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# GOVERNING COUNCIL MEETING MINUTES

**Meeting Date:** Thursday, February 20, 2025

**Time:** 4:00 p.m.

**Location:** Zoom Meeting\*

**Meeting ID:** 964 8349 4709

**Password:** lade

**Link:** <https://zoom.us/j/96483494709?pwd=NTJRYk5ubVBQRVYrVmlwd3JWdStWdz09>

\*Zoom link is also accessible from the homepage of our website

## AGENDA

- I. Call to Order
- II. Roll Call
- III. Public Comment\*
- IV. Approval of Agenda  
ACTION
- V. Approval of December Minutes  
ACTION
- VI. Finance Committee/Business Manager
  - a. Financial Report
  - b. Check Register & Bank Reconciliation – Dec. and Jan.  
ACTION
  - c. Bank Reconciliation – Nov.  
ACTION
  - d. BARS  
ACTION
  - e. Discussion re: RFR Submissions
- VII. Head Administrator's Report
  - a. Financial Framework
  - b. Organizational Framework
  - c. Academic Performance Framework
- VIII. Policies
  - a. Internal Controls  
ACTION
  - b. Disposition of Assets  
ACTION
- IX. Current Business
- X. Board Development



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- XI. Consideration for Approval to Adjourn to Closed Session**  
Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2)) for the Purpose of Discussing Limited Personnel Matters  
**ACTION**
- XII. Adjournment**  
**ACTION**

## MINUTES

- I. Call to Order**  
Richard Malcolm called the meeting to order at 4:07 PM.
- II. Roll Call**  
Council Members in Attendance (via online platform):
- Laura Braun, President
  - Melissa McLaney, Treasurer
  - Patti Morrison, Vice President
  - Richard Malcolm, Secretary
  - Mathias Rodriguez, Board Member
- Council Members Absent:
- Xian Bass, Board Member
- Guests:
- Adam Giron, Head Administrator
  - Leighan Collins, Minutes
  - Dan Hill, Attorney
  - Kimberly Gonzales, Axiom Analytics (Business Management)
  - Brooke Paas, Special Ed Coordinator
  - Kelly Callahan, Board Consultant
- III. Public Comment**  
None
- IV. Approval of Agenda**  
Laura Braun motioned to approve the meeting agenda and Melissa McLaney seconded motion. Unanimous agreement to approve the agenda.
- V. Approval of December Minutes**  
Melissa McLaney motioned to approve the minutes from December and Richard Malcolm seconded. All members approved.  
(January meeting was cancelled)



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## VI. Finance Committee/Business Manager

### a. Financial Report

Kim Gonzales presented the findings from the FY24 Audit and reviewed the Corrective Action Plan (CAP)

### b. Check Register & Bank Reconciliation – Dec. and Jan.

Kimberly Gonzales reviewed the bank reconciliation and check register from both December and January. Richard Malcolm moved to approve all documents, and Melissa McLaney seconded. None opposed.

### c. Bank Reconciliation – November

Kimberly Gonzales reviewed the bank reconciliation and check register from November – previously tabled for clarification on “Journal Entry” item. Richard Malcolm made a motion to approve, and Melissa McLaney seconded. All members in favor.

### d. BARS

None

### e. Discussion re: RFR Submissions

Laura Braun reported that the board will be submitting RFRs monthly (rather than quarterly) and that is written into the recently updated Internal Controls Policy. Kimberly Gonzales stated that PED recommends all schools submit at least 2 per month, and we are currently caught up on RFRs.

## VII. Head Administrator’s Report

Adam Giron reviewed the monthly HA report. He provided updates on enrollment, special ed, and building report (portables, exterior doors, fencing, and lighting.)

He also reviewed important dates approaching.

See attached documents for full HA report.

### a. Financial Framework

2024/2025 Financial Corrective Action Plan was submitted and approved by APS



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#### **b. Organizational Framework**

We have hired 9 new employees this year and we are continuing to recruit for 2 math teachers, a social studies teacher, 2 SPED teachers, and an educational assistant.

#### **c. Academic Performance Framework**

- Comprehensive Turnaround Action Plan is progressing with the transformational team. Our main schoolwide instructional strategies are Content Language Objectives (CLO), Vocabulary Instruction, and Student Interaction.
- Continued work on LADE Graduate Profile
- Average attendance is currently around 77%, with the highest average on Thurs (80%), and the lowest on Fri (73%).

### **VIII. Policies**

#### **a. Internal Controls**

Laura Braun requested input from the governing council on several sections within the Internal Control policies.

Vote tabled pending further review and discussion; no action taken.

#### **b. Disposition of Assets**

Laura Braun provided a review of the Capital Asset Disposition Protocol to ensure that the disposition of all capital assets complies with state statutes and OMA requirements.

Richard Malcolm made a motion to approve the Disposition of Assets policy, and Patti Morrison seconded. None opposed.

See attached documents for revised policy.

### **IX. Current Business**

None

### **XIII. Board Development**

Kelly Callahan shared the new process document (similar to a professional development plan) used to keep track of board training.



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**XIV. Consideration for Approval to Adjourn to Closed Session**

**Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2)) for the Purpose of Discussing Limited Personnel Matters**

Laura Braun motioned to enter closed session at 5:32 PM and Richard Malcolm seconded. All in favor.

Affirmation by roll call to only discuss issues related to the personnel.

Laura Braun agreed.

Richard Malcolm agreed.

Melissa McLaney agreed.

Patti Morrison agreed.

Mathias Rodriguez agreed.

**XV. Adjournment**

The board returned to open session at 6:07 PM. All members attested that the only items discussed were those documented on the agenda pertaining to personnel. Laura Braun made a motion to adjourn with a second from Richard Malcolm. All present in favor. Meeting adjourned at 6:07 PM.

