

4300 Blake Rd. SW

Albuquerque, NM 87121

PHONE: 505-243-1118 FAX: 505-242-7444

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, August 17, 2017, 5:30 PM**

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

Absent: Michelle Renteria, Fernando Ortega

Staff:  Robert Baade, Linda Sanchez, Irene Sanchez, Raymundo Mancha-Alvarez, Cindy O’Neill

Minutes taken by: Anne Tafoya

Ron Burton motioned to approve the agenda and Jennifer Cornish second. Unanimously approved.

Ron Burton motioned to approve July 20, 2017 meeting minutes and Christina Garcia second. Unanimously approved.

**Announcements**

* Robert introduced Raymundo Mancha-Alvarez as the new instructor for the Culinary Art Program
* Goal of the new program is to bring better food for students, save on food waste and recycle waste and give students healthy options
* Ron asked how the food will be distributed. It will be distributed through APS- RFK will be able to design the menus
* Robert feels RFK can generate a better model and work within in a $10,000 budget
* Can create compost from food waste
* Robert will suggest that the culinary students cook a meal for Governance Board
* Margie will send out the supply list in email form

**Public Comment**

None

**Finance Committee Report**

Jennifer Cornish motioned to approve Finance Committee report for July and Ron Burton seconds.

* Irene went over the financial statement
* Revenue is $3.7 million
* Available operating funds are $394,278.51
* Balance sheet is $57,512.46 which matches the bank reconciliation.

Finance report unanimously approved

**Cash Disbursement - $248,131.91**

Ron Burton motioned to approve and Jennifer Cornish seconds.

Unanimously approved

Irene asked if there were any questions

* Robert noted $110,000 is not included in the annual budget
* The amount for substitutes has not been entered -working on this issue

RFRs will be submitted at the end of August for both July and August.

Lease reimbursement request has been submitted, if the MOU goes away then not required to give back the reimbursements.

**BARS**

**BAR #001-051-1718-0001-IB** - $21,263 – Hard to Staff/Teacher Retention Stipend for 3 Teachers (Math, Science, Language) and benefits.

Ron Burton motioned to approve **BAR #001-051-1718-0001-IB** and Sister Agnes Kaczmarek seconds. Unanimously approved.

**Financial Indicators – Page 23**

* Months of Cash on Hand – 3.02
* Student enrollment budgeted 292 our 120 day count from FY’17
* Our goal this year is 320

**Executive director contract resolution**

* Irene printed out changes/correction in Robert Baade’s contract dates/total work days to be adjusted.

Ron Burton motioned to approve amended contract and Jennifer Cornish seconds. Unanimously approved.

**Addendum to Executive Director’s contract**

* Board matching contribution to Robert Baade’s 403B motion to approve the resolution with an amendment

Jennifer made a suggestion to rephrase the contract so that it is written as more a general agreement. Verbiage to include “Not to exceed $15,000 annually based on match” not to exceed the employer contribution threshold.

Marge will sign revision and give to Irene by August 18th.

**Credit Acquisition Report- moved to next month's agenda**

Robert and administrative team will start to collect data - wants to come up with a report that fits Joseph Escobedo’s requirements.

**Open meeting resolution**

Ron Burton motioned to approve the Open Meeting Act resolution. Sister Agnes Kaczmarek seconds. Unanimously approved.

* *Conflict of Interest Form was signed by the board members*

**Calendar of Governance Council meetings**

* Set the calendar of meeting for the rest of the year-Margie asked if the 3rd Thursday is acceptable

Jennifer Cornish motioned to approve the calendar for the year. Ron Burton seconds. Unanimously approved

The School will publish meeting dates in newspaper, will post on website, and marquee in front of school.

**Review of Mission Statement**

* Margie Lockwood asked if anyone wanted to make changes to the statement.

The wording is fine.

Ron Burton motioned to approve the mission statement without any revision. Sister Agnes Kaczmarek seconds. Unanimously approved.

**Charter Amendment**

* Robert Baade reported about the legislation requirement
* Would increase budget from $3.7m to 5m about a ($581,000 increase)
* Requires RFK to grow to 400 with 450 cap
* Dave Piercy supports the growth
* Joseph Escobedo (APS Charter School director) would like to reach 450
* Robert would like to bring the plan to the board before the legislative session
* Growth would occur at the middle school and evening school level
* This would address APS nervousness about losing students

Ron Burton motioned to approve the Charter revision with an enrollment cap of 450 students. Jennifer Cornish seconds. Unanimously approved. Robert will prepare the documents to amend charter.

**RFK Performance Review**

* Robert discussed total audit findings- Does not meet
* Liquidity this issue is from 2 years ago
* Need enough cash reserve to meet 2 payroll periods
* Solution was to bring Irene Sanchez on board
* IEPs not current- Does not meet
* This compliance issue carries over form previous schools that student attended
* The 20 day allotment to align requirement is limited by 10 of IEP in mail and then scheduling meeting with parents
* The solution will be when student fill out application and IEP request is made. Student will not be enrolled until IEP has arrived
* Developing action steps and Joe Esobedo accepted the explanation.
* Robert has added staff to deal with making improvements on the IEP process

**Executive Director’s Report-***see attachment*

**Other business:**

*Margie Lockwood would like to get training notices ahead of time*

*Margie Lockwood will discuss the new requirement at the next meeting*

**Property acquisition**

* Discussion of land acquisition – google map attached
* Robert Baade will bring in the purchase option for board to review when he has it ready.

**Proposal to replace the lights in portables with LED lights**

* $42,000 estimate- PNM has $13,000 rebate
* Electric bill would be reduced by 83% with a savings of $40,000 a year
* Submitting 3 sealed bids
* Ron suggested dimmers to reduce the glare from LED lights
* Irene Sanchez will adjust the bid to reflect the dimmer

**Meeting Adjourn at 7:25** - Ron Burton moves to adjourn and Jennifer Cornish seconds. Unanimously approved.