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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, November 21, 2019 5:30 PM**

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

**Staff**: Robert Baade, Irene Sanchez, Shawn Morris

Guest: Tina Garcia Sham

**Minutes by**: Anne Tafoya

Ron Burton motioned to approve the November 2019 Agenda. Sister Agnes Kaczmarek seconds. The motion is unanimously approved. The motion was passed

Ron Burton motioned to approve the October 17, 2019 meeting minutes and Lawrence Barela seconds. \* Anne Tafoya make a correction to spell out Sister Agnes Kaczmarek’s name and with corrections to spelling on page 3.

Wendy Shanahan made a motion to approve the GC special meeting minutes on November 5, 2019 approving BAR(S). Ron Burton seconded the motion. The motion passed \*with the addition of showing who was absent from each meeting.

**Public Comments**

* Tina Garcia Sham – would like to be considered for the Board- Director of the Street Institute
* Will vote on her membership at the December 19th meeting

**Housekeeping**

* Need to review RFK Website
* Make sure all members have sent Irene Sanchez their Bios
* Sister Agnes needs to sign conflict of interest

**RFK Middle School Updates**

* Shawn Morris gave an update
  + Started the after-school program- Out of School Time (Access)
  + Received $150,000 grant 3-year grant- Will now be designated as an ABC Community School
    - This will allow a Community coordinator to be hired
    - Start a Podcast program
    - Family Liaison/ family engagement
    - Possible Partner with Road Runner Food Bank to start a food bank
    - Goal is to reduce barriers for families and support the students
    - Strengthen the Community Schools- community
    - With this Grant there will assessments done with families and reports turned in
    - More funding may come available during the next Legislative Session

**Finance Committee Report- October 2019**

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

**Revenues for October 2019**

* **Available Operating Funds** 
  + As of October,2019 Operating Fund $219.989.90
* **Balance Sheet matches Bank reconciliation** $238,801.59
  + The amount matches
* **Cash Disbursement Approval-** $460,842.44
* Questions regarding expenditures where explained
  + Silver Pony- replacing windows and Doors
  + Moss-Adams- Auditor
  + CES- Ancillary services and School Nurse
  + ACES- IT services
  + Voya Financial-retirement fund
  + Zak of All Trades- picnic tables
  + Prof Development Instructional Coaches
* Governing Council Member would like to see an additional report related to operational expenditures related to the current month. Irene Sanchez will create a report going forward

**RFR**

There has been a delay in some of the reimbursements- Joseph Esposito is going to follow up on this issue.

* Submitted through Octobers, 2019

**October BAR (s)**

Governing Council member asked questions and clarification on how BAR(s) work.

Ron Burton moved to approve BAR(s) 001-051-1920-0019-Intial Budget. Wendy Shanahan seconded the motion. The motion passed unanimously

**Cash on hand** – 0.99 -month of cash

**Student Enrollment**

* Enrollment 344 students Budget to actual is at 99%

**GC Bylaws**

* Recommendation that came from the site visit that bylaw show method of ED evaluation
* Irene will make any changes for recommendation revisions
* Governing Council member made a recommendation to retitle section 9

**Strategic Plan (**Discussion of Strategic plan will be moved to December meeting)

**Policy Review**

* Irene Sanchez made revisions the policy based on the site visit
* Tina Garcia will need to sign off on the document

**Finance Committee Membership**

* When Ron Burton moves off the Governing Council in January 2020 who will replace him as check signer and member of finance committee?.
  + Stacey Vigil, Ron Burton and Lawrence Barela will make up the Finance Committee
* Can meet in person or over Skype

**Audit Committee Membership**

* It has been agreed that Beverly Nomberg, Tina Garcia and Lawrence Barela will be on the audit committee

**Legislative Priorities discussion**

* Robert is going to ask for funding during this short legislative session
  + Proposing to ask for $125,000 funding to draw up plans for the RFK middle school property
  + To purchase new Technology
  + Can also go after operational dollars if there is a need (asked for suggestions)

**Director’s Report- see attached**

* Have a deadline to spend the Grants
* PED is requiring an Equity council and need the names by December 9th- want the council in place before the Legislation Session
  + Received the guidelines and 7 members must be on the council including -3 community members and 4 staff members and a 1 student
  + Would like it to be a meaningful council so will choose community members who represent diversity

**Discussion on December GC meeting**

* Strategic plan
* Policy review

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

Meeting adjourned at 7:22pm

Next Meeting: December 12, 2019 5:30- Limited agenda and vote on membership and on BAR(s)

Robert F Kennedy Charter School

Governance Council Meeting

11/21/2019