## Next Meeting

Thursday, March 20th, 2025 | 4:00 PM via Zoom

**Additional Agenda Items for Next Meeting:**

- CAP (standing item)
- Internal Controls
- SPED Memos



**La Academia de Esperanza**  
**December 2024 Bank Reconciliation**

Wells Fargo Balance as of 12/1/2024	Wells Fargo Balance as of 12/31/2024	Wells Fargo December 2024 Activity
<b>\$1,675,318.44</b>	<b>\$1,694,915.95</b>	<b>\$19,597.51</b>
	Receipts	Disbursements
Per Bank	\$355,422.70	\$335,825.19
Prior Payments Outstanding		\$62,423.26
Less: Prior Payments Cleared in December		\$59,321.10
Add: December Outstanding		\$6,575.62
Outstanding Payments Total		\$9,677.78
MT Vendor Credit	\$0.00	\$0.00
Expected General Ledger	\$355,422.70	\$283,079.71
General Ledger	\$355,422.70	\$283,079.71
<b>Difference</b>	<b>\$0.00</b>	<b>\$0.00</b>

\*\*For GL Difference explanation, see JE Summary tab



LADE

Dec-24

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Amazon.com Services Inc.	12/6/2024	Platform	ACH	USD	\$ 999.45
Axiom Analytics LLC	12/6/2024	Platform	ACH	USD	\$ 7,085.28
Cooperative Educational Services	12/6/2024	Platform	Check	USD	\$ 944.52
De Lage Landen Financial Services	12/6/2024	Platform	Check	USD	\$ 606.94
PNM Electric Services	12/6/2024	Platform	Check	USD	\$ 2,003.26
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 16.64
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 49.99
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 157.58
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 234.00
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 289.80
Amazon.com Services Inc.	12/11/2024	Platform	ACH	USD	\$ 540.77
Collaborative for Academic Social and Emotion	12/11/2024	Platform	Check	USD	\$ 1,075.00
Security Benefit Life Insurance Company	12/11/2024	Platform	Check	USD	\$ 1,400.00
Tecolot Educational Diagnostics LLC	12/11/2024	Platform	Check	USD	\$ 950.00
ACES- Association of Charter School Education	12/20/2024	Platform	Check	USD	\$ 11,089.42
Amazon.com Services Inc.	12/20/2024	Platform	ACH	USD	\$ 81.05
Amazon.com Services Inc.	12/20/2024	Platform	ACH	USD	\$ 102.84
Amazon.com Services Inc.	12/20/2024	Platform	ACH	USD	\$ 238.40
Axiom Analytics LLC	12/20/2024	Platform	ACH	USD	\$ 7,085.28
Crystal Springs Bottled Water	12/20/2024	Platform	Check	USD	\$ 46.50
De Lage Landen Financial Services	12/20/2024	Platform	Check	USD	\$ 606.94
Document Solutions Inc.	12/20/2024	Platform	Check	USD	\$ 600.73
Kelly Callahan Professional Services LLC	12/20/2024	Platform	ACH	USD	\$ 3,865.08
Maloy Mobile Storage Inc.	12/20/2024	Platform	Check	USD	\$ 645.75
Maria Celeste P Dela Cruz	12/20/2024	Platform	Check	USD	\$ 59.00
Midway Office Supply Inc.	12/20/2024	Platform	Check	USD	\$ 1,100.09
Monika D. Perez	12/20/2024	Platform	ACH	USD	\$ 59.00
Moss Adams LLP	12/20/2024	Platform	Check	USD	\$ 4,894.79
Thomas Loyd	12/20/2024	Platform	Check	USD	\$ 976.08
<b>Total</b>					<b>\$ 47,804.18</b>

**ACH**

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
RHC Payment 2024.11	12/4/2024	Wells Fargo	ACH	USD	\$ 4,759.63
NMPSIA Payment 2024.11	12/4/2024	Wells Fargo	ACH	USD	\$ 26,201.08
ERB Payment 2024.11	12/4/2024	Wells Fargo	ACH	USD	\$ 45,771.38
Aflac 2024.10	12/5/2024	Wells Fargo	ACH	USD	\$ 1,402.12
AFLAC 2024.11	12/5/2024	Wells Fargo	ACH	USD	\$ 1,402.12
State WH 2024.11	12/5/2024	Wells Fargo	ACH	USD	\$ 4,711.44
Mosaic Fee	12/30/2024	Wells Fargo	ACH	USD	\$ 750.00
<b>Total</b>					<b>\$ 84,997.77</b>

**Payroll**

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
12/15 Payroll	12/15/2024	Wells Fargo	ACH	USD	\$ 53,775.43
12/15 Taxes	12/15/2024	Wells Fargo	ACH	USD	\$ 16,311.93
12/31 Payroll	12/31/2024	Wells Fargo	ACH	USD	\$ 61,504.62
12/31 Taxes	12/31/2024	Wells Fargo	ACH	USD	\$ 18,685.78
<b>Total</b>					<b>\$ 150,277.76</b>
<b>Grand Total</b>					<b>\$ 283,079.71</b>

# ESP/Axiom Accounting Module

La Academia de Esperanza (001-061)

