



CHARTER HIGH SCHOOL  
4300 Blake Rd. SW

Albuquerque, NM 87121

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Vision: RFK, a school where you can engage in your chosen path toward 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**

Date September 17, 2014 @ 5:30 pm

**Present:** RFK Staff - Robert Baade, Executive Director (ED)

Governance Council (GC) - Jennifer Cornish, President; Margie Lockwood, Vice President; Tina Garcia, Juan Saavedra, Catron Allred, Ron Burton and Michael Perez

APS Staff: Stacey Lagunas, Judy Bergs

Absent: Tami Coleman

Guest: Fernando Ortega, Community Organizer with South Valley Economic Development Board

**Quorum established at 5:40 PM.**

**Approval of Agenda:** Motion to approve agenda, Tina Garcia; 2<sup>nd</sup> Ron Burton. All voted in favor of approval, none against. The Motion to Approve Agenda passed unanimously.

**Approval of August 2014 Minutes:** 5:42 Motion to Approve August 2014 Meeting Minutes made by Margie Lockwood, 2<sup>nd</sup> Tina Garcia.

The possibility of attaching the End of Year Retention Report presented at the August meeting was discussed. If this happens (which is likely), the addendum will be voted on at the next meeting. The correction was made in the meeting minutes to Cindy Garcia's place of employment from "Albuquerque Municipal Art Industries" to read "Albuquerque Museum of Art and History". With this correction, the vote to approve the minutes was held.

5:47 All voted to approve August 2014 Meeting Minutes, none against. The Motion to Approve August 2014 Meeting Minutes passed unanimously.

**Public Comment:** Fernando Ortega, candidate for RFK GC membership has worked with various South Valley educational and economic organizations. He notes the potential for working together in providing services and referrals for the people of the South Valley as well as RFK students and their families. He noted that RFK and his present work have a common goal.

If Mr. Ortega is still interested in membership, the GC will vote on his candidacy at the next meeting.

**Vote on RFK GC Membership for Michele Renteria:** 5:55 Motion made by Tina Garcia, 2<sup>nd</sup> by Margie Lockwood. As an achievement coach Michelle would add valuable perspective to the Council.

5:58 All voted in favor, none against. The vote on RFK GC Membership for Michele Renteria passed unanimously.

**Finance Committee Report:**

*Revenue Report:* There were no adverse issues with the Revenue Report. They will disburse funds related to the BAR from last month (Function 27179-Workforce Readiness) next month.

*Expenditure Report:* The salaries are being encumbered. The figures on the Balance Sheet Report and Bank account reconciliation are equal.

*Disbursements:* A couple of items were clarified: Sports Authority (bikes were purchased for the middle school Bosque Rides) and McComas (cooking equipment for the culinary program).

6:10 Motion to approve cash disbursement by Mike Perez, 2<sup>nd</sup> Ron Burton. All voted for, none against. Motion to approve cash disbursement passed unanimously.

*BARs for Approval:* The following BARs were presented for approval:

BAR 0004-M – Fund 11000-1000

BAR 0005-T – Fund 11000

BAR 0006-M – Fund 11000-2000

BAR 0007-M – Fund 14000

BAR 0008-T – Fund 24101

BAR 0009-M – Fund 24106

BAR 0010-M – Fund 27179-1000

BAR 0011-M – Fund 27179-2000

BAR 0012-M – Fund 29130

BAR 0013-T – Fund 31700

BAR 0014-IB – Fund 24180

Notes on select BARs:

BAR 006-M – Fund 11000-2000: Function moving salary funds to benefits, moved some money into 2100 for ancillary services such as occupational therapists and social workers. State gives school money the following year for each social worker employed, educational assistants are categorized as

“Educational Specialists”; creates a new category as ‘support’ versus a ‘direct salary schedule’.

BAR 0007-M – Fund 14000: Textbooks, art & class supplies; moved some funds from textbooks into this line item.

BAR 0008-T – Fund 24101: from Title I moved from Direct Instruction 100 to other 21401; thus, transfer BAR required.

BAR 0010-M – Fund 27179-1000: Workforce Readiness applied teacher salary into this category; moved some funds from salary into benefits.

BAR 0011-M – Fund 27179-2000: Related to the salary of an educational specialist and their benefits.

BAR 0012-M – 29130: Supplies for student based health clinic.

