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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, February 20, 2020 5:30 PM**

**Governance Council Members present**: Tina Garcia, Sister Agnes Kaczmarek, Lawrence Barela, Beverly Nomberg (absent), Stacey Vigil (absent), Wendy Shanahan, Tina Garcia-Shams

**Staff**: Robert Baade, Irene Sanchez, Shawn Morris, Cindy O’Neil, Pete Ciurczak

**Minutes by**: Anne Tafoya

Wendy Shanahan motioned to approve the February 20 agenda. Lawrence Barela seconded. The motion is unanimously approved with the notation of adding a new agenda items\*.

\*Lawrence Barela would like an additional item to be added to the agenda- Goals/Incentives

Example: Student presentation, Data, Lessons learned, highlight what is going good, career pathways- add for future agenda. The council did agree that hearing from the different clubs and students is a good way to understand the activities that are taking place at the school. There have many student/teacher presentations at prior board meetings, and it would be a good practice to continue.

Lawrence Barela made a motion to add Goals/Incentives as an additional agenda topic. Sister Agnes Kaczmarek seconded. The motion passed.

Lawrence Barela motioned to approve the December 12, 2019 meeting minutes Sister Agnes Kaczmarek. seconded. Making the correction to the wording of cash on hand- The motion passed.

BARs approved in January meeting during a prior conference call

**Public Comments**

* Wendy Shanahan announced it is her last meeting
* Recommendation for Wendy’s replacement- James Byers, Wendy will call him
* Shawn Morris also has a recommendation to join the board

**Middle School Update**

Shawn Morris, the principal for RFK Middle school reported that 77 students are currently enrolled. They are continuing with the attendance and behavior incentives. Shawn stated that the 8th grade class had a 92% attendance rate helping them to win the challenge. He is also working with the teachers to find better ways to deal with discipline issues. For example, lunch detention is no longer an effective method to discipline a student to improve behavior. One method they are piloting is the Restorative Justice circle with a student advisory panel. The circle is to facilitate learning and promote conversation so that students have a safe space to share and heal. The goal of the Restorative Justice circle is to have the students start to discuss deeper topics, with the next step, coming up with consequences for bad behavior. The concept is to help to heal the victim while allowing the perpetrator to move on from their punishment and learn from their actions. Additional activities taking place at the school include students working with the New Mexico Youth Podcasting Network. The topics of the podcasts are issues that mean something to the kids. For example; gun violence and dating violence, the podcasts will then be available to the public to listen to.

The first ABC Community School council took place. Three part time coordinators are asset mapping- a needs assessment was done as well as finding out what supports that are in place that align with the Four pillars which form the basis of a community school.

* Collaborative leadership
* Family engagement
* Out of school time activities
* Integrated supports

The goal is to collect the data from the assessments and form a network with other South Valley community schools to start to share resources. I.e. food pantries, school-based health centers, culinary arts food truck.

**Behavior and Discipline Report**

Pete Ciurczak handed out the discipline report which will be included in the Charter renewal. Based on a APS site visit recommendation the report was reformatted and broken out into specific categories. Pete reviewed the data with the council members. The report was broken down into the following categories regarding the 128 referrals (gender, race ethnicity, spec ed/reg ed). The report also includes what type of referral (fights, weapons, threats towards teachers, threats towards peers, substance policy and general disruption) And then the total days of suspension which equaled 269. This information is important to reflect the transparency of the school. Council can always review the policies and issues are dealt with by meeting with parents and staff. The zero-tolerance weapon policy was tested by 2 students with IEP’s in place. It is important to note that the school is implementing $80,000 worth of safety equipment to protect and keep students safe.

**Finance Committee Report- December 2019**

Sister Agnes Kaczmarek moved to approve the financial report and cash disbursement for December 2019. Tina Garcia seconded the approval of the financial report. The motion passed unanimously

**Revenues for December 2019**

* **Available Operating Funds** 
  + As of December, 2019 Operating Fund is $217,967.84
* **Balance Sheet matches Bank reconciliation** 
  + The amount matches
* **Cash Disbursement Approval-** $393,221.96

**RFR**

* Submitted through December 31, 2019

**BAR (s)**

BAR(s) 001-051-1920-0021 Initial budget, 001-051-1920-0022 Decrease, 001-051-1920-0023 Increase. The BARs were approved at a special January 21, 2020 meeting. With Lawrence Barela making the motion for approval and Wendy Shanahan seconding.

**Cash on hand** – 60% of 1 month of cash on hand

Enrollment for 80-day count is 334

**Finance Committee Report- January 2020**

Sister Agnes Kaczmarek moved to approve the financial report and cash disbursement for January 2020. Tina Garcia seconded the approval of the financial report. The motion passed unanimously

**Revenues for January 2020**

* **Available Operating Funds** 
  + As of January, 2020 Operating Fund $208,014.33
* **Balance Sheet matches Bank reconciliation** 
  + The amount matches
* **Cash Disbursement Approval-** $ 338,576.76

**RFR**

* Submitted through January 31, 2020

**January BAR (s)**

Sister Agnes Kaczmarek moved to approve BAR(s) 001-051-1920-0025 Increase from SB-9 $117,886.00 Wendy Shanahan seconded the motion. The motion passed unanimously

**Cash on hand** – 129% of 1 month of cash on hand

**Audit findings for FY ending 06/30/19**

4 findings – no repeat findings and no material weaknesses

Irene Sanchez reported on the 4 minor findings which have been addressed by sending payments in a timely matter. Cash reports was submitted after midnight, pledged collateral more $250,000 have to contact bank and increase the pledge collateral- purchase orders and requisitions dates did not match

* Irene updated the council on the training activities she has been doing
* 4 activity funds- keep track of all the proceedings

**Strategic Plan**

Lawrence Barela reported that he did review the strategic plan and will map, where we were, where we are and where we are going. He stated that he will have a plan available to view and discuss by next month.

Will have a plan available to view and discuss by next month

Robert mentioned that along with providing more space for students he is interested in an academic strategic plan. Focusing on percentage of proficiency and the new baseline with the PSAT/SAT testing.

Irene reported that YCC program started last week- 20 students were chosen out of 43 applicants

Students have to attend school and go through grade checks and will work 20 hours a week $10-$12 an hour

If any of the council members want to see the farm let Irene know she would be happy to provide a tour.

Students are taking bee keeping classes, drivers ed. First aid, OSHA training

Eligible students qualify for $2,500 scholarships

Irene will invite the students in to speak on their experiences

Robert may invite the Beekeeper to speak with the council

**Director’s Report**

Robert Baade reported that the legislative session has ended and the school will receive capital money plus more then asked for. Asking for $3 million back in funding for adult students. Robert reiterated what was discussed early with community schools, the YCC program, charter renewal and getting the students ready for PSAT/SAT testing. The BAR money that is approved will allow for upgrades to technology at the middle school and the purchase of a school bus.

**House keeping**

* Please do training- get training hours in
* Lunch and Learn training
* Irene will send Lawrence the contact info of council members
* If anyone has recommendations for new board members please let the Council know
* Planning meeting will take place March 12 at 9:30am in Roberts office- Tina will send info out
* Council Bios are on the website

Meeting adjourned at 7:28 pm

Lawrence Barela made the motion to adjourn the meeting. Wendy Shanahan seconded. The motion pass unanimously.

Next Meeting: March 19, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

2/20/2020