Summary Report 2024-2025

Based on RfR

Period Reporting 2024-12-01 to 2024-12-31

<b>fund</b>	<b>GL Account Type</b>	<b>GL Sum of Dr#</b>	<b>GL Sum of Cr#</b>	<b>GL Amount</b>	<b>RfR Budget</b>	<b>Budget Remaining</b>
11000	Expenses	\$219,889.57	\$29,667.46	\$190,222.11	\$4,145,407.10	\$3,955,184.99
21000	Expenses	\$11,089.42	\$0.00	\$11,089.42	\$200,810.13	\$189,720.71
21100	Expenses	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
23000	Expenses	\$0.00	\$0.00	\$0.00	\$550.00	\$550.00
24101	Expenses	\$15,635.62	\$335.48	\$15,300.14	\$219,302.00	\$204,001.86
24106	Expenses	\$12,111.00	\$0.00	\$12,111.00	\$128,050.00	\$115,939.00
24153	Expenses	\$0.00	\$0.00	\$0.00	\$3,325.00	\$3,325.00
24154	Expenses	\$1,075.00	\$0.00	\$1,075.00	\$16,166.00	\$15,091.00
24190	Expenses	\$0.00	\$0.00	\$0.00	\$125,000.00	\$125,000.00
24330	Expenses	\$0.00	\$0.00	\$0.00	\$8,295.00	\$8,295.00
26107	Expenses	\$62,582.22	\$5,135.74	\$57,446.48	\$343,700.00	\$286,253.52
26207	Expenses	\$0.00	\$0.00	\$0.00	\$3,068.99	\$3,068.99
27107	Expenses	\$0.00	\$0.00	\$0.00	\$5,532.00	\$5,532.00
27109	Expenses	\$664.73	\$123.96	\$540.77	\$21,134.04	\$20,593.27
27502	Expenses	\$0.00	\$0.00	\$0.00	\$7,847.00	\$7,847.00
28190	Expenses	\$0.00	\$0.00	\$0.00	\$16,000.00	\$16,000.00
31400	Expenses	\$0.00	\$0.00	\$0.00	\$716,500.00	\$716,500.00
31600	Expenses	\$487.02	\$0.00	\$487.02	\$780,494.00	\$780,006.98
31701	Expenses	\$245.51	\$0.00	\$245.51	\$914,917.00	\$914,671.49
31703	Expenses	\$0.00	\$0.00	\$0.00	\$27,229.00	\$27,229.00

# ESP/Axiom Accounting Module

La Academia de Esperanza (001-061)

Balance Sheet 2024-2025

Period Reporting: 2024-2025, 2024-12-01 to 2024-12-31

Funds	11000	21000	21100	23000	24101	24106	24154	24190	24330	26107	26207	27109	27583	28190	31200	31600	31701	31703	Total Amount
<b>Total Current Assets</b>	\$48,442.25	\$3,087.82	\$2,456.24	\$0.00	-\$9,112.34	-\$6,880.17	-\$1,075.00	\$0.00	\$0.00	-\$36,555.94	\$0.00	-\$540.77	\$0.00	\$0.00	\$0.00	\$48,215.06	\$24,305.84	\$0.00	\$72,342.99
<b>Total Current Liabilities</b>	-\$27,207.46	\$0.00	\$0.00	\$0.00	\$6,187.80	\$5,230.83	\$0.00	\$0.00	\$0.00	\$20,890.54	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$5,101.71
<b>Retained Earnings</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue</b>	\$265,871.82	\$14,177.24	\$2,456.24	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$48,702.08	\$24,551.35	\$0.00	\$355,758.73
<b>Expenses</b>	\$190,222.11	\$11,089.42	\$0.00	\$0.00	\$15,300.14	\$12,111.00	\$1,075.00	\$0.00	\$0.00	\$57,446.48	\$0.00	\$540.77	\$0.00	\$0.00	\$0.00	\$487.02	\$245.51	\$0.00	\$288,517.45
<b>Net Income</b>	\$75,649.71	\$3,087.82	\$2,456.24	\$0.00	-\$15,300.14	-\$12,111.00	-\$1,075.00	\$0.00	\$0.00	-\$57,446.48	\$0.00	-\$540.77	\$0.00	\$0.00	\$0.00	\$48,215.06	\$24,305.84	\$0.00	\$67,241.28
<b>Total Equity</b>	\$75,649.71	\$3,087.82	\$2,456.24	\$0.00	-\$15,300.14	-\$12,111.00	-\$1,075.00	\$0.00	\$0.00	-\$57,446.48	\$0.00	-\$540.77	\$0.00	\$0.00	\$0.00	\$48,215.06	\$24,305.84	\$0.00	\$67,241.28
<b>Total Liabilities and Equity</b>	\$48,442.25	\$3,087.82	\$2,456.24	\$0.00	-\$9,112.34	-\$6,880.17	-\$1,075.00	\$0.00	\$0.00	-\$36,555.94	\$0.00	-\$540.77	\$0.00	\$0.00	\$0.00	\$48,215.06	\$24,305.84	\$0.00	\$72,342.99



**La Academia de Esperanza**  
**January 2025 Bank Reconciliation**

Wells Fargo Balance as of 1/1/2025	Wells Fargo Balance as of 1/31/2025	Wells Fargo January 2025 Activity
<b>\$1,694,915.95</b>	<b>\$1,944,286.25</b>	<b>\$249,370.30</b>
	Receipts	Disbursements
Per Bank	\$549,886.87	\$300,516.57
Prior Payments Outstanding		\$9,677.78
Less: Prior Payments Cleared in January		\$5,599.54
Add: January Outstanding		\$8,399.27
Outstanding Payments Total		\$12,477.51
MT Vendor Credit	\$0.00	\$0.00
Expected General Ledger	\$549,886.87	\$303,316.30
General Ledger	\$549,886.87	\$303,316.30
<b>Difference</b>	<b>\$0.00</b>	<b>\$0.00</b>



