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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**

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

Governance Council Members present: Margie Lockwood, Sister Agnes Kaczmarek, Jennifer Cornish, Ron Burton, Katy Duhigg, Wendy Shanahan

Staff:  Robert Baade, Linda Sanchez, Linda Ortega, Irene Sanchez

Absent: Fernando Ortega, Tina Garcia

Minutes by: Anne Tafoya

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

Sister Agnes Kaczmarek motioned to approve February 15, 2018 meeting minutes and Jennifer Cornish seconds. Unanimously approved.

**Announcements**

* Jennifer Cornish is resigning her position-The committee thanked Jennifer for her service
* Robert would like Jennifer to recommend someone from CNM
* GC members can go to the Spring Budget Workshop (registration)- April 4,5,6
* GC members can attend the Trauma School Informed training on April 6-8:30am at RFK
* Graduation on May 25th 4:30 PM at Continuing Education Facility-1634 University Blvd. NE -

**Teacher Effectiveness Report- Linda Ortega, Linda Sanchez**

* **NM Teach Report**
  + Based on 5 Domains on the Observation Rubric
  + Scores have increased over the last 3 years of evaluations
    - Classroom methods have improved
  + The final evaluation for any teacher is comprised of a combined score of 5 individual components
  + Long Term Subs are not included in the evaluation system

**Finance Committee Report- February**

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

* **SEG decrease of $21,405**
* **Available Operating Funds $76,165.29 (after reduction)**
* **Balance Sheet matches Bank reconciliation $266,525.34**
* Bank reconciliation there are no differences
* Can always view the bank statement – is attached monthly to financial report
* **Cash Disbursement Approval- $394,621.34**
* Promethean boards
* Aces IT services $4,464.22
* APS $83,000 HP33 and Lease reimbursement
* CES $41,000 Laptops and PARCC testing
* Owens Admin $7,500 (Trauma Informed School Training)

Ron Burton motioned and Sister Agnes Kaczmarek seconds. Cash disbursement report is unanimously approved.

**RFR**

* Submitted through February 28th, 2018

**BARS**

* BAR #001-051-1718-0015-D Fund# 27103 For Dual Credit Instructional Materials

-reduction of $1,682

Ron Burton motioned to approve BAR#001-051-1718-0015-D and Wendy Shanahan seconds. The BAR is unanimously approved

**Cash on hand** – 4.71 months of cash on hand – majority of this is summer payroll

**Student Enrollment**

* Budget based 80 day count 327
* 120 day count 326
* Only 1 audit finding

**Budget**

* There will be a Draft Budget at the next GC meeting
* Robert provided the explanation on Training and Experience index
* Reported on how the audit effects the budget
* Program units and how much each grade level is worth
* Ancillary- contracted staff ie: Social Worker
* Size adjustment if below 400 students- get additional money for being a small school
* At risk funding is expected to go up because of legislation funding
* Staff Salaries will increase because of legislation funding
* Growth-get funding regarding the 40 day snapshot (how many students enrolled at that time)
* Expecting Truancy Grant funding to come through

**Governance Council Required Training**

* Training still needs to be done
* Katy Duhigg needs 3 hours
* Wendy Shanahan needs 2 hours

**Executive Director’s Report –**See attachment

* Will receive equipment from several of the schools
* Growing farming program
* Top 5 Five assembly recognized 39 students for attendance passing their classes, no referrals
* Tragedy of school shooting has schools concerned about safety-APS, APD and BCSO to develop training for staff for the start of next year. Safety piece of the school is important
* Transfer of Bernalillo County property to APS for the RFK middle school will occur at APS board meeting on April 9th.
* Staff Retiring- Charlotte Ortega- Rebecca Velasquez will be her replacement
  + Cynthia Parra- is retiring
  + 6 new staff members to come on board to replace retiring teachers
* Capital request has been approved- $91,000
* 1 week Summer Institute will take place because received funding

Next meeting-, April 19, 2018

**Meeting Adjourn at 7:27**

Sister Agnes Kaczmarek moves to adjourn and Ron Burton 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.