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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, January 19, 2017 5:30 pm

Present: Margie Lockwood, Ron Burton, Jennifer Cornish, Fernando Ortega, Tina Garcia, Michelle Felicia Renteria

Guest: Sister Agnes Kaczmarek, Anthony Harkness, Brandon Rael (DWL Architects Intern), Reina Valencia

RFK Staff: Cindy O’Niell, Irene Sanchez, Linda Sanchez, Judy Bergs

Absent: Robert Baade

5:34 PM Meeting Called to Order by Margie Lockwood

Agenda: Vote to approve the agenda with changes – No Executive Directors report-including updates to goals. Motion to approve by Jennifer, 2nd by Tina Garcia. Motion approved.

5:40 PM Approval of Minutes: Motion to approve the December 15, 2016 meeting minutes as presented by Fernando Ortega, 2nd by Jennifer Cornish. Unanimously approved.

5:40 PM Announcements: Introductions of two community members interested in joining RFK GC: Anthony Harkness, South Valley DVR Caseworker Supervisor, and Sister Agnes Kaczmarek. Anthony assists SV Charter Schools students in Special Education transition into jobs when they graduate. Sister Agnes Kaczmarek is a retired educator and worked for St. Martin’s for 20 years helping people who were homeless and assisted them with behavioral health services.

5:55 PM GC Membership Considerations and Vote: Motion to accept Anthony Harkness as a new board member made by Ron Burton, 2nd by Jennifer Cornish. Unanimously approved.

Motion to approve to retain Ron Burton as a board member by Jennifer Cornish, 2nd by Tina Garcia. Unanimously approved.

6:09 PM Public Comment: None



6:10 PM Finance: Irene Sanchez reviewed Revenues and Expenditures. Available cash balance is \$339,039.80 as of Dec. 31, 2016. Financial Indicators shows we have 1.45 months of cash. Student enrollment is a 102% for budget compared to actual. RFRs have been submitted thru 11/18/16.

Motion to approve financial reports including Cash Disbursements as presented by Ron, 2nd by Jennifer. Unanimously approved.

BARs: 1-001-051-1617-0020-I (Fund 11000) – increase \$6,753.00 – final funded unit value for the 2016-17 40D adjustment per PED

Motion to approve BAR as submitted by Ron Burton, 2nd by Jennifer Cornish. Unanimously approved.

Audit Report: Judy Bergs reported that there were 6 audit findings – reviewed findings, causes, affect, responses, responsibility and corrective actions.

1. 2016-030- timely submission of ERB Contributions – one month was not filed in a timely manner – repeat finding.
2. 2016-031 – travel and per diem disbursements – two were incorrectly calculated –repeat finding.
3. 2016-032- personnel files – 1 out of 4 did not contain a properly completed federal form I-9 for citizenship certification.
4. 2016-033- purchasing & procurement – 3 out of 39 totaling approximately \$1,230 in which purchases exceeded the purchase order or was established preceding the purchase of goods or services. 4 out of 6 contracts did not obtain quotes with contracted services ranging from \$20,000 to \$59,000. 1 out of 6 contracts which exceeded the contract amount by approximately \$12,000-no contract amendments were signed to increase the contract amount. 3 out of 6 contracts did not have a valid background check as detailed as terms of the contract agreement between the school.
5. 2016-034 – cash control standards – 1 out of 15 totaling \$38.52, which was not deposited within a 24 hour of receipt as required.
6. 2016-035 – audit confidentiality – review of the governing council meeting minutes in September 2015, it was noted that the school publicly discussed potential audit findings

Margie Lockwood and Irene Sanchez will work to develop a “self- check” process and will report at monthly board meetings.

6:20 PM GC Training Progress Report: board members were reminded that they are required to have 5 hours of training every school year. Board members are to let Michelle know when they have completed trainings and give copies of all training certificates to Charlotte. Judy Bergs will email board members of all upcoming trainings in Albuquerque.

6:33 PM NWEA Report: Linda Sanchez presented a powerpoint with Fall and Spring data that reflected students’ progress in Math and Reading. Can see the growth in 10th grade students, especially in Math. If RFK can retain 9th graders, then we can see their growth. Teachers are also



developing their own common formative assessments

7:00 PM Credit Acquisition Report: Cindy O’Niell provided board members with data from Semester 1 August 05, 2016 to December 18, 2016 – Day student count total 159, 164 earned core credit / 248 attempted – most students are on target; Night student count total 59 – 43 earned core credits/82 attempted – not on target due to bilingual students and poor attendance. Cindy will continue to notify parents of students’ attendance by phone calls, home visits, parent letters and automated phone calls to parents. The middle school students’ attendance and parent involvement is better than the high school students

7:07 PM APS/RFK Master Plan Update: Ron Burton presented a letter for signature from the RFK Board President Margie Lockwood. The DWL Architects request acknowledgment and approval of the RFK Charter Middle School Redevelopment Plan (Facility Master Plan). RFK GC Board participated in the review and presentation of the Facility Master Plan which meets requirements for student enrollment of 350. DWL worked with APS Capital Master Planning, APS Facilities Design and Construction and with coordination of RFK staff in the design that would replace the existing portables with a permanent building. This project will be completed in the following phases:

- Phase 1A prep initial demo
- Phase 1B new construction
- Phase I demo
- Phase 1D new construction
- Phase 1E demo
- Phase 2A new construction
- Phase 2B Demo
- Final – Phase 2C complete site work.

Motion to approve RFK Master Plan as presented by DWL Architects by Jennifer Cornish, 2nd Tina Garcia. Unanimously approved. Ron Burton recused himself from voting.

Executive Director’s Report: Written report provided.

8:00 PM Adjournment – Jennifer Cornish motioned to adjourn meeting and Ron Burton 2nd. Unanimously approved

Next meeting: February 16, 2017

