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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, July 19, 2018, 5:30 PM**

Governance Council Members present: Margie Lockwood, Ron Burton, Sister Agnes Kaczmarek, Katy Duhigg, Wendy Shanahan,Tina Garcia

Staff- Robert Baade, Irene Sanchez

Minutes by: Anne Tafoya

Wendy Shanahan motioned to approve the agenda and Ron Burton seconds. Will remove GC member consideration and Pete Ciurczak from the agenda. Unanimously approved after the deletions were made.

Sister Agnes Kaczmarek motioned to approve June 21, 2018 meeting minutes and Katy Duhigg seconds. Make a note - correction of adding the wording “Months of Cash on Hand” and Margie will check on if adjournment time needs to be added. The motion passed unanimously.

**Announcements**

* No announcements were made

**Public Comment N/A**

**Finance Committee Report- June**

Ron Burton motioned to approve the financial report for June 2018. Katy Duhigg seconds the approval of the financial report. The motion passed unanimously

**Revenues**

* + No changes –closing the Fiscal year out
* **Available Operating Funds $ 87,026.94**
* **Balance Sheet matches Bank reconciliation $269,692.68**
	+ The amount matches
	+ Bank reconciliation there are not differences
* **Cash Disbursement Approval- $399,386.28**
	+ Kitchen equipment has been purchased
	+ Replaced the trailer for the one that was stolen
	+ Acquired equipment from a school that closed- Proper paperwork was submitted

Ron Burton motioned to approve the cash disbursement and Katy Duhigg seconds. Cash disbursement report is unanimously approved.

**RFR**

* Submitted through June 30, 2018
* Irene will submit remaining RFR’s in the adjustment window which is the first week of August
* Will submit the Lease Reimbursement the 3rd week of July

**BAR(S)-** N/A

**Cash on hand** –1.33 months of cash

**Student Enrollment**

* 120 day- Student count 327
* Projected enrollment 347 for school year 2018/2019 students

**Audit Finding**

* Only 1 finding

**Update on GC Training for 2017-2018**

* Will need to continue training
* Margie and Robert will forward the information as they get the current training dates

**Open Meetings Act Discussion**

* Regarding email conduct
	+ What is a violation?
* Do not hit reply all or send group text- because it will become a rolling quorum
	+ Need to send them individually
* Minutes, agenda and financial reports should come from Irene because she is not a board member

**Executive Directors Report**

* Administrative Staff is back working
* Support staff will be back on July 23
* New students and parents will have an orientation meeting there will be a series of 3 meetings
* Robert will send the dates out the orientations
* All position openings have been staff with an exception of 2 position
	+ Registar
	+ Stars coordinator
	+ Will add E.A.
* Robert is optimistic about the upcoming school year
* School needs to spend a percentage of operational dollars on Special Education
	+ CNM offered classes over the summer for Special Education Certification
		- 2 Teachers took the class which will bring the Special Education Teacher count to 4
		- Teachers who has received this certification will receive a stipend throughout the year
	+ Meet with APS regarding school safety assessment
		- School security report will be submitted
		- Will use house bill 33 money to set up a safer campus
		- Security will be increase- including locking gates and security cameras
	+ PARCC scores have been released
		- There will be a review of this information
		- Working on legislation to do away with the A-F grading system for how schools are ranked
		- Looking at a successful model to duplicate
	+ The farm is successfully producing vegetables
		- There will be a staff BBQ on the farm at the beginning of school year
	+ Waiting on notification of 2 Grants
		- Some of this money will be used for a social worker position
	+ Budget is solid and there is a cushion If the student numbers are not reached

**Next meeting is the Annual Meeting**

* Will need to publically announce the upcoming year GC meetings
	+ Election of Officers

Next meeting- August 16, 2018 5:30-7:00

Katy Duhigg moves to adjourn the meeting and Wendy Shanahan seconds. The motion passed unanimously. Meeting adjourned at 6:36pm on July 19, 2018

Robert F Kennedy Charter School

Governance Council Meeting

5/17/2018