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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**

**Annual Meeting**

**Thursday, January 25, 2018, 5:30 PM**

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

Staff:  Robert Baade, Irene Sanchez, Tim Hartman (Teacher), Linda Sanchez, Linda Ortega,

Guest:

Absent: Katy Duhigg, Fernando Ortega

Minutes by: Anne Tafoya

Jennifer Cornish motioned to approve the agenda an Ron Burton seconds. Unanimously approved.

Sister Agnes motioned to approve November 16, 2017 meeting minutes and Jennifer Cornish seconds. Unanimously approved.

**Announcements**

**Public Comment**

**Finance Committee Report- December**

Ron Burton motioned to approve financial report for December and Jennifer Cornish seconds.

* Available Operating Funds are $58,218.31 before the cash carry over bars
* Balance Sheet matches Bank reconciliation
  + It matches the reconciliation
* Bank reconciliation ending balance is $299,366.29
* **Cash Disbursement Approval- $239, 811.43**
* APS rent/lease reimbursement $16,000 – included on cash disbursements
* McCune Grant payment to Owens Admin. of $7,500 – included on cash disbursements

Ron Burton motioned and Jennifer Cornish-seconds. Cash disbursement report is unanimously approved.

**RFR**

* Have been submitted through 12/31/17

**BARS**

* BAR #001-051-1718-0009-i - Operations - Cash Carryover - $37,016.00
* BAR # 001-051-1718-0010-I - Instructional Material – Cash Carryover - $5,424
* BAR # 001-051-1718-0011-I - Food Services – Cash Carryover - $733
* BAR # 001-051-1718-0012-I – McCune Grant – Cash Carryover - $15,000
* BAR # 001-051-1718-0013-I - SB-9 Cash Carryover - $1,011

Jennifer Cornish motioned to approve Five BARs and Ron Burton seconds.The BARS unanimously approved

**Financial Health Report**

* Months of cash on hand – 3.38
* Enrollment– 327 total students (80 day) – Budget is 320
* The reports are in Green- Good news
* **2016-2017 Audit Findings Update**
  + Trying to zero out –missed the deadline for submission
  + Small amount should have been moved back to operational
  + Copy of Audit Report from CLA is available
  + Margie thanked Irene, Robert, Judy publicly for doing such a good job with supporting a positive audit
  + With a clean audit School is able to submit grant applications
* **2015-2016 Audit Findings Update**
  + Findings have been addressed- and corrections have been instituted
    - Mileage reimbursement
    - Deposits have to been initiated within 24 hours- using desk top to post right away
    - Payroll Liabilities submitted timely
    - I-9’s not properly completed
    - Purchasing and Procurement – Quotes were not obtained for contracted services ranging from $20,000 to $59,000
    - Governing Council meeting – potential audit findings were discussed publicly prior to the audit report being released

**Enhanced Progressed Monitoring**

* Credit (progress) monitoring should always be going on
* 63 students that had failed classes- of those took 48 students
  + Cindy, Linda and Linda meet with them weekly during advisory- do quick looks up of grade
  + Charting by students
  + Goal setting
  + Weekly reflection
  + Brain storm possible solutions to improve the grades
  + Reported there were failures and successes
  + Applying growth mind set
  + Curriculum will be pushed down to advisory period- so students will be informed on progress
  + Helps teachers reflect on how they can approach classes differently
  + Can work one on one coaching and guiding students (more data and information helps with this process)
  + Data shows different success rates
  + Identifying issues and finding solutions
* **Common Formative Assessment Report**
  + Test questions are PARCC release questions
  + Designed by Teachers-informed instruction
    - Teachers will be presenting data on progress
    - Helps help with student engagement and creativity
  + Use scores to set baseline
  + Teachers call students to remind them about testing
  + RFA- 90 day dash- school improvement
  + Presenting this information to other Charter schools
  + It’s been recommended that other schools should be modeling what RFK should be including in their grants
  + With existing grant money will buy a software program (Luminate) will create test questions- Teachers will harvest questions that will be included in the practice tests
* GC Training Opportunities and Progress Report
  + Jennifer Cornish needs to do a training
  + Katy Duhigg needs 3 hours
* **Website proposal**
  + Contract will be put in place
  + LDD part of Oasis- will develop and monitor website- $2,000 for the rest of year
  + They will be posting agenda and minutes to the website
* **Governance Council Policy Manual Update**
  + Reviewing revisions and addressing corrections
    - Margie will make corrections and bring back missing items –all noted in draft copy
  + Moved through document section by section
  + Any documents available for the public will be provided in an accessible form and language as needed as per requests- Official copies of record are kept in the RFK business office
  + There was a question about the opens meeting act- 24 hours vs 72 hours
    - Margie and Irene will look into this statute for verification
  + Need new Procurement Code- Page 13
  + Need some clarification on definition of Limitation Liability- on page 13
* The Final draft will be voted on next meeting

**Executive Director’s Report-** (See attached)

* Office of Civil Rights still monitoring school
* Went to the Exit Conference-
  + RFK has been identified as a Best Practice Model for Charter Schools
* RFK has been nominated as of the Best Place to Work- Survey’s go out next week and will be recognized in the ABQ Journal
* Angelo Gonzales asked RFK to attend the JA job shadow day at Kirkland Airforce Base
* Requests for Capital are in
  + For Computers
  + For Solar lighting in parking lot
* Evaluation is coming up
* Need to identify key people who will play different roles here
* Credit Recovery Program has been added- (software Program) Students can use this in the computer lab to make up classes
  + Created an Alternative Middle School called Qwest for Success for older middle school students and will be opened up to APS
* Welding program is going well
* Middle school property acquisition is moving forward this will help in the goal of reaching 400
* Work on Bi-lingual education
* Working with the Legislation on grading system
* SEG will be lower for the rest of the year- budget is tight but would like to build back up the cushion
* Working on the Grant Proposal that is due February 14th ask of $150,000 for the next 3 years
* Academic growth is important and needs all staff members to be on board

**Other business:**

* Margie will send the National Charter Conference flyer out- located in Austin, TX
  + GC members are encouraged to go- training money may be available

*Next meeting-, February 15, 2018 5:30*

**Meeting Adjourn at 7:55**

Jennifer Cornish moves to adjourn and Tina Garcia seconds. Unanimously approved.