LADE

Jan-25

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
Albuquerque Bernalillo County Water Utility A	1/6/2025	Platform	Check	USD	\$ 876.50
Amazon.com Services Inc.	1/6/2025	Platform	ACH	USD	\$ 79.96
Amazon.com Services Inc.	1/6/2025	Platform	ACH	USD	\$ 119.92
Amazon.com Services Inc.	1/6/2025	Platform	ACH	USD	\$ 137.95
C & C Consultants LLC	1/6/2025	Platform	ACH	USD	\$ 3,000.00
Cooperative Educational Services	1/6/2025	Platform	Check	USD	\$ 157.42
Curt A. Szarek	1/6/2025	Platform	ACH	USD	\$ 2,914.31
De Lage Landen Financial Services	1/6/2025	Platform	Check	USD	\$ 1,482.21
Dual Literacy Consulting LLC	1/6/2025	Platform	ACH	USD	\$ 3,000.00
Global Storage	1/6/2025	Platform	Check	USD	\$ 235.00
Kelly Callahan Professional Services LLC	1/6/2025	Platform	ACH	USD	\$ 2,630.09
LDD Consulting Inc.	1/6/2025	Platform	Check	USD	\$ 4,580.83
New Mexico Gas Company Inc	1/6/2025	Platform	Check	USD	\$ 914.82
Nursing Services LLC.	1/6/2025	Platform	Check	USD	\$ 647.25
Public Charter Schools of New Mexico	1/6/2025	Platform	Check	USD	\$ 2,675.00
Shamrocks Discount Janitors Supply	1/6/2025	Platform	Check	USD	\$ 2,257.93
Base10Assets LLC	1/8/2025	Platform	Check	USD	\$ 101.93
CenturyLink	1/8/2025	Platform	ACH	USD	\$ 34.37
Charter School Testing	1/8/2025	Platform	Check	USD	\$ 1,496.96
PNM Electric Services	1/8/2025	Platform	Check	USD	\$ -
Unite Private Networks	1/8/2025	Platform	ACH	USD	\$ 509.85
PNM Electric Services	1/13/2025	Platform	Check	USD	\$ 1,930.60
Adam Giron	1/16/2025	Platform	Check	USD	\$ 396.50
ACES- Association of Charter School Education	1/23/2025	Platform	Check	USD	\$ 10,236.92
Ace Biliteracy Consulting LLC	1/23/2025	Platform	ACH	USD	\$ 3,000.00
Amazon.com Services Inc.	1/23/2025	Platform	ACH	USD	\$ 16.99
Amazon.com Services Inc.	1/23/2025	Platform	ACH	USD	\$ 1,827.93
Axiom Analytics LLC	1/23/2025	Platform	ACH	USD	\$ 7,085.28
C & C Consultants LLC	1/23/2025	Platform	ACH	USD	\$ 3,000.00
Charter School Testing	1/23/2025	Platform	Check	USD	\$ 1,496.96
Global Storage	1/23/2025	Platform	Check	USD	\$ 285.00
Home Depot Credit Services	1/23/2025	Platform	Check	USD	\$ 241.86
LDD Consulting Inc.	1/23/2025	Platform	Check	USD	\$ 5,859.42
Maloy Mobile Storage Inc.	1/23/2025	Platform	Check	USD	\$ 645.75
New Mexico Gas Company Inc	1/23/2025	Platform	Check	USD	\$ 1,378.11
Nursing Services LLC.	1/23/2025	Platform	Check	USD	\$ 404.53
RapidFire Safety & Security	1/23/2025	Platform	Check	USD	\$ 1,809.45
<b>Total</b>					<b>\$ 67,467.60</b>

ACH

Vendor Name	Payment Date	Payment Source	Payment Method	Reporting Currency	Payment Total (Reporting)
12_15 11000 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$ 1,225.80
12_15 24101 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$ 170.65
12_15 24106 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$ 126.75
12_15 26107 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$ 882.22

12_31 11000 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$	1,338.99
12_31 24101 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$	170.65
12_31 24106 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$	126.75
12_31 26107 RHC Payment	1/13/2025	Wells Fargo	ACH	USD	\$	1,112.62
12_15 11000 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	6,853.15
12_15 24101 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	1,040.80
12_15 24106 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	906.88
12_15 26107 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	4,281.51
12_31 11000 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	7,748.13
12_31 24101 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	1,040.80
12_31 24106 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	906.88
12_31 26107 NMPSIA Payment	1/13/2025	Wells Fargo	ACH	USD	\$	4,281.51
12_15 11000 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	11,787.94
12_15 24101 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	1,641.01
12_15 24106 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	1,218.93
12_15 26107 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	8,484.03
12_31 11000 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	12,876.43
12_31 24101 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	1,641.01
12_31 24106 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	1,218.93
12_31 26107 ERB Payment	1/15/2025	Wells Fargo	ACH	USD	\$	10,699.71
Mosaic Fee	1/17/2025	Wells Fargo	ACH	USD	\$	2.75
PNM WEB_PAY JAN 25 15161122012825 LADE	1/29/2025	Wells Fargo	ACH	USD	\$	4,326.43
Mosaic Fee	1/30/2025	Wells Fargo	ACH	USD	\$	150.00
<b>Total</b>					<b>\$</b>	<b>86,261.26</b>

**Payroll**

<b>Vendor Name</b>	<b>Payment Date</b>	<b>Payment Source</b>	<b>Payment Method</b>	<b>Reporting Currency</b>	<b>Payment Total (Reporting)</b>
01/15 Payroll	1/15/2025	Wells Fargo	ACH	USD	\$ 55,669.00
01/15 Taxes	1/15/2025	Wells Fargo	ACH	USD	\$ 18,370.05
01/17 Payroll	1/17/2025	Wells Fargo	ACH	USD	\$ 795.43
01/17 Taxes	1/17/2025	Wells Fargo	ACH	USD	\$ 185.52
01/31 Payroll	1/31/2025	Wells Fargo	ACH	USD	\$ 59,473.57
01/31 Taxes	1/31/2025	Wells Fargo	ACH	USD	\$ 15,093.87
<b>Total</b>					<b>\$ 149,587.44</b>
<b>Grand Total</b>					<b>\$ 303,316.30</b>

