiom Analytics; Memo:		\$5,348.80	
11884	1/17/2023	Invoice #: 6532; Vendor: LSG and Associates Inc; Memo:		\$4.69	
11884	1/17/2023	Invoice #: 6532; Vendor: LSG and Associates Inc; Memo:		\$1,072.50	
11884	1/17/2023	Invoice #: 6533; Vendor: LSG and Associates Inc; Memo:		\$1,312.50	
11884	1/17/2023	PSFA Lease Assistance Q1&2	\$16,312.00		
11884	1/18/2023	NM GAS COMPANY nmgas bl VOZ COLLEGIATE PREPARA 163271091180647		\$350.44	
11884	1/18/2023	COMCAST 8497950 930657803 ISAAC *RIVAS SAVELL 2297436		\$246.80	
11884	1/19/2023	PNM ELECTRIC SER ele/gs bl VOZ COLLEGIATE PREPARA 188139020275813		\$723.81	
11884	1/19/2023	SANDOVAL COUNTY DECEMBER 2022 DISTRIBUTION HB-33	\$264.16		
11884	1/20/2023	BERNALILLO COUNT DISTR_PYMT HB-33	\$10,886.06		
11884	1/23/2023	MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAVELL M43700205489		\$505.84	
11884	1/23/2023	REC9 AP DD PPD	\$13,742.87		
11884	1/24/2023	VOID Reference Number: MTPMT91; Invoice #: 102347037; Vendor: MOSSADAMS; Memo:	\$2,885.01		
11884	1/26/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 8456939560		\$40.56	
11884	1/26/2023	ABCWUA Water Aut WEB PAY Voz Collegiate Prepara 1556939560		\$70.62	
11884	1/30/2023	Invoice #: 7333; Vendor: Accountability and Compliance Resources; Memo:		\$391.16	
11884	1/30/2023	Invoice #: 012023091; Vendor: Semiotic Design Co; Memo:		\$1,700.00	
11884	1/30/2023	Invoice #: 8068708770; Vendor: Staples; Memo:		\$997.41	
11884	1/30/2023	Invoice #: 8068842900; Vendor: Staples; Memo:		\$396.01	
11884	1/30/2023	Invoice #: 8068641432; Vendor: Staples; Memo:		\$477.09	
11884	1/30/2023	Invoice #: 8068924868; Vendor: Staples; Memo:		\$459.65	
11884	1/30/2023	Invoice #: 6114; Vendor: Herrera Coaches Inc. (c-corp); Memo:		\$9,825.00	
11884	1/30/2023	Invoice #: 6020; Vendor: Herrera Coaches Inc. (c-corp); Memo:		\$4,700.00	
11884	1/31/2023	NET PAYROLL 01_31		\$16,149.97	
11884	1/31/2023	PAYROLL TAXES 01_31		\$2,993.79	
		Cleared Subtotal	\$ 176,838.88	\$ 99,815.51	
		Cleared Checks		\$ -	
		Total Deposits/Disbursements	\$ 176,838.88	\$ 99,815.51	
		NM Bank Beginning Balance		\$ 180,395.96	
		Cash Receipts		\$ 176,838.88	
		Cash Disbursement		\$ (99,815.51)	
		Reconciled Amount		\$ 257,419.33	



Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
ACES - Assoc of Charter School Education Serv	1/17/2023	Platform	ACH	USD	\$ 1,867.66
Axiom Analytics	1/17/2023	Platform	ACH	USD	\$ 5,348.80
DMH Law LLC	1/17/2023	Platform	ACH	USD	\$ 718.33
JMP Academy of Professional Development	1/17/2023	Platform	Virtual Card	USD	\$ 1,007.46
Jani-King of New Mexico (s-corp)	1/17/2023	Platform	Check	USD	\$ 4,383.62
LSG and Associates Inc	1/17/2023	Platform	Check	USD	\$ 2,389.69
MineralTree	1/17/2023	Platform	Virtual Card	USD	\$ 49.20
TLC PLUMBING AND UTILITY (c-corp)	1/17/2023	Platform	Check	USD	\$ 193.95
Accountability and Compliance Resources	1/30/2023	Platform	ACH	USD	\$ 391.16
Herrera Coaches Inc. (c-corp)	1/30/2023	Platform	Check	USD	\$ 14,525.00
Semiotic Design Co	1/30/2023	Platform	Check	USD	\$ 1,700.00
Staples	1/30/2023	Platform	Virtual Card	USD	\$ 2,330.16
Total					\$ 34,905.03

