4300 Blake Rd. SW

Albuquerque, NM 87121

PHONE: 505-243-1118 FAX: 505-242-7444

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, June 18, 2020 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**: Tina Garcia, Sister Agnes Kaczmarek, Lawrence Barela, Stacey Vigil (absent), Tina Garcia-Shams, Joseph Sanchez (absent), Mark Welch

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

**Minutes by**: Anne Tafoya

Sister Agnes Kaczmarek motioned to approve the June 18, agenda. Mark Welch seconded. The motion is unanimously approved.

Sister Agnes Kaczmarek motioned to approve the May 21, 2020 meeting minutes. Mark Welch seconded. \*Fix spelling errors and spelling of names. The motion passed.

**Public Comment**

**N/A**

**Middle School Update**

Shawn Morris reported the lasted updates on the Middle School. Currently Anchor Build is the contractor working on the project at the property. APS will bring in three portables. One portable will be a bathroom portable, which will increase the capacity, considering next year, no one is sure how schools will look upon reentry. It’s essential to have the extra facilities and space, whether school will be on a full schedule or a hybrid schedule. The plan moving forward is that Shawn will transition to the High School and Erin Aviano will take over the duties of the Middle School Principle. Hiring has taken place for more teachers, the letter of intent has been signed, and once the Special Session at the Legislation is complete, the new salaries will be in place. Irene will work on completing the contracts with teachers/staff.

Shawn explained that he has mainly been working at the High School, figuring out how school might look using the CDC and PED guidelines. As well as following guidelines found on the Bill and Melinda Gates Foundation website. Now it is coming down to revising policies and precuring PPE. The equipment will be purchased after the July 1 budget is in place. In the coming weeks teachers will be back on campus completing Professional Development requirements. The Profession Development schedule will include Trauma Informed Practices, Restorative Justice. Culturally Responsive Teaching and the big piece is continued training on Google Classroom.

The other issue that the school staff is currently working through are new procedures, regarding how to clean the school, students obtaining and wearing masks everyday etc

**Questions/Comments**

* What is Culturally Relevant Teaching?
	+ This stems from two requirements through the state.
		- That every district has to have a Equity Council (Community members viewing what the schools can do better through the lens of the Martinez Yazzie Lawsuit)
		- Forming a culturally responsive taskforce (made up of staff)
		- Receiving training is important for teachers because they have students from all different backgrounds (Dr. Sharroky Hollie does these types of trainings)

Shawn mentioned that the plan is to do some virtual trainings with Dr. Hollie between August and December and then have him fly in around January to do an in-person training.

Shawn invited the council members to attend the first day training, which will be comprised of 5 modules. Shawn stated that we recognizes that asking the teachers and staff to go through these series is a lot to ask, especially with so much of what they already have on their plates, but it is essential to give them tools in their toolbox to deal with situations that may arise because of the current situation.

* How has racism been addressed in the past at the school?
	+ We have had a variety of trainings in the past, with a staff that was comfortable in those conversations
	+ We are required to have an Equity Council and with new staff members, the trainings fulfills the added requirements.
	+ The trainings really help teachers recognize their own personal biases and to respond differently to students. (owning their biases and then through training gaining the tools to do something about it)

Shawn continued with his update by stating that with the help of Lawrence Torres, they are rebuilding the orientation program. Working with Cottonwood Gulch and Together for Brothers, to come in and work with orientation students (looking for a non-profit that works with young women) through team building activities, working with students of color. The data shows that 90% of students who make it out of orientation will graduate. Shane mentioned that they are open to any ideas that council may have on helping the students to stay engaged on track for graduation. (mentoring, pathways, internships, service learning) Providing the students with opportunities is essential, bringing in organizations to build relationships.

**Finance Committee Report- May 2020**

* **Revenues for May 2020 – no change**
* **Available Operating Funds**
	+ As of May 2020, Operating Fund is $215,272.29
* **Balance Sheet matches Bank reconciliation $259,402.42**
	+ The amount matches
* **Cash Disbursement Approval-** $372,981.69

Mark had some questions about payments, he has gone through the financial training but just wants to be familiar with vendors. Irene answered all the questions he had up to this point.

Some of the larger purchases were for equipment

* + AC system
	+ New bus $19,500
* Sister Agnes Kaczmarek made a motion to approve the Cash Disbursements for May 2020. Tina Garcia-Shams seconded. The motion passed unanimously.

**RFR**

* Submitted through May 30, 2020
	+ All RFRs submitted
	+ Lease assistance

**BAR (s)**

BAR(s) 001-051-1920-0040 decrease. Additional funding of $2,9100 that was not used.

001-051-1920-0041 Increase- sold the old bus for $2,500.

Sister Agnes Kaczmarek made the motion to approve BAR # 001-051-1920-0040-D. Lawrence Barela seconded the motion. The motion passes unanimously.

 Sister Agnes Kaczmarek made the motion to approve BAR # 001-051-1920-0041- I. Lawrence Barela seconded the motion. The motion passes unanimously.

Sister Agnes Kaczmarek made a motion to approve the Financial Report for May 2020. Tina Garcia-Shams seconded. The motion passed unanimously.