**ESP/Axiom Accounting Module**  
**La Academia de Esperanza (001-061)**  
**Balance Sheet 2024-2025**

Period Reporting: 2024-2025, 2025-01-01 to 2025-01-31

Funds	11000	21000	21100	23000	24101	24106	24154	24190	24330	26107	26207	27109	27583	28190	31200	31600	31701	31703	Total Amount
<b>Total Current Assets</b>	\$61,969.96	\$861.23	\$1,924.27	\$0.00	\$58,188.03	\$55,414.88	\$0.00	-\$6,000.00	\$0.00	-\$50,549.55	\$0.00	\$0.00	\$0.00	-\$6,092.71	\$0.00	\$86,827.61	\$44,026.85	\$0.00	\$246,570.57
<b>Total Current Liabilities</b>	\$27,864.03	\$0.00	\$0.00	\$0.00	\$263.84	-\$3,116.08	\$0.00	\$0.00	\$0.00	-\$21,919.89	\$0.00	\$0.00	\$0.00	\$3,192.09	\$0.00	\$0.00	\$0.00	\$0.00	\$6,283.99
<b>Retained Earnings</b>	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00
<b>Revenue</b>	\$267,071.83	\$11,098.15	\$1,924.27	\$0.00	\$73,253.50	\$62,884.66	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$0.00	\$87,704.65	\$44,471.57	\$0.00	\$548,408.63
<b>Expenses</b>	\$232,965.90	\$10,236.92	\$0.00	\$0.00	\$15,329.31	\$4,353.70	\$0.00	\$6,000.00	\$0.00	\$28,629.66	\$0.00	\$0.00	\$0.00	\$9,284.80	\$0.00	\$877.04	\$444.72	\$0.00	\$308,122.05
<b>Net Income</b>	\$34,105.93	\$861.23	\$1,924.27	\$0.00	\$57,924.19	\$58,530.96	\$0.00	-\$6,000.00	\$0.00	-\$28,629.66	\$0.00	\$0.00	\$0.00	-\$9,284.80	\$0.00	\$86,827.61	\$44,026.85	\$0.00	\$240,286.58
<b>Total Equity</b>	\$34,105.93	\$861.23	\$1,924.27	\$0.00	\$57,924.19	\$58,530.96	\$0.00	-\$6,000.00	\$0.00	-\$28,629.66	\$0.00	\$0.00	\$0.00	-\$9,284.80	\$0.00	\$86,827.61	\$44,026.85	\$0.00	\$240,286.58
<b>Total Liabilities and Equity</b>	\$61,969.96	\$861.23	\$1,924.27	\$0.00	\$58,188.03	\$55,414.88	\$0.00	-\$6,000.00	\$0.00	-\$50,549.55	\$0.00	\$0.00	\$0.00	-\$6,092.71	\$0.00	\$86,827.61	\$44,026.85	\$0.00	\$246,570.57

# ESP/Axiom Accounting Module

La Academia de Esperanza (001-061)

Summary Report 2024-2025

Based on RfR

Period Reporting 2025-01-01 to 2025-01-31

<b>fund</b>	<b>GL Account Type</b>	<b>GL Sum of Dr#</b>	<b>GL Sum of Cr#</b>	<b>GL Amount</b>	<b>RfR Budget</b>	<b>Budget Remaining</b>
11000	Expenses	\$234,097.64	\$1,131.74	\$232,965.90	\$4,145,407.10	\$3,912,441.20
21000	Expenses	\$10,236.92	\$0.00	\$10,236.92	\$200,810.13	\$190,573.21
21100	Expenses	\$0.00	\$0.00	\$0.00	\$10,000.00	\$10,000.00
23000	Expenses	\$0.00	\$0.00	\$0.00	\$550.00	\$550.00
24101	Expenses	\$15,613.01	\$283.70	\$15,329.31	\$219,302.00	\$203,972.69
24106	Expenses	\$4,353.70	\$0.00	\$4,353.70	\$128,050.00	\$123,696.30
24153	Expenses	\$0.00	\$0.00	\$0.00	\$3,325.00	\$3,325.00
24154	Expenses	\$0.00	\$0.00	\$0.00	\$16,166.00	\$16,166.00
24190	Expenses	\$6,000.00	\$0.00	\$6,000.00	\$125,000.00	\$119,000.00
24330	Expenses	\$0.00	\$0.00	\$0.00	\$8,295.00	\$8,295.00
26107	Expenses	\$28,629.66	\$0.00	\$28,629.66	\$343,700.00	\$315,070.34
26207	Expenses	\$0.00	\$0.00	\$0.00	\$3,068.99	\$3,068.99
27107	Expenses	\$0.00	\$0.00	\$0.00	\$5,532.00	\$5,532.00
27109	Expenses	\$0.00	\$0.00	\$0.00	\$21,134.04	\$21,134.04
27502	Expenses	\$0.00	\$0.00	\$0.00	\$7,847.00	\$7,847.00
28190	Expenses	\$11,387.26	\$2,102.46	\$9,284.80	\$16,000.00	\$6,715.20
31400	Expenses	\$0.00	\$0.00	\$0.00	\$716,500.00	\$716,500.00
31600	Expenses	\$877.04	\$0.00	\$877.04	\$780,494.00	\$779,616.96
31701	Expenses	\$444.72	\$0.00	\$444.72	\$914,917.00	\$914,472.28
31703	Expenses	\$0.00	\$0.00	\$0.00	\$27,229.00	\$27,229.00



