



Finance Committee Minutes

Wednesday, October 25, 2023 at 5:00 PM

6400 Uptown Blvd. NE, Albuquerque, NM

1. Opening

1.1 Call to Order

The meeting was called to order at 5:04 p.m.

1.2 Roll Call

Present: Yolanda Montoya-Cordova, Peggy Muller-Aragón, Danielle Gonzales, Barbara Petersen, Courtney Jackson, and Crystal Tapia-Romero

Absent: Josefina Domínguez

2. Agenda Adoption

2.1 Consider Approval of the October 25, 2023, Finance Committee Meeting Agenda

Move to adopt the October 25, 2023, Finance Committee meeting agenda

Moved by: Peggy Muller-Aragón

Seconded by: Danielle Gonzales

Yes

Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Crystal Tapia-Romero, Danielle Gonzales, and Barbara Petersen

Carried 6-0

3. Minutes Approval

Move to approve the September 27, 2023, Finance Committee meeting minutes

Moved by: Yolanda Montoya-Cordova

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Crystal Tapia-Romero, Danielle Gonzales, and Barbara Petersen

Carried 6-0

- 3.1 Consider Approval of the Minutes from the Finance Committee Meeting on September 27, 2023

4. Action Items

- 4.1 Consider Approval of Grant Budget Adjustments for the Following Funds

1. 24309 899 Social Emotional Learning ESSER 2023-2024 \$54,003
2. 24109 322 Preschool Idea-B 2023-2024 \$82,965
3. 26107 656 Ed Fellows / Region 9 Ed Cooperative 2023-2024 \$465,347
4. 31500 290 Sandia Base Construction Project 2023-2024 \$6,995,066

Presenter: Mihaela Marin, Senior Director, Grant Management

Background

- The specific adjustment types in this action are for increases or decreases in the stated funds.

Discussion

- SEL funds are unliquidated funds, but if allowed, they will be applied to salaries

Move to approve grant budget adjustments to the listed funds

Moved by: Peggy Muller-Aragón

Seconded by: Yolanda Montoya-Cordova

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.2 Consider Approval of September 2023 Inter-Function Transfers for Grant Budget

Presenter: Mihaela Marin, Senior Director, Grant Management

Background

- Adjustments to the budget that cross funds between function types or programs are identified as inter-function transfers.
- These adjustments move budget from one expenditure line to another with a net effect of zero on the overall budget.

Discussion

- Funds for Cochiti and Duranes elementary schools
- Funds set aside for SEL purposes and prioritizing direct intervention for students
- Workforce issues in finding staff and concern about using one-time money for salaries

Move to approve September 2023 inter-function transfers for grant budget

Moved by: Danielle Gonzales

Seconded by: Yolanda Montoya-Cordova

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

Board member Muller-Aragón said she disapproved of how funds were used because they weren't invested in current students

4.3 Consider Approval of September 2023 Intra-Function Transfers for Grant Budget

Presenter: Mihaela Marin, Senior Director, Grant Management

Background

- Adjustments to the budget within a function type or program are defined as intra-function transfers.
- These adjustments move budget from one expenditure line to another with a net effect of zero on the overall budget.

Discussion

- Communication Services funds
- Instructional material availability and professional development
- Ways to coordinate communication of missing materials

Move to approve September 2023 intra-function transfers for grant budget

Moved by: Yolanda Montoya-Cordova

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.4 Consider Approval of September 2023 Inter-Function Transfers for All Non-Categorical Funds

Presenter: Julianne Hix, Senior Director, Budget and Strategic Planning

Background

- Adjustments to the budget within a function or program are defined as inter-function transfers.
- These adjustments move budget from one expenditure line item to another, inter-function, to a net effect of zero change on the overall budget.