**Cash on hand** – Months of cash on hand is 0.97 (waiting for RFR’s to come in)

Enrollment for 120-day count is 362

**Findings for Last Year**

4 with no repeat findings and no material weaknesses or significant deficiencies.

**Executive Directors Evaluation Process**

Tina Garcia and Sister Agnes Kaczmarek went through the PED House Evaluation. Robert’s contract has been approved for another year. The contract in place is for the original 4% increase in salary. The language may change due to the Special Session coming up. Robert has agreed to the contract. The survey response was low due to the COVID situation. But those that were turned in, were in agreement on Robert’s stellar leadership, and that Robert is the reason many students are happy to attend the school.

**Questions/Comments**

* Mark had a question about who creates the contract, is that a subcommittee of the Governance Council?
	+ Yes, The Executive Director is the one Employee that the Governance Council oversees, the contract is created and approved. The Governance Council also approves the budget for the Executive Director position.
* Tina noted that she is creating Governance Council notebooks for both Mark and Joseph and Irene will make sure they get them.
* What is the process of joining a committee?
	+ If it is committee you are interested in joining you can volunteer
		- Policy review committee-meets every other year or when there is a district level recommendation
		- Finance committee
		- Audit Committee
		- Overall there are 7 committees-(some are ad-hoc)

**Vote Needed to Approve Robert Baade’s Contract**

Lawrence Barela made a motion to approve Robert’s contract. Sister Agnes Kaczmarek seconded the motion. The motion passed unanimously

**Strategic Plan**

Lawrence Barela reported that the strategic plan is complete. The plan is describing where we are at, where we want to go and how we are going to get there. Lawrence asked that Irene send the strategic plan out to the council members, as opposed to him sending it to them directly. Along with the strategic plan is an attachment called SWOT-Strengths, Weakness, Opportunities and Threats. Lawrence made a request, that each member identify each category – relative to the school. Would like the council endorsement. Over all the plan will be laid out as the following:

* Purpose
* Mission and Vision Statements
* Description of the general council and the Governance Council
* Graduate outcomes
* Student Ethos (Lawrence suggested one, but if someone has a suggestion let him know)
* Context- (the why, what we want to accomplish)
* Strategic plan process- Time frames
* Goals- 5 Central theme, objective and tasks
* Proposing hiring a Career Coach (could look for grants to support this position)

Lawrence continued with an explanation of each theme and underlying objectives. The goal of conducting a SWOT analysis is to collect data and have a baseline to begin from. The next steps after the plan has been endorsed, have the council sign a signatory page (ownership) and then formulate the timeline. There will be a vote on the finalize version (future agenda item),

Robert thanked Lawrence for all of his time and effort, commenting that this is an important piece for the school to have in place.

**Executive Directors Report**

Robert gave his report, stating that Shawn has given a lot the updates already, regarding his transition. Shawn mentioned the orientation program and that is an important step that it is being revised.

Robert expressed it has been a strange year, with the disruption to school and having to go virtual, the process has not been smooth, and many students didn’t do well and really want to be back on campus. We agree and do want the students but, but it is up to the Governor to make that mandate. The school did receive money from the CARES act and that money will be used to purchase equipment, mobile hand sanitizers, plexiglass, protection shields for teachers. Students coming on to campus will be required to be tested. Through additional grant money, Chrome Books will be purchased so when the students do come back, they will continue with Google Classroom, so that if they do need to stay home, they can pivot easier. The teachers are receiving additional training on Google Classroom. If only a certain number of students allowed on campus at one time, it is important that the Orientation students and the Special Education students receive in person instruction. (For added supports).

Robert expressed he has been pleased with the Youth Conservation Corp and the work they are achieving at the farm. Unfortunately, one of the students had a family member that tested positive, so the YCC program had to shut down until there was a negative test showing no exposure. This was a preview of how the school will need to run, having a full-time nurse in place, students tested and if signs of symptoms, they will quarantine in a specific area. Every student will have separate school supplies, classrooms will need to be set up differently, even thinking through how the Child Development Center is set up and how the little children will enter the school. Robert explained that the school will be ready when the decision is made to open schools, adjustments will be made when needed. The concern is if the students will meet all the instructional hours if only attending school 2 days a week.

Robert reassured the council that they will be informed of all the school reentry options as the plans becomes available.

* A question was asked about the 40-day count
	+ Robert said that a request was made to increase the 40-day count and will see what happens at the Legislative session.

**Other Business**

* **Let Irene or Robert know if you are interested in harvesting produce from the farm.**

 They will be happy to show you around. The students are really proud of their work.

* Mark and Joseph are working on completing their training hours, so that they can vote (quorum)
* The council expressed their thanks to Robert and his staff for working so hard.
* Robert has a name of a person interested in joining the council-Silvia (Mckentry)
* Tina asked the council to submit names of potential council members (that may be interested in joining)

Meeting adjourned

Lawrence Barela made a motion to adjourn the meeting. Mark Welch seconded the motion. The motion passed unanimously

Next Meeting: July 16, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

6/18/2020