**La Academia de Esperanza  
September 2024 Outstanding Checks**

<b>Vendor name</b>	<b>name_on_check</b>	<b>Payment Date</b>	<b>Payment Amount</b>	<b>GL Reference Number</b>	<b>Payment Channel</b>
(APTA PAYMENT)	Maloy Mobile Storage	1/22/2024	645.75	14253	Check
City of Albuquerque	City of Albuquerque	8/20/2024	25.00	20022	Check
Sabrina Rivera	Sabrina Rivera	9/3/2024	59.00	20039	Check
Joshua Abrams	Joshua Abrams	9/16/2024	144.00	20046	Check
Herrera Coaches Inc.	Herrera Coaches Inc.	9/30/2024	500.00	20048	Check
Document Solutions Inc.	Document Solutions Inc.	9/30/2024	747.24	20049	Check
Wilson & Company Inc. Engineers and Architect	Wilson & Company Inc. Engineers and A	9/30/2024	3,279.34	20050	Check
Pitsco Education LLC	Pitsco Education LLC	9/30/2024	295.00	20051	Check
Shamrocks Discount Janitors Supply	Shamrocks Discount Janitors Supply	9/30/2024	144.96	20052	Check
Thermobind Inc.	Thermobind Inc.	9/30/2024	524.30	20053	Check
PNM Electric Services	PNM Electric Services	9/30/2024	3,239.35	20054	Check
New Mexico Gas Company Inc	New Mexico Gas Company Inc	9/30/2024	73.78	20055	Check
Maloy Mobile Storage Inc.	Maloy Mobile Storage Inc.	9/30/2024	645.75	20056	Check
Dual Literacy Consulting LLC	Dual Literacy Consulting LLC	9/30/2024	6,000.00	SPACH25	ACH
C & C Consultants LLC	C & C Consultants LLC	9/30/2024	13,500.00	SPACH26	ACH
Ace Biliteracy Consulting LLC	Ace Biliteracy Consulting LLC	9/30/2024	13,500.00	SPACH27	ACH
CenturyLink	CenturyLink	9/30/2024	120.04	SPACH28	ACH
<b>Total</b>			<b>\$ 43,443.51</b>		

## **Capital Asset Disposition Protocol**

### **Purpose:**

The purpose of this protocol is to ensure that the disposition of capital assets follows the proper procedures outlined by the New Mexico Office of the State Auditor (OSA) and complies with state statutes. This protocol ensures timely notification to the OSA prior to the disposal of any assets and strengthens internal controls over capital asset management.

### **1. Capital Asset Disposition Overview**

#### **Definition of Disposition:**

Disposition refers to the transfer, sale, abandonment, or destruction of assets that are no longer needed, obsolete, or have reached the end of their useful life.

#### **Scope:**

This protocol applies to all assets included in the school's inventory list, regardless of their net book value or original cost.

### **2. Notification and Compliance Requirements**

#### **State Auditor Notification:**

- As required by 2.2.2.10 (S) NMAC, the school must notify the OSA at least 30 days prior to any planned disposition of capital assets.
- The notification must include:
  - The official finding or reason for the proposed disposition.
  - A detailed description of the asset, including its original cost, current book value, and condition.
  - The proposed method of disposition (e.g., sale, transfer, abandonment, or destruction).
  - Sworn and subscribed documentation by each member of the authority approving the action (e.g., Governing Council or Finance Committee).

#### Documentation:

- The notification must be duly sworn and subscribed to under oath by all members of the approving authority.
- Written documentation of the notification and approval must be kept on file for auditing purposes.

### 3. Internal Review and Approval Process

#### Initiation of Disposition Request:

- Any department or individual identifying a capital asset for disposition must submit a formal **\*\*Asset Disposition Request Form\*\*** to the business office. The form should include:

- Asset description (make, model, serial number, etc.).
- Reason for disposition (obsolete, damaged, beyond repair, etc.).
- Current estimated value or condition.
- Proposed method of disposal.

#### Internal Review:

- The business office will conduct a review of the asset's value, potential re-use within the school, and any alternative options before proceeding with the disposition process.
- If the asset's value is significant or if special circumstances apply, the business office may consult legal counsel or external experts.

#### Approval by Governing Council/Finance Committee:

- Once the business office reviews the request, it will be presented to the Governing Council or Finance Committee for approval.
- The approval must be documented in meeting minutes and signed by all relevant parties.

### 4. Disposal Methods

#### Acceptable Disposal Methods:

- Sale: Public auction, sale to another government entity, or public sale.
- Transfer: Transfer to another public agency, with proper documentation.

-Destruction: If the asset has no remaining value, proper disposal through environmentally safe methods should be arranged.

Abandonment: The asset can be abandoned if it holds no residual value, but the OSA must be notified prior to this action.

Documentation of Disposition:

- Detailed records must be maintained for each asset disposition, including:

- Asset description.

- Method of disposal.

- Final value received, if applicable (e.g., sale proceeds).

- Documentation of any approvals and notifications made to the OSA.

Asset Removal from Inventory:

- After the disposition is complete, the business office will update the asset inventory list to remove the disposed asset and adjust financial records accordingly.

## 5. Timeline for Asset Disposition

Standard Timeline:

1. Asset Identification: (Day 1-10) The department identifies the asset for disposition and submits the Asset Disposition Request Form.

2. Internal Review: (Day 10-20) The business office conducts its review and prepares the notification to the OSA.

3. Notification to OSA: (At least 30 days prior to disposition) The school submits a written notification of the proposed disposition to the OSA.

4. OSA Review and Disposition: (Day 60 onward) The asset disposition proceeds after the OSA has been notified and the 30-day period has passed.

## 6. Training and Compliance Monitoring

Staff Training:

- Staff responsible for capital asset management and disposition will undergo annual training on the procedures outlined in this protocol, as well as state requirements.

- Training will cover how to identify assets for disposal, complete the required forms, and ensure compliance with state regulations.