Other ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Yardi Service Ch WEB PMTS VOZ Preparatory Sch	01/04/2023	NM Bank & Tr	ACH	USD	\$ 0.95
WESTMIAMIDVELOP WEB PMTS VOZ Preparator	01/04/2023	NM Bank & Tr	ACH	USD	\$ 14,676.31
NMERB WEB PAY Voz Collegiate Prepara	01/05/2023	NM Bank & Tr	ACH	USD	\$ 9,564.42
NMPSIA BENEFITS NMBBIZBP VOZ COLLEGIATE PI	01/05/2023	NM Bank & Tr	ACH	USD	\$ 589.20
RETIREE HEALTHCA NMBBIZBP	01/05/2023	NM Bank & Tr	ACH	USD	\$ 1,030.28
ADT PAYMENT VOZ COLLEGIATE PREPARA 401150	01/12/2023	NM Bank & Tr	ACH	USD	\$ 157.02
Mosaic Processing Fee	01/12/2023	NM Bank & Tr	ACH	USD	\$ 165.00
NM GAS COMPANY nmgas bl VOZ COLLEGIATE PF	01/18/2023	NM Bank & Tr	ACH	USD	\$ 350.44
COMCAST 8497950 930657803 ISAAC *RIVAS SA\	01/18/2023	NM Bank & Tr	ACH	USD	\$ 246.80
PNM ELECTRIC SER ele/gS bl VOZ COLLEGIATE PRI	01/19/2023	NM Bank & Tr	ACH	USD	\$ 723.81
MITEL CLOUD SERV MITEL.COM ISAAC RIVAS-SAV	01/23/2023	NM Bank & Tr	ACH	USD	\$ 505.84
ABCWUA Water Aut WEB PAY Voz Collegiate Pre	01/26/2023	NM Bank & Tr	ACH	USD	\$ 40.56
ABCWUA Water Aut WEB PAY Voz Collegiate Pre	01/26/2023	NM Bank & Tr	ACH	USD	\$ 70.62
Total					\$ 28,121.25

Grand Total					\$ 63,026.28
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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: 001-709-2223-0012-1
Fund Type: General Fund / Capital Outlay / Debt Service
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 11000.0000.11111 \$66,456

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000	2600 Operation & Maintenance of Plant	54610 Rental - Land and Buildings	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class	\$10,000	\$66,456	\$76,456	
Sub Total							\$66,456		
Indirect Cost									
DOC. TOTAL							\$66,456		

Justification:

Operational Carryover

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: 001-709-2223-0013-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

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 26220.0000.11112 \$66,459

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
26220 Charter School Growth Fund	2600 Operation & Maintenance of Plant	54610 Rental - Land and Buildings	0000 No Program	001709 Voz Collegiate Preparatory Charter	0000 No Job Class		\$66,459	\$66,459	
Sub Total							\$66,459		
Indirect Cost									
DOC. TOTAL							\$66,459		

Justification:

Carryover from FY22

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: 001-709-2223-0014-D
Fund Type: General Fund / Capital
Outlay / Debt Service
Adjustment Type: Decrease

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 11000.0000.43101 (\$414,064)

Fund	Function	Object	Program	Location	Job Class	Present Budget	Adj Amt Exp	Adj Budget	ADD'L FTE
11000 Operational	1000 Instruction	51100 Salaries Expense	1010 Regular Education (PreK-12) Programs	001709 Voz Collegiate Preparatory Charter	1411 Teachers-Grades 1-12	\$320,332	(\$250,000)	\$70,332	(4.00)
11000 Operational	1000 Instruction	51100 Salaries Expense	2000 Special Programs	001709 Voz Collegiate Preparatory Charter	1412 Teachers-Special Education	\$138,331	(\$138,331)		(1.50)
11000 Operational	1000 Instruction	51100 Salaries Expense	4020 Alternative and At-Risk Programs	001709 Voz Collegiate Preparatory Charter	1711 Instructional Assistants - Grades 1-12	\$41,447	(\$25,733)	\$15,714	(0.30)
Sub Total							(\$414,064)		(5.80)
Indirect Cost									
DOC. TOTAL							(\$414,064)		

Justification:

Per FEB SEG Adjustment from PED

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:

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ALL TRANSFER BARS MUST NET OUT TO ZERO ON THE DOC. TOTAL LINE.



