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Vision

"RFK, a school where you can engage in your chosen path towards secondary education or career in an environment that prepares, motivates, and supports you in partnership with your family."

Mission

"This year we will improve teacher and student performance through a supportive and responsible environment."

**Governance Council Meeting Minutes
Wednesday, June 17, 2015 5:30pm**

Present: Robert Baade, Executive Director; Jennifer Cornish, President; Margie Lockwood; Vice President; Michelle Rentería, Secretary; Stacey Lagunas; Mike Perez; Ron Burton; Tina Garcia; Catron Allred; Linda Sanchez.

Guest: Clara Clark, High Schools That Work, SREB.

Absent: Fernando Ortega

5:46 PM Motion to Approve Agenda Made by Ron Burton, 2nd Catron Allred.

Strategic Plan data is not yet organized for presentation, so a proposal was made to take this item off the agenda for this month and move it to July. All vote in favor, none against. The Motion to Approve the Agenda (with the aforementioned changes) passed unanimously.

5:48 Approval of May 2015 Minutes

Motion to Approve the May 2015 Minutes made by Ron, 2nd Tina Garcia. All voted in favor, none against. The Motion to Approve the May 2015 Minutes passed unanimously.

Public Comment: Clara Clark from the Southern Regional Education Board (SREB) is providing professional development training for math instructors at RFK. She emphasizes a 'task-based' structure where instead of students watching the math instructor the work, the students do a majority of the work. Formative assessments are being embedded in the lessons, including pre and post assessment. Ms. Clark has provided training to math teachers at RFK for 8 days this school year. Students take assessment tests twice per year to provide performance data; as of this meeting, data have not yet been produced to assess the effectiveness of this training. This training will be continued next year. Director Baade has taught math in this format (the one Ms. Clark is teaching) but he prefers it to be more activity-based than done via worksheets. This math instruction is intended to help students with standards-based testing.

Finance Committee Report

RFRs:

Work is being done to get all RFRs completed through March 31st of this year; they are in May's report. Work is also being done to complete RFRs through the end of May of this year. All are being submitted in a timely manner. The RFRs added approximately \$132,000.00 to the budget, most of which went into payroll.

Revenue Report

There were no issues with the revenue report. The finance staff has until July 7th to submit all final RFRs for the fiscal year.

Expenditure Report:

Under the 'instruction' item in the expenditure report, there is an available budget of \$161,738.25. Under the operational line there is an available budget of \$254,702.28 which can be carried over into the next fiscal year. The food service operations item is negative, but the BAR approved last month will increase this amount. Books are being purchased with instruction funds. The 17000 fund will be used for staff training this summer. The Carl Perkins funds have been completely expended, as have the Workforce Readiness funds. The McCune Charitable Foundation fund can be carried over to next year – there's \$2,100 left which will carry over. The SB 9 item, which has an amount of \$18,246.95 is also eligible for carryover. We have an available budget of \$358,091.41 for the rest of the fiscal year. The instructional budget of \$161,738.25 will carry over when the school receives growth money.

Balance Sheet report

The liabilities/fund balance total of \$399,938.03 matches the actual GL total. The bank account's ending balance of \$482,813.18 matches the bank reconciliation total on the balance sheet report. The subtotal of outstanding items of \$82,875.15 matches the total outstanding amount in the balance sheet report.

6:12 PM: Motion to Approve the May 2015 Finance Report made by Mike Perez, 2nd Ron. All vote in favor, none against. The Motion to Approve the May 2015 Finance Report passed unanimously.

Disbursement Report

The Matheson Tri-Gas item is for the welding equipment, and was paid for out of HB 33 funds.

6:16 PM: Motion to Approve the Disbursement Report made by Mike, 2nd Ron. All vote in favor, none against. The Motion to Approve the Disbursement Report passed unanimously.

BAR Approval

There are five BARs submitted to the governance council for approval this month; two which are maintenance and three which are increase BARs. There are three BARs with the same numbers as last month but from which we did not receive final allocation. We will use approval of BARs with same number of last month for the new BARs.

