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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, September 19, 2019 5:30 PM**

**Governance Council Members present**: Tina Garcia, Margie Lockwood, Ron Burton, Wendy Shanahan, Sister Agnes Kaczmarek (on the phone), Lawrence Barela, Beverly Nomberg

**Absent**: Stacey Vigil

**Staff**: Robert Baade, Irene Sanchez (on phone), Linda Sanchez,Shawn Morris, Pete Ciurczak

**Minutes by**: Anne Tafoya

Ron Burton motioned to approve the September 2019 Agenda. Lawrence Barela seconds. The motion is unanimously approved.

Lawrence Barela motioned to approve the August 15, 2019 meeting minutes and Ron Burton seconds. The motion is unanimously approved. \*Corrections to be made with the approval of Beverly and Stacey- Anne to send Irene corrected August draft

* **Announcements**
  + Council members spoke about training they need to attend
  + New members need to complete all their hours-send Beverly and Stacey new on boarding dates
* **Public Comment**
  + N/A

**Finance Committee Report- August 2019**

Ron Burton moved to approve the financial report and cash disbursement for August 2019. Wendy Shanahan seconds the approval of the financial report. The motion passed unanimously

**Revenues for August 2019**

* **Available Operating Funds** 
  + As of August 30,2019 Operating Fund $260,824.78
* **Balance Sheet matches Bank reconciliation** $388,293.51
  + The amount matches
* **Cash Disbursement Approval-** $348,045.13
  + **Questions regarding;**
  + Purchased orders are approved and checks are approved by two signers,
  + Purchases follows the policy and procedure
  + El Gallo- auto repairs
  + Payroll checks-YCC summer pay
  + Professional training per diem reimbursements
  + Harris computer- software provider and upgrade

**RFR**

* Will be submitted through August 30, 2019
  + 4 submitted Reimbursements
  + Lease assistance award letter -received an increase ($255,573.00)– school square footage

**August BAR (s)**

Ron Burton moved to approve 3 BAR(s) (individually but recorded as a group)001-051-1920-0003-IB Fund 14000,001-051-1920-0004-I Fund HB-33,001-051-1920-0005-D SEG, Wendy Shanahan seconded the motion. The motion passed unanimously

**Cash on hand** –1.89 a month of cash $409,133.99

**Student Enrollment**

* Enrollment 344 students \*(current as of September 19, 2019)

**Audit Finding-**

* 3 more items that have been asked for
* Irene, Ron and Tina will attend audit committee meeting- Irene will send date and time of meeting

**12th Graders Credit Acquisition Report**

* Linda reported the goal was to get 86%- average credits earned 2nd semester 51 graduates 88.36%
* Enhanced student monitoring- weekly tracking by students in advisory and each teacher has a system in place (best practices)
* Students can see where they are behind and make up assignments
* Wanted to track students on why dropped out- helped those with issues and they returned to RFK- (5th year students)
* Orientation students- growth mindset-positive interaction (trauma informed) to give tools to improve performance-
* Reflection is an important piece of this work

**Middle School Transition Report -**Shawn Morris came from Van Buren

* Shawn reported that the student count is at 73
* Positive behavior and attendance (everyday matters)
* Monthly incentives- for class with highest attendance
* Shawn is working with businesses to get prizes to give students (Shawn is looking for additional businesses and gift cards- cup of noodles and candy, Takis)
* Accountability card- measured behaviors cycled every 3 weeks- (in class rooms)- earn positive points by obtaining signatures
* Helping students understand expectations and teaching them skills
* Remediation- based on teacher recommendations
* Submitted a grant for Out of School Time
* Submitted a grant to ABC community schools

**Special Education Site Visit**

* Pete reported that it was an overall good visit and auditor show big improvements in students- need to add a few items to handbook
* IEP’s and transition plans were reviewed- 1 finding
* 40 new IEP students
* Caseloads were reviewed- pretty balanced but do need to add an additional teacher
* 19 IEP’s have been reviewed and reevaluated

**On-boarding Training**

* Margie sent information to council members
* Lawrence asked if could have an easy to read to understand (talking points and glossy on terms) about the Charter School system new council members will receive binders

**Audit Committee Membership**

* 2 governance council members-potential members Beverly, Tina
* 1 parent
* 1 community business member
  + The information is in the handbook

**Director’s Report- See attachment**

* Robert reported he has been writing and working on 9 grants
* Sec. of Education (Ryan Stewart) came to talk about over 22- he is going to advocate for it
  + Small school cap was discussed
* Would like to hire a custodian and additional staff- budget is tight
* Transitioning from Powerschool to Synergy- for IEP student information

**To add to October agenda**

* Review the By-laws

The council recognized Margie Lockwood’s contribution to the Council and thanked her for her time and service.

Ron Burton moves to adjourn the meeting and Lawrence Barela seconds. The motion passed unanimously.

Meeting adjourned at

Next Meeting: October 17, 2019 5:30- 7:00

Robert F Kennedy Charter School

Governance Council Meeting

09/19/2019