BAR 0014-IB – Fund 24180: Related to Carl Perkins High Schools that Work funds.

Under justification area of BAR descriptions, they will add language in order to provide better detail for pre-meeting review.

6:24 Motion to approve BARs introduced by Mike Perez, 2<sup>nd</sup> Ron Burton. All voted in favor, none against. The Motion to Approve BARs passed unanimously.

*RFR update:* Still waiting for some RFRs from last year; a check is expected this week which will cover some of these items.

*Status Indicators:* They will be reviewed by the Governance Council on a quarterly basis. This is intended to track and reduce the number of audit findings.

*Fiscal Management:* The Fiscal Management guidelines have been recently updated and necessary changes have been made to meet RFK’s needs. In order to assure that the policies are updated and relevant, it is likely that the new draft will completely replace the old one as the current version is more detailed than the previous and the policies need to be updated and relevant. An improved draft will be presented and added to October’s agenda.

6:35 Motion to Approve August 2014 Finance Report introduced by Mike Perez, 2<sup>nd</sup> Ron Burton. All voted in favor, none against. The motion to approve the August 2014 Finance Report passed unanimously.

*Revision to the Strategic Plan:* Three (3) revisions are proposed as follows:

Track Student Enrollment Average on the 80th and 120th day.

95% or Greater = Fiscally Strong

90 – 94.9% = Fiscally Adequate

89.9% or Lower = Needs Monitoring

#### Liquidity

1+ months of Cash = Fiscally Strong

.5 to .99 = Fiscally Adequate

Less than .5 months of Cash = Needs Monitoring

#### Audit Findings

##### Total Findings

0 = Fiscally Strong

3 to 4 = Fiscally Adequate

5 or more = Needs Monitoring

##### Repeat Findings

0 = Fiscally Strong

1 = Fiscally Adequate

2 or more = Needs Monitoring

##### Type of Finding

0 Internal Control Deficiency = Fiscally Strong

1 = Fiscally Adequate

2 or more = Needs Monitoring

These indicators mirror the APS Charter School Fiscal Performance and Viability indicators. They will replace the current indicators identified below;

Cash in the bank at month's end must remain at 3% or higher.

Expenditures exceeding +/- 15% will be reported on a Quarterly basis.

Audit Findings, Corrective Actions will be tracked over a three year period.

Benefits will not exceed 30% of the Salary budget.

6:40 Motion to Approve Strategic Plan Revisions introduced by Mike Perez, 2<sup>nd</sup> Ron Burton. All voted in favor, none against. The motion to approve the Strategic Plan Revisions passed unanimously.

#### **Governance Council Self-Evaluation:**

Out of the seven (7) board members, only four (4) were returned by the time of this meeting.

Additionally, there were many technical difficulties involved with completing and opening self-evaluation forms. For these reasons, the self-evaluation discussion is postponed until next month's meeting.

**Executive Director's Report:** The ED is currently working with orientation students; it is critical to assess the motivation and seriousness of these students at this stage. Six (6) students were removed last week. The ED is participating in staffing and keeping the school environment safe. The evening school is growing; and the English as a Second Language (ESL) classes are in the highest demand and the evening math classes are helping students advance to higher achievement levels. Robert is working

with the Immigrant Law Center to help students gain access to their services when needed. The new middle school facility has 42 students with approximately 25 students on the waiting list. The contractors and sub-contractors for the facility have been assigned. The Auto Body Shop is complete and currently the school is waiting for PNM to provide power. The ED intends to make legislative capital requests from State Representatives visiting the school. He also intends on negotiating an additional contract with Stacey Lagunas; she has received a job offer and the Director wishes to maintain the school's working relationship with her.

When asked about the enrollment growth at the middle school and whether or not it will be possible to hire an additional administrator, the director affirmed that it would. He added that this would be possible regardless of enrollment figures.

The Legislative Education Study Committee (LESC) is meeting in Hobbs, NM in October. While the ED is not planning on attending, Margie Lockwood of the GC may do so. There is an item on the LESC's agenda regarding the governing of governance councils and this item is of interest to the members of RFK's GC.

Motion to Adjourn made by Margie Lockwood, 2<sup>nd</sup> Tina Garcia. Adjourned 7:57 PM

Minutes by Emily Elliott, Recorder; finalized by Tina Garcia, Secretary.

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Jennifer Cornish, President

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Date