BAR 0055-I is for Fund 24101, which is Title I money. We received an increase in funds from the NM PED because the 6th grade was added. This will be used for Linda Sanchez' salary.

BAR 0056-I is also an increase for the 31700 Fund, which is SB 9 money. These funds will roll over to the next fiscal year.

BAR 0057-M is a maintenance BAR for operational, which is in the 1000 function.

BAR 0058-M is also operational. It's in Function 2000 and will be used to clean up some negative line items.

BAR 0059-M is a maintenance BAR in Function 14000 which is instructional materials. It is a cleanup for some negative line items.

PED is not concerned about cleanup items and there will not be an audit finding for it. They *are* concerned with the 24 funds, such as Title I and IDEA B. In order to receive reimbursements with these funds, schools have to have money in the line items.

6:23 PM Motion to Approve BARs 001-051-1415-0055-I; 001-051-1415-0056-I; 001-051-1415-0057-M; 001-051-1415-0058-M; and 001-051-1415-0059-M made by Mike, 2nd Ron. All voted in favor, none against. The Motion to Approve BARs 001-051-1415-0055-I; 001-051-1415-0056-I; 001-051-1415-0057-M; 001-051-1415-0058-M; and 001-051-1415-0059-M passed unanimously.

Financial Indicators for May

The school has 2 months' worth of cash on hand. We will end June in good financial shape. Student enrollment is steady. Audit findings continue to be an issue but only because we have not yet had another audit. Concerted efforts are being made to eliminate future audit findings.

Teacher Effectiveness Report

After this year's summative report was compiled, three more reports were received-one additional is highly effective (to equal 3), one additional teacher is effective (to equal 6) and one is minimally effective (to equal 2). The top performers are both new and experienced teachers. We have more effective and highly effective teachers this year than we did last year.

Teacher evaluations have four domains on which observations are based- preparation and planning, professionalism, actual instruction and student engagement. Domains 2 and 3 are observed in the classrooms. This year, SBA data was included in evaluation results. Next year NWEA and PARCC data will be included. Walk-throughs are informal and information gathered during these are not sent to the PED. However, information gathered through formal collaborative evaluation is sent in. Any surveys passed out to students and parents have no bearing on teacher effectiveness scores. The suggestion was made to have student surveys asking if teachers are following the 10 non-negotiables.

Credit Acquisition Report

The credit acquisition data is raw; accordingly, extensive discussion regarding the report has been tabled until next month's meeting.

Strategic Plan Approval-this item has been moved to July 2015.

Executive Director's Report (including discussion of the Executive Director's Evaluation and Contract Vote).

The evaluation is a part of the requirements to approve the executive director's contract. The director has completed many of the goals for the current year and has worked hard towards the completion of outstanding goals. The goals the director has set for himself include the following: RFK is moving in the right direction; and meeting the needs of students, the community as well as the staff.

As far as the Master Plan update, the director's goal is to have the required paperwork done in order to have it included in the 2017 election ballot's bonds. This will address Phase II-building classrooms-and is a long process from inception to finish. By February, the school will likely have a design ready and will be under contract for the work. The executive director survey responses were sent out late due to unforeseen circumstances and thus there was a drop in the number of completed surveys. However, the responses were overwhelmingly positive.

The legislative special session is in progress and there is approximately \$145,000.00 in capital dollars that the school will get in July for equipment related to the school farm. The Jemez campground is ready for students, and middle school students will be visiting it tomorrow.

Job Corps is projected to go well. The school will not set up a classroom at the RFK. Instead, all activities will take place at their site. A grant proposal has been written up for a social worker position as well as one for the continuation of the workforce readiness program and for retaining hard to find teachers.

7:31 PM: Motion to Approve the Executive Director's Contract made by Ron, 2nd Tina. All vote in favor, none against. The Motion to Approve the Executive Director's Contract passed unanimously.

7:39 PM: Motion to Adjourn made by Michelle Rentería, 2nd Tina. All voted in favor, none against.

Adjourn 7:39 PM

Jennifer M. Cornish, President

8/3/15