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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, September 21, 2017, 5:30 PM**

Governance Council Members present: Margie Lockwood, Sister Agnes Kaczmarek, Ron Burton, and Tina Garcia,

Absent: Michelle Renteria, Fernando Ortega, Jennifer Cornish

Guests: Joseph Escobedo, Rena Valencia (former student)

Staff:  Robert Baade, Linda Sanchez, Irene Sanchez, Cindy O’Neill, Lawrence Torres

Minutes by: Anne Tafoya

Tina Garcia motioned to approve the amended agenda and Sister Agnes Kaczmarek second. Unanimously approved.

Ron Burton motioned to approve August 17, 2017 meeting minutes and Sister Agnes Kaczmarek second. Unanimously approved.

**Announcements**

**Public Comment**

**State Report Card**- Linda Sanchez gave the results: D with an overall score 43.29

* NMPED RFK
* Has improved 7.5 points
* Put in an appeal – because the HS an MS results were totaled together
* Meet goals in 90 plan- and there is a plan to set new goals
* Went up in 6 categories- improved on truancy
* PED has invited Cindy to speak on truancy
* Page 5 exempt from participation it has improved but it doesn’t count before or against
* College and career readiness- highest growth, Plan in place to grow on Accuplacer
* Anything above 0 is growth or higher than expected
* Ranking among similar schools
* Comment made about how students reacted to the PARCC test- Robert explained how students were coached to perform better on the test.
* Ron asked the purpose of the assessments-Robert explained how it is a tool to measure how students are doing.
* Robert and Linda were asked by Joseph Escobedo to present to the other Charter schools on best practices to prepare for the test
* Margie commented how she was pleased to see the gains in the report from prior years.

**Finance Committee Report-**

Ron Burton motioned to approve Finance Committee report for August, Sister Agnes Kaczmarek seconds.

* Irene went over the financial statement
* Revenue is $3.7 million
* Available operating funds are $167,780.97
* Balance sheet report balance is $264,794.94 which matches the bank reconciliation.

**Cash Disbursement Approval- $350,453.78**

Ron Burton motioned and Sister Agnes Kaczmarek seconds.

Cash disbursement report unanimously approved.

Margie asked about expense from Valley Business Machine purchase of 30 calculators for Middle School

**RFR-Request for Reimbursement Summary – RFRs have been submitted thru 8/31/17.**

We have not received the Lease Reimbursement official award yet.

**BARS-** None (no vote)

**Months of Cash on Hand – 2.04**

Student enrollment Budget is 320 actual enrollment is 285, which is 89% of our Budget.

Audit findings adopted the method from APS

**Previous (2015-2016) audit findings report- Margie and Jennifer reviewed all the prior results with Irene**

* A small number of Payroll contributions were not completed by the deadline
* Irene reported that that are now done timely- choose the earliest date the report can be done and submitted on time
* Travel and per diem reimbursement rate was not correct- Irene now uses the IRS website for the correct rates
* Irene and Robert will be CPO licensed- Purchasing and Procurements
* Cash Control- Now use desk top deposit for same day deposits
* Personnel File reviews- I-9 and background checks are in place now

**Governance Council –Strategic Plan**

* How to improve on the facilitation of goals
* Lawrence- Middle School Transitions report
* 17 of the 26 students have returned
* Follow students even when they move to another school
* Mentoring and pairing
* Growing the MS is important

Robert explained how students who complete MS are more likely graduate from HS in 4 years

Tina had a question about when students start at the RFK MS – Robert explained that they take in students as they are suspended from other schools, work with other schools and parents to bring in student to help them succeed.

Trying to increase enrollment with 30 more students to help keep the budget

**Credit Acquisitions**- **Robert Baade reported**

* Begin collecting data was essential.
* Target Senior – monthly meeting with seniors to look at Credit Acquisitions
* Cohort data-
* 90 day turnaround plan – common form of assessments, and collection of data

**New initiative—Enhanced Progress Model**

* Any student who is failing 3 or more classes will meet every Wednesday to get back on track
* Weekly reporting

**Performance Contract Discussion-Joseph Escobedo**

* Performance framework – for 2016-2017 see report
* Over all RFK and the Council does well and Robert is respected in community with best practices
* School grading system-A-F
* Joseph will invite Charters schools to look at more academic performance and growth indicators and measurements- Mary Bradley (Chicago district) will present next week
* Understands RFK population – Will have a Full Release compliance member to work with the Special Ed department.
* Mr. Escobedo commended RFK on the good work

Joseph presented a plaque to RFK

Robert commented how they are working hard to be IEP compliant within the proper time frame.

**Discussion of New GC Training requirements- Margie Lockwood reported**

* Any new members will have to have 10 hours of training
* Will have to have 7 hours completed before they are allowed to vote
* Existing GC members will have to have 8 hours in different areas of training- Margie commented often don’t get training notifications in time from PED
* There is an training on September 30 in Taos that can cover all 8 hours-for all returning board members
* Margie will send out the information to see what members can attend
* Will get a certificate from PED when training is completed and can give a copy to Irene

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

**Other business:**

Ron Burton asked about the Solar panels and installation- Recommend we talk to master plan and Facilities design department – to select an on call engineer and contractor

Robert would like to have the plan and an amount

*Next meeting- October 19, 2017*

**Meeting Adjourn at 7:25** - Ron Burton moves to adjourn and Sister Agnes Kaczmarek seconds. Unanimously approved.

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RFK Charter School Governance Council President Signature