Voz Collegiate Charter School

Katie Rarick & Josh Padilla

February 16, 2023

February Forecast



What has changed since the last forecast?

Voz Collegiate FY23 February Forecast		YTD		Budget	
		Actual YTD	Previous Forecast	Current Forecast	Previous Forecast vs. Current Forecast
SUMMARY					
Revenue					
Revenue from Local Sources	70,193	315,529	346,461	30,932	
Revenue From State Sources	760,588	961,546	960,000	(1,546)	
Revenue from Federal Sources	-	-	-	-	
Other Financing Sources	175,783	-	-	-	
Other Items	-	-	-	-	
Total Revenue	1,006,563	1,277,075	1,306,461	29,386	
Expenses					
Personnel Services-Compensation	276,352	492,279	490,169	2,110	
Personnel Services-Employee Benefits	64,999	122,445	121,132	1,313	
Professional and Technical Services	129,418	281,448	281,448	-	
Purchased Property Services	115,470	226,348	226,348	-	
Other Purchased Services	72,683	86,249	86,249	-	
Supplies	58,726	76,182	76,182	-	
Property	65,078	72,748	72,748	-	
Debt Service & Miscellaneous	-	-	-	-	
Total Expenses	782,727	1,357,699	1,354,276	3,424	
Operating Income	223,836	(80,624)	(47,815)	32,809	
Fund Balance					
Beginning Balance (Unaudited) -Revenue		191,000	191,000		
Audit Adjustment		-	-		
Beginning Balance (Audited)		-	-		
Operating Income		(58,469)	(47,815)		
Ending Fund Balance		132,531	143,185		

- New Revenue Sources in January
 - 30k Staples Reimbursement
- Fund Balance is stable at 143k

