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Mission

RFK Charter School prepares, motivates, and supports students to achieve their college and career goals

in partnership with their families and the community.

**Governance Council Meeting Minutes**

**Annual Meeting**

**Thursday, October 19, 2017, 5:30 PM**

Governance Council Members present: Margie Lockwood, Sister Agnes Kaczmarek, and Tina Garcia, Michelle Renteria, Fernando Ortega

Absent:, Jennifer Cornish, Ron Burton

Staff:  Robert Baade, Irene Sanchez

Guest: Rena Valencia (former student)

Minutes by: Anne Tafoya

Sister Agnes Kaczamarek motioned to approve the \*amended agenda and Tina Garcia seconds. Unanimously approved.

Michelle Renteria motioned to approve September 21, 2017 meeting minutes and Sister Agnes Kaczamarek seconds. Unanimously approved.

**Announcements**

* Michelle Renteria will be resigning from the board so this is her last meeting
* Margie has a meeting scheduled on Monday to meet with a potential Council member

**Public Comment**

* Robert mentioned getting wheel chair access and replacing the bus
* Margie is hoping to get responses from the email blast

**Finance Committee Report-**

Fernando Ortega motioned to approve financial report for September 30, 2017 and Michelle Renteria seconds.

* Available Operating Funds are $112,618.15
* Balance Sheet matches Bank reconciliation
* No difference on bank reconciliation
* RFRs have been submitted thru 9/30/17

**Cash Disbursement Approval- $236,726.81**

* Portion of audit charge has been recorded
* Question about Torres Travel- airline tickets for 7 employees to attend the Trauma informed training
* Repair and purchase of Suburban’s
  + These are used in place of using the big bus
* WAVE – This is the reading success program. Irlen Screening Support, Brain training licenses.

Fernando Ortega motioned and Michelle Renteria seconds. Cash disbursement report is unanimously approved.

**BARS**

* BAR #001-051-1718-0002-D is a decrease for Fund 24104 (IDEA-B) – ($128)
* BAR #001-051-1718-0003-I is an increase for Fund 24154 (Teacher/Principal Training) $5,575
* BAR #001-051-1718-0004-IB is an initial budget for Fund 27107 (GoBond Student Library) $3,217
* BAR #001-051-1718-0005-IB is an initial budget for Fund 31200 (Capital Outlay-lease reimbursement) $193,166

Tina Garcia motioned to approve BARs # 2, 3, 4, and 5 Sister Agnes Kaczmarek seconds. The BARS unanimously approved

**Financial Health Report**

* Months of cash on hand – 2.00
* Enrollment is where is needs to be – 317 total students – Budget is 321

**Election of Members to GC**

* Fernando Ortega will be reelected to the board and stay on for another term

Sister Agnes Kaczmarek motioned to approve the reelection of Fernando Ortega to the RFK Governance Council and Michelle Renteria seconds. The motion was unanimously approved.

**CPO certification**

* Irene has been in procurement training and preparing for the test
* Robert is certified as well
* A committee will be formed with a third person
* The training helps to keep in compliance

**Strategic Plan Review- Ad Hoc Committee**

* Margie wants to incorporate the information from the program review
* Needs Ad Hoc committee to work on the review
  + Margie asked for volunteers-
    - Sister Agnes Kaczmarek
    - Tina Garcia
* **Policy Manual Review- Ad Hoc Committee**
  + - Fernando Ortega
    - Robert Baade
  + Margie will send out an email

**GC Training**

* Margie has information on training dates and will forward the dates
* October 28th there is a local 7 hour training
* 2 introductory courses (7 hour trainings) are in Taos

**Executive Director’s Report-** (See attached)

* Property acquisition
  + Working with APS
* Historical building-RFK is interested in procuring the building and remodeling it
  + Shared use building
* Audit Exit meeting is scheduled for October 25th, 2017 at 9:30 at CLA
* First round of testing is coming up
  + Staff received mandatory test security
* 40 day count should be solid and do not anticipate any significant budget concerns
  + Planning on bringing in a welding instructor
  + School farm is moving forward
  + Radio Station is up and running
  + Certification of Kitchen is underway

**Other business:**

* Robert is looking at Solar Collectors
  + Looking to raise legislative money, bond money

*Next meeting-, November 16, 2017*

**Meeting Adjourn at 6:42**

Michelle Renteriamoves to adjourn and Sister Agnes Kaczamarek seconds. Unanimously approved.