Discussion

There was no discussion

Move to approve September 2023 inter-function transfers for all non-categorical funds

Moved by: Yolanda Montoya-Cordova

Seconded by: Peggy Muller-Aragón

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.5 Consider Approval of September 2023 Intra-Function Transfers for All Non-Categorical Funds

Presenter: Julianne Hix, Senior Director, Budget and Strategic Planning

Background

- Adjustments to the budget within a function or program are defined as intra-function transfers.
- These adjustments move the budget from one expenditure line item to another, intra-function, to a net effect of zero change on the overall budget.

Discussion

There was no discussion

Move to approve September 2023 intra-function transfers for all non-categorical funds

Moved by: Barbara Petersen

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.6 Consider Approval of Gifts, Grants, and Donations of More than \$5,000

1. Donation of \$5,000 to Osuna Elementary School from Osuna Elementary School PTA
2. Donation of \$16,600 to S.Y. Jackson Elementary School from S.Y. Jackson Elementary School PTA

Presenter: Mihaela Marin, Senior Director, Grant Management

Background

- According to APS policy, any and all gifts, grants, and donations, including gifts or donations of a device, object or title to property, which have a fair market value of more than \$5,000 shall be subject to approval from the Board of Education prior to acceptance by the district or and individual school.”

Discussion

There was no discussion

Move to approve gifts, grants, and donations of more than \$5000

Moved by: Courtney Jackson

Seconded by: Yolanda Montoya-Cordova

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.7 Consider Approval of Statement of Equipment to be Taken Out of Service for June 1-30, 2023 (Salvage/Technology)

1. Salvage Department in the amount of \$545,001.86
2. Technology Department in the amount of \$1,119,079.33

Presenters: Mark Turnbull, Executive Director, Accounting and Hans Zimmer, Fixed Assets Controller, Capital Fiscal Services

Background

- Support documentation identifies the equipment and furniture in June 2023 to be disposed of in accordance with New Mexico State statute.
- Items included in the survey are worn-out, unusable, unsafe, or obsolete to the extent that it is no longer economical for continued use.

Discussion

- Delay of missing assets list
- Missing devices are looked into on a case-by-case basis
- Devices are disabled only when a police report is generated by the school site
- A missing status in TipWeb means not scanned. The actual number will be lower upon completion of a current capital fiscal services audit
- Difference between “missing” vs. “unaccounted for”
- Annual training of school staff in the use of TipWeb (the software that tracks assets)
- Process for returning Chromebooks
- Process of the care, custody, and control of devices
- Board level to look at how resources are aligned

Follow-Up

- Recommendation to set a schedule with the Finance committee chair and ad-hoc committee for when the missing asset agenda item will be presented

Move to approve statement of equipment to be taken out of service for June 1-30, 2023(salvage/technology)

Moved by: Yolanda Montoya-Cordova

Seconded by: Danielle Gonzales

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.8 Consider Approval of District Purchase or Expenditure that Equals or Exceeds \$250,000–Annual Renewal of Global Positioning Equipment and Service

Presenter: Charlotte Gensler, Executive Director, Procurement

Background

Background

- The vendor is Zonar utilizing the Cooperative Education Services contact # 2021-36B-C114-ALL.
- The total purchase will be \$ 444,080.54 using Transportation Enterprise Funds.

Discussion

There was no discussion

Move to approve district purchase or expenditure that equals or exceeds \$250,000- annual renewal of global positioning equipment and service

Moved by: Peggy Muller-Aragón

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.9 Consider Approval of District Purchase or Expenditure that Equals or Exceeds \$250,000–Refresh of Computer Devices

Presenter: Charlotte Gensler, Executive Director,
Procurement

Background

- The purchases made will utilize the State of New Mexico Statewide Pricing Agreement for Apple Inc #60-00000-15-00008AB and Cooperative Educational Services #2021-19-C116-ALL for Technology Integration Group (TIG).
- The estimated total purchase of devices will be \$12.6 million utilizing capital funds.

