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#### Vision

*RFK, a school where you can engage in your chosen path toward 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.*

### **Governance Council Meeting Minutes**

Date July 16, 2014 @ 5:30 pm

Quorum established, meeting called to order at 5:45 pm.

**Present:** Jennifer Cornish, President; Margie Lockwood, Ron Burton, Michael Perez, Catron Allred, and Tina Garcia

**Absent:** Juan Saavedra

RFK Staff present: Robert Baade, Executive Director (ED)

APS Accounting: Judy Bergs and Stacey Lagunas

Absent: Tami Coleman

**Approval of Agenda:** Motion to Approve requested by Ron Burton, 2<sup>nd</sup> by Michael Perez. All agreed that the End of Year Retention Report will be discussed at next month's meeting (August 2014). All voted in favor of the motion, none voted against. The Motion to Approve passed unanimously.

**Approval of Minutes:** Margie Lockwood made the Motion to Approve the Minutes of the June 18, 2014 Meeting, 2<sup>nd</sup> by Ron Burton. All voted in favor of approval, none voted against. The Motion to Approve Minutes passed unanimously.

**Public Comment:** Update on the Master Plan a Presentation by Kizito Wijenje.

The Master Plan (MP) for Facilities serves as a guide for facilities and equipment needed for instructional programs which looks at curriculum, enrollment, and student needs and aims to manifest these needs in the facilities' architecture. Examples of these needs expressed in architectural plans for RFK included the clinic. After the architectural phase, the needs of the facilities are prioritized and spending is to be made accordingly. The aim is to re-evaluate the vision every five years, taking into account any changes in student demographics and enrollment. A financial goal is to raise \$1,000,000,000 (one billion) and spend it over the next 7 years.

The Old Armijo Building fits into the Master Plan as a multipurpose facility (i.e. inclusion of specialty furniture which can be folded away/brought out as needed, such as dining hall and teaching setups). The projected expenditure is around \$2,000,000 (two million) to finish the Old Armijo building. It is considered a high-priority project in terms of monetary expenditure. Another part of the Master Plan is to gain full possession of the Old Armijo property and the adjoining park; 1/4 of the site, and 1/4 of the park, is still owned by Bernalillo County. The objective is to convince Bernalillo County to relinquish the whole site. Further objectives for Old Armijo Building include Structural (limited possibilities with the structure due to size and being on the National Historic Register), and technological (such as adding internet and projectors). The goal is to invest in moveable, tangible assets and to keep tally of them. The plan is to use HB 33 funds to acquire said assets. Ron Burton asked about the makeup of the Master Plan Committee; specifically, is it made up of members of the APS Council? Mr. Wijenje stated the MP Committee membership is 12; includes APS Chief Financial Officer, Chief of Operations, Chief Academic Officer, legal counsel; four principals and four member of the Public. Mr. Burton also asked whether committee members are the same for all schools, and Mr. Wijenje said that they are. Jennifer Cornish asked when the Governance Council can expect an assessment. Mr. Wijenje projected a review of the High School facilities in September and a written report around November of this year. Ms. Cornish also asked whether or not the Old Armijo building would be a functional instructional space by the beginning of the upcoming term. Mr. Wijenje said that part of the building would be, and he will have to have a meeting with ED Baade to work out the details. He hopes to have a plan in place by the middle of August.

**Finance Committee Report:** Presented by Michael Perez

Michael Perez motioned to approve the Finance Report, 2<sup>nd</sup> by Ron Burton.

Ron Burton, Stacey Lagunas and Michael Perez agreed to hold future Finance Committee Meetings prior to Governance Council Meetings, but not a half-hour before the Council meeting as had been done up to this point.

*June Financial Report and Vote:* The revenue and RFR's go hand-in hand this month. Lots of RFR's have been completed. The July 7<sup>th</sup> deadline for RFR completion has been met, but they're still waiting for some to be processed; accordingly, some will need adjustment. Fund 24-101 is an example of the projected balancing; it shows a deficit of \$44,000. Part if reflected off of line item RFR 19,000. It will eventually be balanced out. They are expecting to meet with the Auditor in early August. Audited financials are expected in September or October.

*Expenditure Report:* Page 7 of 7 shows a deficit of \$97,000 is expected to be reduced to \$43,000, maybe even lower. Page 4 of 7 shows a \$43,000 deficit which will also come down. Salary: there are a few encumbrances. New job positions have been posted; when they are filled and the new employees are set up, the hope is that said encumbrances will be fewer. Expenditures look good for the following year.

