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**

**Thursday, February 15, 2018, 5:30 PM**

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

Guest: Wendy Shanahan

Staff:  Robert Baade, Pete Ciurczak, Linda Sanchez, Irene Sanchez

Absent: Katy Duhigg

Minutes by: Anne Tafoya

Ron Burton motioned to approve the agenda and Sister Agnes Kaczmarek seconds. Unanimously approved.

Ron Burton motioned to approve January 25, 2018 meeting minutes and Fernando Ortega seconds. Unanimously approved.

**Announcements**

**Public Comment**

* March 16 South Broadway Cultural Center Event 6PM

**Finance Committee Report- January**

Ron Burton motioned to approve financial report for January and Sister Agnes Kaczmarek seconds. Unanimously approved

* Available Operating Funds $86,087.27
* Balance Sheet matches Bank reconciliation $309,797.35
	+ It matches the reconciliation
* Bank reconciliation.
	+ Can always view the bank statement – is attached monthly to financial report
* **Cash Disbursement Approval-**

Ron Burton motioned and Tina Garcia seconds. Cash disbursement report is unanimously approved.

* Lease agreement
* HB33 $46,941.92
* CLA- Auditors final payment $3,499.13
* International Academy of Science -$4,900 (credit recovery program)
* Juniper Translation of Student/Parent hand Books
* Lease agreement on copiers

**RFR**

* Submitted through Jan 31, 2018

**BARS**

* BAR # 001-051-1718-0014-D reduction in the SEG $21,405 reduction
* Unit value went up to $30.71 however we also received a reduction due to our 40 day student count

Ron Burton motioned to approve BAR# 001-051-1718-0014-D and Sister Agnes Kaczmarek seconds. The BAR unanimously approved

**Cash on hand** – 4.05 keeps us in the green

**Student Enrollment** – Budget is 320 students and the 80 day count was 327

**Attendance, Behavior, Retention Report**

* Pete Ciurczak reported on student behavior
* The Students are tracked to see how their behavior improves after a referral infractions

 **Student Engagement Report**

* Pete Ciuczak reported on student engagement
* Student engagement is going well
	+ Lady Volleyball- 15 girls are able to participate
	+ Guitar Classes and afterschool program- full classes
	+ 2 Art/Visual Art classes-full
	+ Student progress monitoring- going well
	+ Ceramics classes- full
	+ Top 5- awards – happening now (good attendance awards)
	+ Culinary arts/welding-going good
	+ Art show is already planned and scheduled for May 3 5-6:30 PM
	+ Enchilada dinner is planned and scheduled for April 18 5:30 PM

**Governance Council Policy Manual**

* Still editing and clarifying sections
	+ Conflict of interests (Nepotism)
	+ Edit the word Schools to School
* Does there need to be a Sexual Harassment policy added to the manual?
	+ Margie will look in the APS handbook to model the language

\*Can vote with expected changes

Ron Burton motioned to approve the Board of Governance policy with the \*corrections. Sister Agnes Kaczmarek seconds. Unanimously approved.

**Governance Council Required Training**

Training still needs to be done

* Jennifer Cornish
* Katy Duhigg

**GC membership consideration**

* Introduction of Wendy Shanahan

Sister Agnes Kaczmarek explained the initial interview with Wendy went well. Wendy has the right qualifications and understanding to serve the RFK population. Sister Agnes feels she would be a valuable member of the Governance Council board.

Jennifer Cornish motioned the approval to vote Wendy Shanahan on to the Governance Council. Ron Burton seconded. Unanimously approved.

**Credit Acquisition**

* **Linda Sanchez reported on the data**
	+ 83.12% of the Seniors students have earned their credits
	+ In house credit monitoring- seeing improvements with their group of students

**AD Hoc Committee**

* Committee to work on Robert Baade evaluations
	+ Margie, Wendy, Ron, will be on the committee
		- Margie will check with Katy and see if she wants to be on the committee
		- Margie will send out dates for a meeting

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

 **Legislation asks**

* Robert reported on capital request $225,000
* Virtual Class room funding $60,000
* Solar collectors capital request- could create savings of up to $45,000 a year
* Small school funding
	+ School farm is going well
	+ The Conservancy is a planned part of the curriculum
	+ Farm manager Octavio Ayala is taking classes to earn alternative teaching license-for potential of student and academic engagement
* Budget is tight and will begin the process of calculating budget availability for next year- Spring Budget workshop
	+ Margie would like to attend the Spring Budget workshop- 2 day event
* Robert will send out the training dates and will pay for who would like attend
* Robert would also like to (budget and pay) for other trainings for GC members

*Next meeting-, March 15, 2018*

**Meeting Adjourn at 7:20**

Ron Burton moves to adjourn and Jennifer Cornish seconds. Unanimously approved.

Robert F Kennedy Charter School

Governance Council Meeting

2/15/2018

Directors Report

The New Mexico Legislature ended today and there are several potential impacts to Charter Schools. If they are signed by the Governor I will interpret how they will impact RFK and report to the Governance Counsel.

The school farm project is moving forward with beds being prepared for planting and setting the building up as a classroom. The Conservancy will be installing a gate in the acacia and we will be starting to rotate classes over so that staff and students begin to think and plan activities related to the project. We are preparing a Youth Conservation Corp Application to pay students a weekly stipend to work over the summer and into the fall harvest season. Farm manager Octavio Ayala is scheduled to begin CNM classes towards an alternative teaching license this summer. The potential for student and academic engagement is exciting.

Albuquerque Public Schools will be conducting the annual performance review at the end of February. If GC members are interested in participating please let Charlotte know. We have completed our School Improvement Grant application and it has been submitted through the district. RFK requested $90,000 for instructional coaches, professional development and stipends for teachers who participate in our summer institute.

The budget reduction leaves the budget tight through the rest of the year. We will begin to close open purchase orders and get a good estimate of our projected cash balance and carry over. It is budget time, with the short session the unit value is set and once the 120th day report is submitted I will begin to calculate budget availability for next year. I would ask that if the GC has budget priorities or is interested in training that we include those expenses in the initial budget. Student enrollment is 328 which represents an increase.