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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, April 16, 2020 5:30 PM**

**Virtual Meeting**

**Governance Council Members all virtual**: Tina Garcia, Sister Agnes Kaczmarek, Tina Garcia-Shams, Stacy Vigil, Lawrence Barela

**Absent:**

**Staff**: Robert Baade, Irene Sanchez, Shawn Morris,

**Guests:** Joseph Sanchez, Mark Walsh

**Minutes by**: Anne Tafoya

Sister Agnes Kaczmarek motioned to approve the April 16th agenda. Tina Garcia-Shams seconded. The motion is unanimously approved

Sister Agnes Kaczmarek motioned to approve the March 19, 2020 meeting minutes. Lawrence Barela seconded. \*The motion passed. \*A request was made to separate into two paragraphs under Strategic Plan. Fix spelling errors.

**Public Comments**

Tina Garcia asked each of the prospective council members to introduce themselves.

Joseph Sanchez introduced himself and gave a brief summary on his background and why he thinks he would be of value to the RFK Charter school board. He spent 13 years with the Public Education Department up in Santa Fe. His work as the State Director of the McKinney-Vento Homeless Assistance Act offers a depth of experience working with vulnerable population, especially at-risk students and students experiencing homelessness. He was introduced to RFK through Shawn Morris, they were shipmates in the Navy and have known each other for 17 year.

Joseph understood the 2-year commitment to remain on the board if elected and he agreed this was something could do.

Mark Walsh introduced himself and stated that he is a LPCC (licensed psychotherapist) and has lived in Albuquerque for 35 years. He has served with Robert Baade, on the city council homeless subcommittee and has been involved with the South Valley through the Cornstalk Institute. He has worked with and in the APS schools for a number of years. Mark remarked that he understands Robert’s passion for the school and the community and is interested in contributing to wherever there is a need. Currently Mark is self employed working in the field of sports psychology, as well as helping with addiction and other mental health issues.

Mark also understand the 2-year timeframe and would be happy to fulfill that commitment.

**Middle School Update**

Shawn Morris reported that school was dismissed on March 13th under the stay at home ruling by the governor. Teachers are working with students and have contacted all but one of the 74 students. Shawn stated that 15 students did not have proper technology to set up distance learning, so they are using packets. He has been working everyday with teachers/students and information is posted on the website.

Shawn explained that he is working on a spend down plan of the $150,000 grant. Hopefully some of that money will go towards Chrome Books. He has been working on next year’s Community School grant, which is due next Friday.

Teachers created a yearbook so students will get one.

Due to the COVID situation some of the families are having economic hardships with food insecurities. To address those issues Roadrunner Food Pantry will have food boxes that families (RFK and South Valley Academy Families) can pick up on April 23rd. PED requires that students work 30 minutes per class, per day (pass or fail)

Robert wanted to add on to the comment about distributing food to families. He is working with the Agricultural network to get produce out to families. For $3 they can come in and get a big bag of produce.

**Finance Committee Report March 2020**

Tina Garcia- Shams moved to approve the financial report March 2020. Lawrence Barela seconded the approval of the financial report. The motion passed unanimously.

**Revenues for March 2020**

* **Available Operating Funds** 
  + As of March 31, 2020, Operating Fund is $220,525.22
    - Irene explained that $170,000 is allocated for the extended learning (last 2 weeks of June)
    - Operating on a tight budget and trying to stay within the required 5% is important to receive a clean audit for the application of renewal
    - Irene stated that she can put a % sign next to the amount of money to show where we are in regard to the threshold.
* **Balance Sheet matches Bank reconciliation** 
  + The amount matches
* **Cash Disbursement Approval-** $507,152.35
  + $4,500- 3 Workshops conducted by Miguel from TX
  + $2,048.63 Ernest Trujillo- Swamp cooler/water heater
  + $4,138.20 Ernest Trujillo- Swamp cooler/water heater
  + $4,400- Richard Romero (food trailer)
  + $2,000 Camelot Security Iron- Rod iron at Bridge Site

Lawrence Barela moved to approve the March 2020 cash disbursements. Tina-Garcia-Shams

seconded. The motion passed unanimously.

**RFR**

* Submitted through March 2020

Question regarding carryover due to the COVID situation- will they give you extension to spend down monies. No, it will remain the same, so looking at purchasing more Chromebooks and increasing hours for two assistant coordinators (community school coordinators). Planning on using Title 1 money to allow students to pick up to go meals for their families. RFK will have until September to spend the school improvement fund.

**BAR (s)**

There is only one BAR-001-051-1920-0027 which is decrease of (-$5,998.00) for fund 27103 for Dual credit instructional materials.

Sister Agnes Kaczmarek moved to approve one BAR-001-051-1920-0027-D. Lawrence Barela seconded. The motion passed unanimously.

**Cash on hand** – 1.39 months of cash on hand

Enrollment for 120-day count is 362= 77 Middle School and 285 High School

**Audit Findings for 2019 Fiscal Year**

4 Findings, no repeat finding and no material weaknesses

**General Funds expenditure** $264,667.07

**Calendar for FY’21**

Irene explained the 2020-2021 school calendar. There will be 178 instructional days and 10 non-instructional days. The first day of school will be August 10 with the last day being May 28th.

**Questions Regarding Calendar:**

Does the 10 additional days account for the extended learning? No that is not included in that first list. It is listed in a separate section-July 1 to July 17 we were required to account for 10 days and we did 13 days.

