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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**

**Thursday, April 19, 2018, 5:30 PM**

Governance Council Members present: Margie Lockwood, Sister Agnes Kaczmarski, Ron Burton, Wendy Shanahan, Katy Duhigg, Fernando Ortego

Staff:  Robert Baade, Irene Sanchez

Absent: Tina Garcia

Guest: David Luft

Minutes by: Anne Tafoya

Ron Burton motioned to approve the agenda and Sister Agnes Kaczmarek seconds. Unanimously approved. \* Make changes in the wording- Minutes from February to March and finance report from January to March, need to make a correction to David Luft name and company title.

Ron Burton motioned to approve March15, 2018 meeting minutes and Wendy Shanahan seconds. Make correction on 2nd page change HP33 to HB33. The motion passed unanimously.

**Announcements**

* May 25th 4:30 Graduation

**Public Comment N/A**

* **Website design input**
  + David Luft has been hired to design and maintain the website
  + David would like input on what council wants on the website
    - Area for the board- to place documents-contact the webmaster directly
      * Would like to archive minutes and only have the current and approved minutes showing
    - List of GC emails-David suggested using a form to contact a GC member instead
    - A suggestion would be to have media arts students create videos section to post and view
      * This would give potential students/parents an idea about the school-what makes the school unique-academic, career pathway, child development, community involvement, behavioral health, the school farm,
    - Breakdown the different levels of schools
      * Middle school-link
      * High school link
      * Evening school-link
      * Help students/parents to sign up for school
    - Calendar- Events, Photos(make sure to have release forms for photos of students), dates and location of when GC
    - A portion for parents to communicate with the administration- Parent Portal
    - Access to rent out the multi-purpose building
    - Map (google directions)
  + David will email out templates of how GC and school envisions the website
    - Any suggestions back to David or (Martin Luke) should be done through Margie Lockwood
  + There are many requirements to make sure the website is OCR compliant
  + Next step- David will come up with a site map
    - Meet with school for approval of progress
  + Mobile ready

**Finance Committee Report- March**

Ron Burton motioned to approve financial report for March 31, 2018. Katy Duhigg seconds. The motion passed unanimously

**Revenues**

* + No changes
* **Available Operating Funds $55,889.37** 
  + Questions on unbudgeted expenses
  + Budget line items are projected estimates based on history
* **Balance Sheet matches Bank reconciliation $312,283.64**
  + Bank reconciliation there are not differences
  + Can always view the bank statement – is attached monthly to financial report
* **Cash Disbursement Approval- $286,697.13**
  + Explanation of expenses was given

Wendy Shanahan motioned and Ron Burton seconds. Cash disbursement report is unanimously approved.

**RFR**

* Submitted through March 31, 2018

**BARS**

* BAR # 001-051-1718-0016-I for school improvement – an increase of $27,101

Ron Burton motioned to approve BAR#001-051-1718-0016-1 and Wendy Shanahan seconds. The BAR is unanimously approved

**Cash on hand** –1.37

**Student Enrollment**

* 120 day - Student count 326
* **Disposal of assets**
  + Refrigerators, items no longer working
  + List of items attached

Katy Duhigg motioned for the disposal of items and Wendy Shanahan seconds. The motion passed unanimously

**Salary Schedule**

* + PED increased base salaries for level 1 to $36,000
  + All staff a raise of 2.5%

Sister Agnes Kaczmarek motioned to approve the salary schedule- Katy Duhigg seconded, Unanimously approved

* **Calendar for 2018-2019**

Ron Burton motioned to approve 2018-2019 school calendar. Tina Garcia seconded. The motion passed unanimously

**Budget 2018-2019**

* + Budget is based on 80 count and 120 count
  + Cost based on T&E index units
  + Small size unit
  + At risk units
  + Growth units
  + Unit value went up
  + Justification to increase the middle school count
  + State Equalization Guarantee- Operational money- 3.35 mil which is an increase of $250,000
  + Cash carry over $50,000
* Explanation of 2017-2018 budget vs 2018-2019 budget given
* Incentivize teachers to take additional courses
* Built in the budget to add an additional administrator
* Budget is balanced
* Increase in Title 1 money to $131,120 and Parent Involvement to $ 1,809

Wendy Shanahan motioned to approve the 2018-2019 Budget. Tina Garcia seconded. The motion passed unanimously**.**

**New ED evaluation surveys**

* Will be available for staff, parents and students to fill out – on Google
* Student and Parents surveys will be translated into Spanish
* Middle school will evaluate the Principle
* Staff/student to do evaluate right away-
* Parents to do this during conferences-
* Goal is to have results before ED review in June

**Election of new Secretary of GC**

* Margie called for a nomination for Secretary
* Katy Duhigg

Tina Garcia motioned to approve the election of Katy Duhigg as GC Secretary. Wendy Shanahan seconded. The motion passed unanimously.

**Executive Director’s Report –**See attachment

* Announcement that RFK is top 30 employers to work at
* PARCC testing next week
* Air Conditioning to be installed in portables before testing

Next meeting-, May 17, 2018

**Meeting Adjourn at 7:55**

Margie Lockwood moves to adjourn the meeting and Sister Agnes Kaczmarek seconds. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

4/19/2018