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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.”*

RFK Governance Board Minutes: September 17, 2015

Present: Robert Baade, Exec. Dir., Margie Lockwood, Fernando Ortega, Lawrence Torres, Cindy O’Niell, Stacey Lagunas, Michelle Renteria, Ron Burton, Tina Garcia, Carl Smith, Linda Ortega

Absent: Jennifer Cornish

6:25 Meeting called to order by Margie Lockwood, Chair

6:28 PM Motion to approve agenda made by Michelle, 2nd, Fernando

6:29 PM All voted in favor. Motion to approve the Agenda passed

One change in minutes made by Stacey: disbursement changed from June to July report.

Motion to approve August Minutes made by Margie, 2nd by Michelle the Minutes passed unanimously. Robert reported that were no public comments made by Child Development Center.

6:31 PM – Middle School Transition Report: Lawrence Torres, reported on 8th Grade Transition from Middle School. Of the twelve 8th grade students, two went to Atrisco Heritage Academy (AHA), two moved away, eight students are attending RFK HS and doing well. Summer orientation was both academic and experiential, and had utilized Camp Gallagher. Summer transition program was three weeks in duration, including a Language Arts and Mathematics class. A full battery of diagnostic assessments was administered and placement was made accordingly into classes and support programs. Cindy O’Neil also reports that transition to high school has gone well and that the students have adjusted well. Ron Burton asked about the ratio of Sp. Ed. Students to regular education students in the middle school. Robert Baade reports that ratio was about one out of three students. Linda Ortega reported that the middle school was at capacity due to limitations of physical space in the classrooms. Mike Perez, inquired about the transportation of middle school students. Robert reports that due to PED regulations, RFK is not allowed direct transportation from home to school and school to home. Students are dropped off at the high school, and transported to the middle school, then returned to the high school at the end of the day. This is due to numerous students having siblings at the high school.

**Finance Committee**

6:44 PM –Mike Perez: finance committee was not able to meet before this meeting because Judy and Stacey were attending NASBO Conference in Las Cruces. Mike informs that Stacey will present the finance committee report. Stacey begins with explanations of the changes in revenues.

* Food services ….24171 and 24180 reimbursements received.
* No RFR’s submitted for month of July, so no new reimbursements have been received.
* Expenditure Report (page 3) shows the BARs and enables Board to see expenditures and transfers of funds. Optional code was added to the expenditure report. 20001 is the middle school code, which is an example of how the report has changed.
* August report shows the approval of the Social Worker Grant that in October will show the salaries encumbered. $60,000 that was encumbered in operational will be moved to this grant. New employee, social worker started in the middle school.
* Balance Sheet Report. Rolled last year balances into this year’s and simplifies analysis for finance committee.
* Page 8 - Object code 11011 is the Wells Fargo account. Page 9 is the total column which balances to the GL bank reconciliation report.
* Page 11 is Wells Fargo statement shows a balance of $501,269.23, with no variances. The only temporary variance was a check made out to a prior IT contractor which posted to the bank as a deposit. This will be reconciled on the October report.
* Page 15 is summary of RFR’s that shows one for reimbursement request for Title I that has been submitted and is waiting for PED approval.

6:58: Mike Perez made recommendation to approve Finance Report, 2nd by Ron Burton. Report approval passed unanimously.

All BAR reports were approved as follows:

* BAR 0007-IB – initial budget, fund 27181, STEM Teacher Retention Grant. $12,150 total award.
* BAR 8-T is a transfer BAR, moved from function 2100 to function 1000, need PED approval
* BAR 9-M is a maintenance BAR to clean up budget
* BAR 10-M is a maintenance bar in function 2000 which only requires RFK Board approval (not PED). Moves balances of minimal amounts of $1 or $2. Michael Perez asked if it is a strategy to have monies in F1000 to cover recurring expenditures
* BAR 11-I: Special Capital Outlay Award for $130,000 to purchase farm equipment and transportation to farm.

7:16PM - Mike Perez makes a motion to approve BAR 7, 8, 9M, 10M and 11I. Ron Burton, 2nd. BAR approvals passed unanimously.

Other reports are good numbers on student enrollment and cash balance for 2 months of future expenditures are in the bank. Stacey Lagunas presents a “Conflict of Interest Template” to be discussed in October meeting.

**Report on Attendance/Credit**

Robert Baade presents a data report showing a line of ***Best Fit***. Students at top have 100 % attendance for core classes per 2014/2015. Some of these students attended but did not earn credits for all classes. Data report shows correlation between attendance and credit acquisition. This report also shows that some capable students with lower attendance still earned credits. Further discussion took place regarding giving a percentage of class grades for attendance.

Margie Lockwood adds that this report is reflected in the Strategic Plan that calls to question whether the raw data presented by Robert Baade is the most effective way to study credit acquisition for RFK students. Factors to consider are that credit acquisition vary by teacher and must be examined with other measures, including, but not exclusively by attendance.

**Charter School Renewal Application**

Application has been disseminated to GC members through email. Some were not able to open the document. Robert Baade reports that Board approval is not needed, but GC should be informed about certain pertinent sections. APS approval will not take place until January 2016. However, Robert Baade requests GC approval in October of GC relevant section, i.e., goals and action steps.

**Executive Director’s Report**

* RFK is fully staffed. Job Corp seats have been filled with students off the waiting list. Renewal application is for 6th – 12th grade. This also includes an option for the middle school to submit a separate charter.
* APS audit field work is complete; audit went well, with Margie Lockwood in attendance, who reported that the auditor saw numerous improvements, with a historical finding that has been present numerous times, now has been reconciled. Any additional comments must await official release of the audit report.
* Facility Issues: electrical problems in new building are being investigated. Title I Priority Schools has required a Parent Room with computers available for use during school hours.
* LDD Instructional Technologies Company has been newly contracted.
* GC additional trainings have been identified, to include GC self-evaluation. Training to be scheduled for Nov. 19 at 5:00 PM.

7:56 PM: Motion called to adjourn by Margie Lockwood, motion made by Mike Perez, and 2nd by Fernando Ortega.

**Meeting Adjourned 7:56 PM**