Ongoing Compliance Monitoring:

- The business office will implement regular audits of the capital asset inventory to ensure all disposals are carried out in accordance with this protocol.
- Any findings or deviations from the protocol will be reported to the Governing Council and rectified immediately.

Person Responsible: Business Manager

Approval by: Finance Committee and Governing Council

Implementation Date: December 2024

This protocol ensures compliance with state laws and enhances internal controls over capital asset management and disposition.

DRAFT

LA ACADEMIA DE ESPERANZA  
FISCAL YEAR ENDED JUNE 30, 2024  
CORRECTIVE ACTION PLAN FOR LA ACADEMIA DE ESPERANZA

Finding #	Condition	Management Response	Name of Policy Reviewed/Revised	Page #	Person(s) Responsible	Implementation Timeline	Status
Enter finding # from audit report	Enter condition as presented by auditors in audit report	1. Provide specific actions that management commits to take to resolve finding 2. Make response clear and concise 3. Include description of policy or procedure changed due to audit finding	Provide specific policy number changed	Provide the page number where change has been implemented	Who is person/persons responsible for implementation	When will changes be implemented or completed	Provide information on artifacts that will be presented during site visits
<b>EXAMPLE:</b> 2022-013 - Capital Assets (Previously reported as finding 2021-012) Significant Deficiency	School does not have adequate implementation of controls for reviewing Requests for Reimbursements (RFR's)	School has internal controls for RFR's. Head of school reviews and signs all RFR's before submitting	Accounts Receivable	3	Business Manager and Head of School	Immediately	Approved AR policy revision. Refer to October 2022 Governing Council minutes
2024-001 Internal Controls over Financial Reporting (Previously reported as finding 2023-058) (Significant Deficiency)	During our audit, we noted management provided improper modified accrual entries which resulted in a negative balance to accounts payable of \$7,896 in the operational fund. <i>Management made progress on this finding from prior year and implemented several controls related to other accrual entries.</i>	We acknowledge the error identified in the modified accrual entries that led to the negative balance in accounts payable. This was an error. While progress was made in addressing accrual-related issues, this finding highlights the need for further refinement of our year end financial closing procedures. To mitigate this issue going forward, we are implementing the following actions. Additional training, Review and Approval process of accrued entries, Updates to internal controls, th school has moved to an automated systems that flags unusual or potentially incorrect entries such as negative balances in accounts like accounts payable, prior to the finalization of the financial statements.	N/A	N/A	Business Manager	Immediately	Revising internal control end of year and monthly close processes
2024-002 Capital Assets (Other Non-Compliance)	During our audit, we noted management failed to notify the Office of the State Auditor (NIMOSA) at least 30 days prior to the disposition of an abandoned building with the costs totaling \$167,233. The net book value was zero.	We acknowledge the oversight in failing to notify the OSA prior to the disposition of the abandoned building. To ensure compliance with the State of New Mexico Statutes moving forward, we are implementing the following corrective actions:  Capital Asset Disposition Protocol: A formal procedure will be established to ensure that any disposal of assets on the school's inventory list is flagged and documented for OSA notification. This procedure will be integrated into our internal controls over capital assets, ensuring that all dispositions follow the required timeline.  Internal Control Enhancement: We will strengthen the internal controls surrounding capital asset management, ensuring that all dispositions are thoroughly reviewed and approved by the appropriate authorities. This will include mandatory checks and a timeline for notifications to the OSA and PED as part of our year-end procedures.  Training and Compliance Monitoring: Staff responsible for asset management will undergo training to fully understand the statutory requirements for asset disposition. Additionally, we will implement a compliance monitoring system to ensure that all relevant notifications are sent within the required 30-day period.	N/A	N/A	Finance Committee and Business Manager	Immediately	Created a capital asset disposition policy

LA ACADEMIA DE ESPERANZA  
FISCAL YEAR ENDED JUNE 30, 2024  
CORRECTIVE ACTION PLAN FOR LA ACADEMIA DE ESPERANZA

Finding #	Condition	Management Response	Name of Policy Reviewed/Revised	Page #	Person(s) Responsible	Implementation Timeline	Status
2024-003 Late Fee (Other Non Compliance)	During our audit, we noted the school was charged a late payment penalty and interest of \$1,643 related to late payment of December 31, 2021 state wage withholding of \$5,981	We acknowledge the late payment of state wage withholdings and the resulting penalty and interest charges. To prevent future occurrences, we are implementing the following corrective actions:  Enhanced Payroll Processing Timelines: We will update payroll processing schedules to ensure all tax payments, including state withholdings, are submitted well in advance of deadlines. This will involve setting internal deadlines for payroll tax submissions that provide a buffer period for addressing any unforeseen delays.  Automated Alerts and Reminders: To support timely payments, we will implement automated alerts in our payroll system to notify the finance team of upcoming tax deadlines. These reminders will be set several days before the due dates to allow for timely submission and to prevent late penalties.  Internal Review and Approval: A dual-review process will be instituted where all payroll tax payments are reviewed and approved by senior finance staff before submission. This added layer of oversight will help ensure that payments are processed correctly and on time.  Ongoing Monitoring: We will establish regular audits of payroll and tax submissions to identify and address any potential issues before they result in non-compliance.	N/A	N/A	Business Manager and School Payroll	Immediately	Modify policies and procedures to ensure that internal controls are updated to ensure that all payroll taxes are paid timely. The school has transitioned out of Apta to Mosaic which processes all withholding payments monthly.
2024-004 Budgetary conditions (Other Non Compliance)	During our testwork, we noted th followin over-expenditure: 31701-2000 was over budget by \$50	We acknowledge the minor over-expenditure in budget line 31701-2000 and recognize the importance of adhering to budgetary controls at the function level as required by NMAC regulations. To address this issue and prevent future occurrences, we are implementing the following corrective actions:  Enhanced Budget Monitoring: We will introduce more frequent budget reviews at the function level, ensuring that all expenditures are tracked against the budget in real time. This will help identify potential overages before they occur.  Automated Budget Alerts: An automated system will be implemented within our financial software to flag any expenditure that approaches the budgeted limit. This will allow management to take immediate corrective action to prevent overspending.  Internal Oversight: We will strengthen internal oversight by requiring that all budget modifications and potential over-expenditures be reviewed by both the finance team and department heads. This will ensure that any adjustments are made before exceeding allocated funds.  Training for Staff: Staff involved in budget management will receive additional training on NMAC requirements and the importance of maintaining strict budgetary control at the function level.	N/A	N/A	Business Manager	Immediately	Monitor during monthly budget forecast during finance committee monthly meetings