*Balance Sheet Report:* Page 2 of 2 shows an amount of \$118,324.07. The same amount is listed under Reconciliation; this is optimal.

*Bank Account Reconciliation Disbursement:* There is a requirement for the Governance Council to approve Bank Account Reconciliation Disbursements, Michael Perez asked Stacey Lagunas to send electronic versions to the members in the future. Ms. Cornish said that this would be a permanent part of future meeting agendas. Judy Bergs mentioned that small balance discrepancies need to be reconciled before the audit. The Audit Committee meetings this Monday (July 21<sup>st</sup>) at 1:00 pm. Mr. Perez believes that he will be able to attend.

Ms. Cornish stated that the Audit Committee needs an additional member but that it cannot be another finance committee member. Margie Lockwood asked about the structure of the Audit Committee. Ms. Bergs said that the Audit Committee serves as a 'go between' between the institution and auditors. Mr. Perez answered that the first meeting will establish precisely what the committee wishes to achieve, the second meeting will address findings and/or request additional information, and the third will be a final presentation of findings. Ms. Lagunas added that a parent is required to be on the committee. Ms. Lockwood volunteered to serve on the Audit Committee and ED Baade said he will have a parent.

Vote to approve June Finance Report; all voted in favor, none voted against. Motion passed unanimously.

*Cash Disbursement Approval & Vote:* Michael Perez introduced Motion to Approve Cash Disbursement; 2<sup>nd</sup> by Ron Burton. Ms. Lagunas offered descriptions for some of the larger expenditures, such as Best Buy (tablet purchases) which was covered by Title I and HB 33 funds, the Southern Regional training and categories such as flights, hotels, and attendance stipends, and Janitorial Services. Vote to approve June Cash Disbursement, all voted in favor, none voted against. Motion passed unanimously.

*BAR's:* No BARs were presented for approval this month.

*Review of Financial Indicators:* Scheduled to review for alignment with APS and determine if they need to be updated in the Strategic Plan. Mike will present a proposal for future reporting on financial indicators at the August meeting.

*End of Year Retention Report:* presentation of the Retention Report has been postponed until next month's Council meeting.

**Discussion of Board Meeting Schedule:** The Governance Council will continue to meet on the third Wednesday of every month. The Council needs to vote on a board meeting calendar in August; this is why this is on the agenda for July's meeting.

**Board Self Evaluation Framework:** Presented by Tina Garcia. Next month, the GC will perform a self-evaluation of its effectiveness. Ms. Garcia passed out a draft of a self-assessment framework and asked members to consider any other questions which should be considered. Ms. Bergs suggested looking at the National Association of Charter School Authorizers (NACSA) website for further guidance. Ms. Cornish suggested revisiting strategic indicators and Mission Statement in September

(the Mission Statement is temporary) and suggested to ED Baade that they discuss it.

**Executive Director Contract Addendum Vote:** The only to the FTE; it is now split between 'teacher' and 'director'. Ms. Cornish suggested voting on it in September. Ms. Bergs said that the sooner they voted on it, the better and suggested putting it on the next meeting's agenda. Ms. Cornish said she would do the Contract Addendum in August.

**Executive Director Report:** ED Baade emphasized the improvement of the quality of the RFK Governance Council. The school administration returns the coming Monday (July 21<sup>st</sup>). Enrollment figures are good for middle school; about 2 or 3 parents a day are enrolling their children. The hired teachers are good quality; many are from the CNM Education program. The middle school will be thinly staffed at first but good growth is projected; in fact, he hopes to add teachers by the 40<sup>th</sup> day of school. ED Baade is planning on meeting with Winston Brooks on July 29<sup>th</sup> at 1:00 pm and invited the GC council members to join him. Ms. Garcia said she may be able to do so.

The goal is for RFK not to be a 'last resort' school for students; rather, that it be an alternative option for students needing a better academic fit. He hopes to change RFK's relationship with the school district. He distributed a chart with his professional goals for the 2014-2015 school year which support these broad objectives. Additionally, a \$52,000 grant was awarded to RFK for further training of teachers in Common Core teaching. Teachers have already attended training in Nashville, TN.

Motion to Adjourn by Ron Burton and 2<sup>nd</sup> by Tina Garcia.

Adjournment

Minutes by Emily Elliott recorder, finalized by Tina Garcia, Secretary.

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Jennifer Cornish, President

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Date