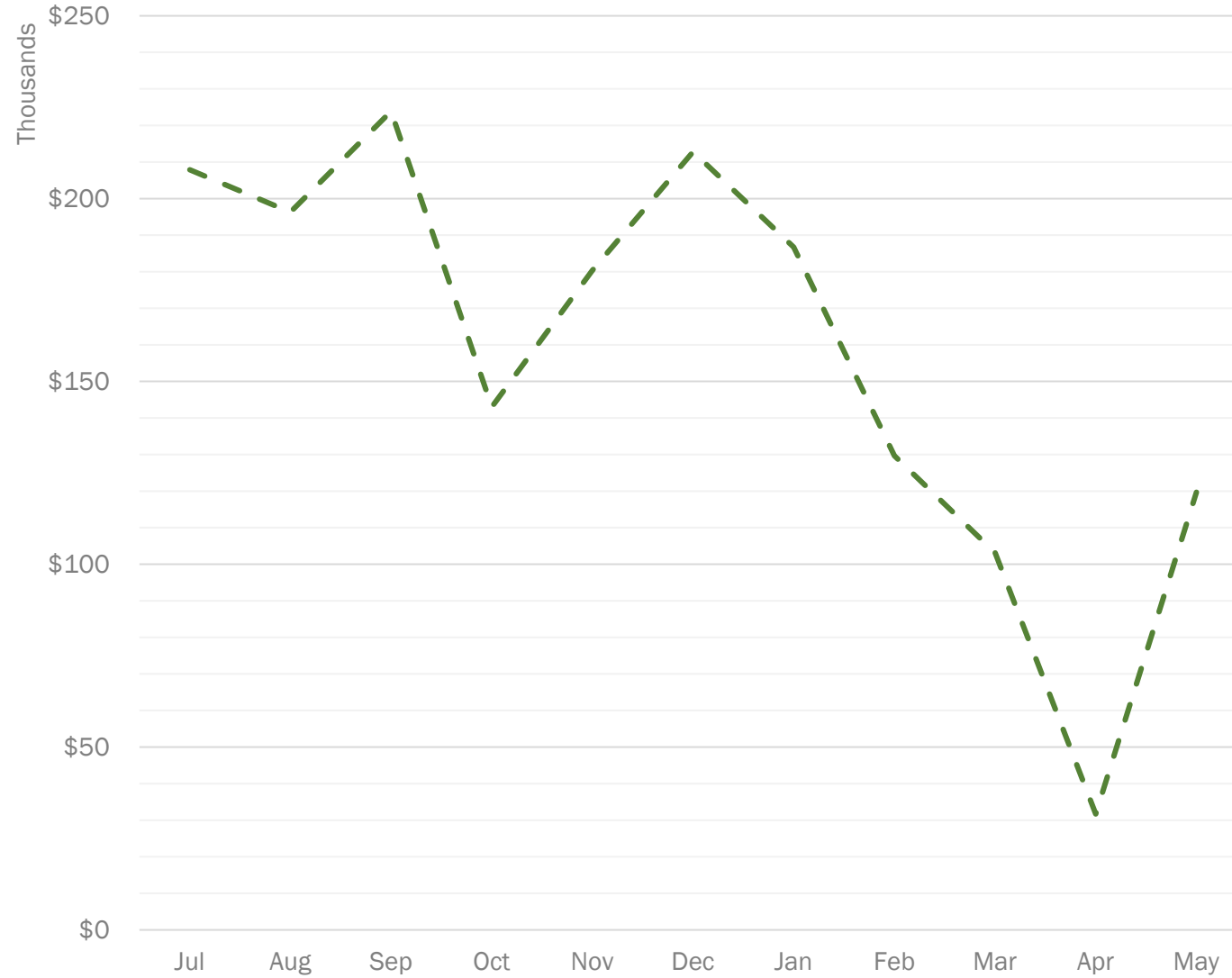


Cash-Flow Projections FY23

	Year 1 2022-23 Projected & Actuals							
	Nov	Dec	Jan	Feb	Mar	Apr	May	Jun
	Actuals	Actuals	Actuals	Forecast	Forecast	Forecast	Forecast	Forecast
Beginning Cash	223,888	143,011	180,396	257,419	232,842	177,256	141,615	71,673
REVENUE								
Revenue from Local Sources	-	6,189	30,932	3,556	3,556	3,556	3,556	101,589
Revenue From State Sources	101,825	101,817	143,022	49,624	36,185	36,185	34,004	43,412
Revenue from Federal Sources	-	33,072	-	15,778	18,028	17,778	25,208	83,665
Other Financing Sources	-	-	-	-	-	-	-	-
Other Items	-	-	-	-	-	-	-	-
TOTAL REVENUE	101,825	141,078	173,954	68,957	57,769	57,519	62,767	228,666
EXPENSES								
Personnel Services-Compensation	42,234	37,020	41,221	43,332	43,332	43,332	43,332	43,332
Personnel Services-Employee Benefits	9,001	7,609	10,313	11,626	11,626	11,626	11,626	11,626
Professional and Technical Services	27,840	35,665	11,546	14,437	34,539	14,437	40,660	48,441
Purchased Property Services	17,370	16,243	16,303	19,950	19,950	19,857	21,773	30,830
Other Purchased Services	18,057	2,807	20,766	3,099	2,817	2,817	2,817	2,814
Supplies	6,523	2,013	506	1,091	1,091	1,091	12,501	442
Property	59,589	-	2,330	-	-	-	-	2,670
Debt Service & Miscellaneous	-	-	-	-	-	-	-	-
TOTAL EXPENSES	180,614	101,356	102,986	93,535	113,355	93,160	132,709	140,154
Operating Cash Inflow (Outflow)	(78,789)	39,722	70,968	(24,577)	(55,586)	(35,641)	(69,941)	88,512
Cleared Checks prior FY and Liabilities	(2,089)	(2,337)	6,055	-	-	-	-	-
Ending Cash	143,011	180,396	257,419	232,842	177,256	141,615	71,673	160,185
Days Cash on Hand	24	53	75	75	47	46	16	34



Cash-Flow Projections Graph FY23





Next Steps

➤ Accomplishments

- Positive Net Operating
- Continue to meet our financial obligations
- All RfRs are up to date

➤ Next 30 days

- Budgeting
- Monitor Cash Flow

➤ Future Items

- Keep to the current budget
- Create FY24 Budget
- Hopefully, we will hear back from DOH and CSP on the additional funding