LA ACADEMIA DE ESPERANZA  
FISCAL YEAR ENDED JUNE 30, 2024  
CORRECTIVE ACTION PLAN FOR LA ACADEMIA DE ESPERANZA

Finding #	Condition	Management Response	Name of Policy Reviewed/Revised	Page #	Person(s) Responsible	Implementation Timeline	Status
2024-005 Background Check (Other Non Compliance)	During our testwork, we noted the school hired an employee with a start date of August 4, 2023. A background check was not cleared until August 16, 2023.	We acknowledge the oversight in processing the employee's background check and the lack of documentation verifying that the employee did not have unsupervised access to students. To address this issue and ensure compliance with state regulations, we are implementing the following corrective actions:  Immediate Background Check Compliance: We will implement stricter internal procedures to ensure that all background checks are completed and cleared before an employee's start date. No new hires will be allowed to begin work until the required background checks are finalized.  Documentation of Access Restrictions: For any situations where a background check is pending, we will implement a formal process to document that the employee does not have unsupervised access to students. This documentation will be maintained in the employee's personnel file and reviewed by the HR department to ensure compliance.  Policy Review and Update: We will review and update the school's policies regarding background checks to ensure they are in full alignment with NMAC 6.60.8.1 and other relevant state and federal regulations. These updated policies will clarify the requirement for completed background checks before employment begins.  Training and Awareness: HR personnel and hiring managers will receive additional training on the importance of adhering to background check policies and the risks associated with non-compliance. This will include a refresher on the legal requirements and potential consequences for the school and its stakeholders.	N/A	N/A	Human Resource Rep/Business Office Rep/Head administrator	Immediately	An employee can not begin employment until the background check is complete. HR Rep is tracking these dates and will not process new hire paperwork with payroll until this has been completed and cleared.



## PRINCIPAL REPORT FOR SCHOOL BOARD MEETING

**TO:** La Academia De Esperanza Charter School

**FROM:** Adam Giron, La Academia De Esperanza Charter School Principal

**DATE:** February 2025

Enrollment 2024-2025 (Cap - 251) - 253 (103%) 95 (38%) new to our school.  
Special Education students - 70 (28% of population) ELL - 141 (56% of population)  
38 students have disenrolled - 87% retention rate (23/24 Retention rate 79%)  
2023/2024 Students served - 80 day was 254 - 120 day 248 average (funded on 251)  
202/2025 Students served - 80 day was 253 - 120 day 253 average

### Monthly Building Report

**Portables - Working with Wilson & Company.**

**Exterior Doors - Aisling Company** - Found replacement doors - \$80,000.00

**Fencing** - estimates for fencing are coming in slowly.

**Lighting** - requesting bids for the Auditorium and the TMZ none have been submitted

### Financial Framework

- Meeting with Kimberly with Axiom Analytics twice a week
- 2024/2025 Financial Corrective Action Plan completed and submitted and approved by APS

### Organizational Framework

A. We continue to advertise and recruit for the following positions.

- 2 Math teachers
- 1 Social Studies teacher
- 1 Educational Assistant
- 2 Special Education teachers



## PRINCIPAL REPORT FOR SCHOOL BOARD MEETING

### Academic Performance Framework

1. Comprehensive Turnaround Action Plan is progressing (Transformational Team)

### Main Schoolwide Instructional Strategies

- **Content Language Objectives (CLOs):**
  - Teachers are implementing CLOs but need consistency and clarity.
  - CLOs should follow a simplified, student-friendly structure, incorporating one or two language functions per lesson.
  - **Example Structure:** "I can (language function) using (content)." Continued progress
- **Vocabulary Instruction:**
  - Vocabulary teaching is evident in most classrooms, but further enhancement is needed. Continued progress
  - Strategies like pre-selecting vocabulary, using cognates, and engaging students through the Frayer Model are emphasized. Continued progress
- **Student Interaction:**
  - Focus on increasing student talk and interaction to promote engagement and comprehension. Continued progress
  - Strategies include Think-Pair-Share, Round Robin, Jigsaw, and structured discussions using sentence starters. Continued progress

2. Continual work on Lade Graduate Profile

3. Average attendance

- a. 30 day 80%
  - i. Tardy 54%
- b. 60 day 74%
  - i. Tardy 48%
- c. 90 day running mark 75%
  - i. Tardy 50%
- d. Pre-bridges tardy 66%



## PRINCIPAL REPORT FOR SCHOOL BOARD MEETING

	Semester Daily Average
Monday	75%
Tuesday	79%
Wednesday	79%
Thursday	80%
Friday	73%

### IMPORTANT INFO/DATES APPROACHING

1. **LADE Policy Committee mtg.** 03/18/25
2. **LADE Finance Committee mtg** 03/18/25
3. **LADE March GC Mtg.** - 3/20/2025
4. **Transformational Team visit** 3/17/2025
5. **School Lunch Program Audit Visit** 03/11/2025
6. **APS OOI Inperson Visit** 03/04/2025 130-3pm