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Vision

*"RFK, a school where you can engage in your chosen path towards secondary education or career in an environment that prepares, motivates, and supports you in partnership with your family."*

Mission

*"This year we will improve teacher and student performance through a supportive and responsible environment."*

**Governance Council Meeting Minutes**  
**Wednesday, April 22, 2015 5:30pm**

**Present:** Robert Baade, Executive Director; Jennifer Cornish, President; Michelle Rentería, Secretary; Margie Lockwood, Vice President; Ron Burton; Stacey Lagunas; Catron Allred; Ken Lairsy, Judy Bergs; Charlotte Ortega.

Absent: Fernando Ortega, Mike Perez

***Approval of Agenda:***

**6:59 PM:** Motion to Approve Agenda made by Ron Burton, 2<sup>nd</sup> Michelle Rentería. It was noted that

All vote in favor, none against. The Motion to Approve the Agenda passes unanimously.

***March 2015 Minutes:***

**7:01 PM:** Motion to Approve of March 2015 Minutes made by Ron, 2<sup>nd</sup> Catron Allred.

A question was asked regarding whether information in the Executive Director's report was correct; specifically, that regarding figures related to the McCune Grant. It was correct, but it was noted that the \$100,000 grant is committed, not received. This will be amended accordingly. The first sentence of the RFR Report was erroneous and will be deleted. The aforementioned changes will be made and the amendments will be submitted accordingly.

**7:04 PM:** All vote in favor, none vote against. The Motion to Approve the March 2015 Minutes passed unanimously.

**Public Comment:** Before this month's meeting, the Governance Council completed two out of the five required hours of budget training.

**Finance Report:**

*Revenue Report:* All RFRs from last month have come in. RFRs for February and March have been requested. *Expenditure report:* Nothing has been overexpended, and there are plans to spend awards set to expire on June 30<sup>th</sup>. *Balance Sheet:* All bank reconciliations are in balance and there are no differences. *RFR Summary:* Everything has been requested that can be through March 31<sup>st</sup>.

**7:10 PM:** Motion to Approve the Finance Report made by Ron, 2<sup>nd</sup> Margie Lockwood. All vote in favor, none against. The Motion to Approve the March 2015 Finance Report passes unanimously.

*Disbursement Report:*

**7:11 PM:** Motion to Approve March 2015 Disbursement Report made by Ron, 2<sup>nd</sup> Catron Allred. The SREB (Southern Regional Educational Board) item was mentioned; this is the fee for the HSTW (High Schools That Work) training.

**7:12 PM:** All voted in favor, none against. The Motion to Approve the March 2015 Disbursement Report passed unanimously.

**BAR Approval**

This month, the following BARs have been submitted to the Governance Council for approval:

- BAR 001-051-1415-0044-I
- BAR 001-051-1415-0045-I
- BAR 001-051-1415-0046-M
- BAR 001-051-1415-0047-I

BAR 0044-I is an Increase BAR which will be used for instructional materials. It is the last of a two-part allocation. It was noted that this can be used to pay for dual-credit summer school students' textbooks. Clarification was provided as to the nature of this award and its distribution; the award letter from the New Mexico Public Education Department (PED) is sent to a school at the beginning of the year which specifies the amount awarded. Recipients receive the first half of the award at the beginning of the year and the second half later in the year. For instructional materials, all awarded monies are paid up-front; accordingly, schools do not have to initially pay for these materials then submit RFRs. Finally, it was noted that students can have summer dual credit courses paid for. Student Outreach at Central New Mexico Community College (CNM) confirmed this.

BAR 0045-I is also an Increase BAR. RFK was given an award at the beginning of the year. It is an IDEA B award; this BAR is the second part of this award. It will be used for the salary of one of the school's social workers.

BAR 0046-M is a Maintenance BAR for the McCune Grant allocation. This will be used for teacher salaries and for student stipends for work on the rammed earth wall.

BAR 0047-I is an Increase BAR consisting of HB 33 money. RFK's contract with APS requires HB HB33 money to be sent back, but RFK needs some back on the books because equipment is being purchased.

It was noted that Mike Simms' contract is being funded from HB 33 money and not out of the operational budget.