Discussion

There was no discussion

Move to approve district purchase or expenditure that equals or exceeds \$250,000-refresh of computer devices

Moved by: Courtney Jackson

Seconded by: Yolanda Montoya-Cordova

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.1 Consider Approval of District Purchase or Expenditure that Equals or Exceeds \$250,000–Occupational and Physical Therapy Services As Needed

Presenter: Charlotte Gensler, Executive Director,
Procurement

Background

- A multi-award is recommended utilizing a request for proposal 24-014RR as the procurement method.
- The estimated cost is \$2.1 million for a four-year contract utilizing federal and operational funds.
- Actual purchases are based on need, funding, and budget.

Discussion

There was no discussion

Move to approve district purchase or expenditure that equals or exceeds \$250,000-occupational and physical therapy services as needed

Moved by: Peggy Muller-Aragón

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.1 Consider Approval of District Purchase or Expenditure
1 that Equals or Exceeds \$250,000–Marketing Services As Needed

Presenter: Charlotte Gensler, Executive Director,
Procurement

Background

- A multi-award was recommended in accordance with RFP 24-013RR as the procurement method.
- The estimated purchase for a four-year contract is \$1 million utilizing federal, capital, and operational funds.
- Purchases are dependent on District needs, funding, and budget.

Discussion

- Concern that ESSER funds are used for something other than direct services and student needs
- Marketing or communication services as a benefit to the students and community outreach
- Marketing strategies

Follow-Up

- Breakdown of funds between capital and ESSER

Move to approve district purchase or expenditure that equals or exceeds \$250,000-marketing services as needed

Moved by: Yolanda Montoya-Cordova

Seconded by: Danielle Gonzales

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.1 Consider Approval of District Purchase or Expenditure
2 that Equals or Exceeds \$250,000–Payroll Fiscal Services for Student Internships

Presenter: Charlotte Gensler, Executive Director, Procurement

Background

- The vendor Payday Inc., dba Payday HCM is recommended through RFP 24-020RR for the procurement method.
- The estimated cost is \$330,000 annually or \$1.3 million for a four-year term contract utilizing federal funds.
- The actual cost is dependent on need, funding, and budget.

Discussion

There was no discussion

Move to approve district purchase or expenditure that equals or exceeds \$250,000- payroll fiscal services for student internships

Moved by: Danielle Gonzales

Seconded by: Courtney Jackson

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.1 Consider Approval of September 2023 Cash
3 Disbursements

Presenter: Charlotte Gensler, Executive Director,
Procurement

Background

PSAB (Public School Accounting and budget); Supplement 7-Cash Control requires that “A summary listing of the vouchers shall be presented to the local school board at its next regular meeting for formal approval and entry in the minutes.”

Discussion

There was no discussion

Move to approve September 2023 cash disbursements

Moved by: Peggy Muller-Aragón

Seconded by: Danielle Gonzales

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

4.1 Consider Approval of District Purchase or Expenditure
4 that Equals or Exceeds \$250,000—Consulting Services
Related to Student-Based Budgeting

Presenter: Charlotte Gensler, Executive Director,
Procurement

Background

- The vendor, Education Resource Strategies, utilizes an existing government contract as the procurement method.
- The estimated purchases are \$580,000 for the design and pilot phase using operational funds.

Discussion

- Funding for future phases if needed, next steps to be determined

Move to approve district purchase or expenditure that equals or exceeds \$250,000- consulting services related to student-based budgeting

Moved by: Yolanda Montoya-Cordova

Seconded by: Danielle Gonzales

Yes Yolanda Montoya-Cordova, Peggy Muller-Aragón, Courtney Jackson, Barbara Petersen, Crystal Tapia-Romero, and Danielle Gonzales

Carried 6-0

5. Next Finance Committee Meeting

- Wednesday, November 29, 2023, at 5 p.m.
- Meeting will be held at the Alice and Bruce King Educational Complex, 6400 Uptown Blvd. NE and livestreamed at APS.edu

6. Adjournment

The meeting was adjourned at 5:58 p.m.