What about the lockdown how does that effect the budget? The budget right now will go through the end of June. The teachers are planning for virtual classrooms in June.

Lawrence Barela moved to accept the FY’21 calendar. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

**Budget for FY’21**

Irene reviewed with the council the budget for the next school year. She explained that the SEG for the 2019/2020 $3,854,176.00, plus the carryover. The available budget for the 2020/2021 year will be $3.981,823.82.

**Questions** **Regarding Budget**:

Will money be impacted because of the oil revenue? The only way it may be affected is if the SEG money is affected in the special session, or through student count. The 4% teacher salary increase could also be affected in the special session, the at-risk index could be lowered as well as the unit value. All of this could impact the monthly SEG distribution. Best case scenario is money could be accessed out of the Land Grant permanent fund. As result of all this uncertainty, the Secretary of Education suggested that RFK will need to come up with a contingency budget. The special session may happen in June or July. The plan moving forward is not to take a reduction in force in the middle of the year, as well as advocate not to cut education.

A question regarding the two pieces of legislation small school funding and the age limit was addressed. The small school funding combined with a the at-risk school funding there was a net loss.

When will the next contracts need to be signed? End of July, beginning of August. What comes out at the end of the school year is a letter that Robert issues. “Intent to hire or Intent not to hire”.

Question on budget decrease for line item 2100 (speech therapist, psychologist and specialists). Is the decrease for budgeting purpose and will it increase as needed? The social worker has been switched from CES to hired employee. Her salary can be counted as ancillary staff and be moved over to the operating budget.

Who is your legal going to, there doesn’t seem to be a budget? If the school needs legal services, it will come out of other contracted services. The New Mexico insurance authority represents the school if needed in that area.

On the payroll it shows you have a STARS (student reporting system the state requires) coordinator on staff, but then there is an amount budgeted for a STARS under consultant? The STARS consultant was helping to transition the new STARS coordinator. The STARS program is important for student count and funding, so the coordinator position is one RFK has really invested in.

Lawrence moved to approve the full operational budget for fiscal school year 2021. Tina Garcia-Shams seconded. The motion passed unanimously.

**Lease Assistance Application for FY’21**

The lease assistance application can have electronic signatures. Irene will contact the council members to get that done by signing the application it will serve as council approval. If a physical signature needs to happen then Irene and Robert will coordinate with council.

Irene briefly explained that the amount that RKF receives for lease assistance is turned over to APS.

**Strategic Plan**

Lawrence reported that he did receive the data from Robert and will incorporate that into the plan. He also addressed the need to increase academic performance and will research how that verbiage can be used in the strategic plan. The plan will include short, mid and long-term goals on implementing academic performance measures for improvement. Lawrence is aiming to have an outline ready by the June meeting and at that time the council can review the proposed plan.

**Director’s Report**

Robert acknowledge that he sent the council a short report, stating this month has been strange due to the current circumstances. RFK has responded well even with a small budget. The money that is available has been spent on improvements. Swamp coolers, fencing at the farm and new air conditioners. The SB-9 money is being used to purchase Chromebooks. The staff has been creative moving virtually to help the students. The culinary teacher is preparing meals at home and videotaping the sessions. Then the students can pick up premeasured ingredients and make the meal for their families. The music classes are being done virtually, with the students playing instruments all together. The ceramic teacher has clay available for students to pick up, create a project and bring back to place in the kiln. Students are expected to work to get a passing grade. RFK staff has really pivoted to accommodate the circumstances that students are facing. Every staff member is working and has job duties as part of the continuous learning plan that was submitted.   
Robert stated that there may not be a RFK graduation in the traditional sense, but he stressed that there will be a ceremony either in the summer or before the school year starts.

Summer school might not be as interesting and fun as it has been, but it will happen.

Robert addressed the issuing of the Chromebooks, how the laptops are swept every time they are returned. He does anticipate about 20% of the laptops might not be returned. So, the students sign an agreement that if the laptop is damaged or not returned, they will have to pay $500.

Robert explained that because of the social distancing restrictions the Youth Conservation Council helped with the prep work for the farm and then can continue to help with the program until the end of October.

Robert does see that there will be a change with virtual education becoming a larger component of the student’s curriculum. He reported that they met with Deb Holland, and she is encouraging to put money towards job training, because many of the jobs in the future will be tech jobs. So RFK is hoping to get access to some of that money for job training.

To add support to the South Valley, we have met with the Rio Grande Credit Union, creating a partnership to help families cash checks. We also have been working closely with the community schools to share resources. By partnering with Road Runner foodbank, South Valley Academy and the RFK food truck, more families can get the staple food items they need.

Robert said he has completed his self-evaluation, but the quality of education surveys did not go out (due to stay at home orders), unsure of how they will be distributed.

Robert wanted to acknowledge that the behavioral health staff has done a really good job of reaching out and supporting students and families.

The council wanted to express their appreciation to the RFK staff and how they have kept the school going by reallocating staff members to different areas, so they could keep working. And really supporting students and families during such a stressful time.

**Housekeeping**

Tina asked if everyone has gotten their training completed? Stacey Vigil said she did complete the training and is waiting for the information to be mailed to her. She hopes to be a voting member by next meeting.

Irene and Robert mentioned that the council needs to add a member as a check signer. Stacey Vigil and Tina Garcia said they could volunteer to be check signers.

Lawrence Barela moved to accept Stacey Vigil and Tina Garcia as the two signatories from the council. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

Lawrence Barela made the motion to adjourn the meeting. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

Next Meeting: May 21, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

4/16/2020