**7:18 PM:** Motion to Approve BAR 001-051-1415-0044-I; BAR 001-051-1415-0045-I; BAR 001-051-1415-0046-M; and BAR 001-051-1415-0047-I made by Ron, 2<sup>nd</sup> Michelle. All vote in favor, none vote against. The Motion to Approve BAR 001-051-1415-0044-I; BAR 001-051-1415-0045-I; BAR 001-051-1415-0046-M; and BAR 001-051-1415-0047-I passed unanimously.

**Salary Schedule Approval and Vote:**

**7:20 PM:** Motion to Approve the 2015-2016 Budget including Salary Schedule and Calendar made

by Ron, 2<sup>nd</sup> Catron.

The school had to cut approximately \$200,000 from the budget. Council members asked how this was accomplished. Non essential positions were cut from the budget. Some staff were added to the school but not all of them will be included in next year's budget. No programs were eliminated (i.e. ceramics or martial arts). No essential personnel were cut, but there is no money in the budget for raises. The Governance Council supports the exploration of funds which would augment the budget in a manner which would allow the school to use recurring funds for salary increases of around 2-3%.

*Budget:* It was clarified that non-essential staff included education assistants (EAs) and campus aids. A question was raised as to the nature of the Special Education Coordinator item; in the 2014-2015 budget, it was specifically under 'Special-Education Coordinator', but in this budget it is dispersed in two categories. The Dean of Special Education position is divided between 'administrator' and 'teacher' as the dean is able to award course credit and oversee independent study in addition to administrative duties. A council member asked whether social workers were in last year's budget, and it was answered that they were. Also, it was noted that the 2014-2015 budget was the initial budget; the Special-Education Coordinator position is now split between social work and student support services. Last year, the school changed the social worker position from being contracted to an employee position. One of the school's social workers is being paid out of IDEA in order to demonstrate compliance with student support requirements and to keep operational budget funds available.

*Salary Schedule:* Ideally, there should be a natural progression in teacher salaries to coincide with increased experience and higher licensure level. There are new requirements which require teachers at Level I licensure to be given a higher starting salary (from approximately \$32,000/year to approximately \$34,000/year) and RFK's salary schedule reflects compliance with this requirement. However, lack of funds prevented greater increases to salaries during this budget year. Someone asked whether teacher evaluations have an effect on salaries. They do not have a direct impact on salaries, yet poor evaluations will prevent teachers from attaining higher licensure levels. If teachers cannot attain a higher licensure level at the required time (for example, after 5 years at Level I, teachers are required to attain a Level II license), then they will lose their licenses.

*Calender:* Schools are required to have minimum of 182 instructional days per school year. RFK has extra instructional days to accomodate conferences and professional development. RFK aligns thier school calender to that of APS as much as possible; the school waits for APS to release their calender before creating their own. Additional instruction days are added to the beginning and the end of APS's traditional schedule year. Holidays are aligned to those of APS as much as possible.

The current calender will be changed in order to reflect March 4<sup>th</sup> as a conference day. Conference and professional development days will be unofficially color coded for distribution within the school (very specific demarkations are required on calenders submitted to the PED). Nine (9) additional instructional days were counted on the draft submitted to the Governance Council (to equal 194 days).

**7:47 PM:** All vote in favor of the motion, none voted against. The Motion to Approve the 2015-2016 Budget including Salary Schedule and Calender passed unanimously.

## **Executive Director's Report**

All facilities are now finished. Cindy O'Neill & Lawrence Torrez went with the executive director to Camp Gallagher, near Fenton Lake, to inspect a recreation site for the middle school cohort. The school is looking into acquiring fishing licenses for students. By the end of May, the solar light will be in place in front of the high school. This will help create a safer environment in campus. Teacher observations are complete, post conferences are in progress and TeachScape is being updated. Academic staffings have been added over the last couple of months. This is aimed at students who are failing three or more classes. Out of the 38 students who were on this list, 33 have met with staff. Thursday interventions have been implemented to address this issue. Students who are failing select classes are required to go work with a teacher who instructs in the class which they are failing. The teachers determine whether or not a student's grade is salvagable. In three weeks, a new F list will be compiled. Draft budgets were prepared and revenue projections have been received. There are no salary increases, but no school programs or non-essential personnel have been eliminated.

**8:00 PM:** Motion to Adjourn made by Ron, 2<sup>nd</sup> Michelle. All vote in favor, none against. The Motion to Adjourn passes unanimously.

**Adjourn 8:00 PM**