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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, March 19, 2020 5:30 PM**

**Virtual Meeting**

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

**Absent:** Lawrence Barela (absent), Beverly Nomberg (absent)

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

**Minutes by**: Anne Tafoya

Tina Garcia-Shams motioned to approve the March 19 agenda. Sister Agnes Kaczmarek seconded. The motion is unanimously approved

Tina Garcia-Shams motioned to approve the February 20, 2020 meeting minutes. Sister Agnes Kaczmarek seconded. \*The motion passed. \*Make correction to the dollar amount of December revenue amount.

**Public Comments**

 N/A

**Middle School Update**

Shawn Morris, the principal for RFK Middle school reported the 8th graders have finished up the New Mexico Science test. Now that schools have been closed and kids are out of school there is not a lot to report.

Tina Garcia asked a question about standardized testing and how it will be affected? Robert Baade clarified that the March testing has been cancelled due to the current situation. The other testing has been suspended for now, until a decision has been made about opening up the schools. The school is prepared to do the testing in the gymnasium and making sure that there is enough WIFI and computers. Operating week by week and ready to come back on April 6th if that’s the decision.

Shawn continued that he had been working with the 10 different schools to share resources, until the school closures were announced. Robert reinforced that they are continuing to work with Albuquerque Interfaith and Community Schools, because now is a good opportunity to work together. There is a meeting set up with APS Board President Dr. David Pearcy to help support RFK to continue to work through these hard times.

**Survey- Parents, Students and Staff**

This too will be dependent on when the school reopens. Robert explained the plan is that when school does resume, the quality event surveys will happen during the parent/teacher conferences. Tina asked if the board had a chance to review the surveys and if there were any comments. Tina Garcia-Shams did notice some mistakes on the survey. She will send to the council to edit. Robert asked **not** to be included in this email.

**Finance Committee Report- February, 2020**

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

**Revenues for February 2020**

* **Available Operating Funds**
	+ As of February 29, 2020, Operating Fund is $195,218.76
* **Balance Sheet matches Bank reconciliation**
	+ The amount matches
* **Cash Disbursement Approval-** $361,473.58
	+ ACCESS – Sharp Boards
	+ ACE’S- Laptops

**RFR**

* Submitted through February 29, 2020

**BAR (s)**

BAR(s) 001-051-1920-0024 Increase $2,231.00 Title 4 Professional Development, 001-051-1920-0026 Initial Budget $500.00 Supplies and Material, 001-051-1920-0028 Increase $16,408.00 School Improvement, 001-051-1920-0029 Initial Budget $8,647.00 Fixed, Supply Assets, 001-051-1920-0031 Increase $29,396.00-Salaries.

Maintenance/Transfer BARs

Irene explained that this will be to “clean up” accounts. To move funds within accounts or to different accounts to prepare books to close for the school year ending June 30, 2020. Irene can get a blanket approval for this method and there does not need to be any special sessions.

On page 34 of the financial report is a cash transfer request to permanently move cash from activity fund 90001 to fund 28000. The amount is $8,363.52.

Stacey Vigil asked if there was a plan regarding BARs under professional development and salaries. Robert answered that at the end of the school year, we will spend two weeks with teachers around common core assessments and curriculum development, with a focus on ESL students. The money has also been allocated for stipends for summer sessions.

Sister Agnes Kaczmarek made the motion to approve BAR(s) 001-051-1920-0024 Increase $2,231.00, 001-051-1920-0026 Initial Budget $500.00, 001-051-1920-0028 Increase $16,408.00, 001-051-1920-0029 Initial Budget $8,647.00, 001-051-1920-0031 Increase $29,396.00, included is the Maintenance/Transfer Bar blanket approval and permanent cash transfer- moving cash from activity fund 90001 to fund 28000 for $8,363.52 Tina Garcia- Shams seconded. The motion passed unanimously.

**Cash on hand** – 2.22 months of cash on hand

Enrollment for 80-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

**Strategic Plan**

Lawrence Barela was unable to attend the meeting by phone due to the current situation – therefore Robert gave a brief update on the activities that have taken place in regard to the strategic planning. Lawrence is working on the modifications, even though his workload has increased, but he has agreed to work with Robert going forward.

Robert made some additional comments saying that we are submitting our renewal and since the school is not a high performing school, we are required to have a turnaround plan written into the charter renewal. We are required to have a short-term and long-term plan to raise academic performance. This is a concern of Lawrence’s and will be included in his basic plan. Robert has been on several renewal committees and he understands the importance of creating a strong turnaround plan for the renewal. Robert explained that this will affect the need for additional staffing in language arts and math classes and may push the elective classes to evening classes. Robert’s plan is to work on the renewal application now, present it to the district in April for approval in May. The goal is to have the changes at the beginning of the school year. The district asked 5 of the 10 schools up for renewal to consider renewing early. RFK was the only school prepared to go through with the early submission. The other portion of the renewal is that APS wants to see the school have a 5% cash carryover of the budget which in terms of dollars would be $250,000.00. Schools tend to receive lower scores when they have less then this amount to carry over to the next fiscal year. Robert stated that because RFK maintains the school staff, the remaining amount has always been around $50,000.00. Part of the renewal plan will be to create financial stability and there will be steps in place to increase the carryover amount every year.

**Director’s Report**

Robert explained that since he covered most of his report in the previous section, he would like to inform the council on the current situation at hand. Because of COVI9, new state mandates were put in place. Students were sent home, and certain staff members had to stay on. This will give Robert and Irene time to work on grants and contracts. The cafeteria staff has stayed to work with APS to provide food for the community. The child development center and the health-based center will remain open for now. Robert reported that many schools are working online. Because so many RFK’s students don’t have the proper equipment to do online learning the RFK staff will find a way to distribute laptops to provide education to the students. The focus will be on the seniors and those that are in danger of not passing. It is important that the seniors graduate, and others get the credits to move forward. As an additional resource the behavioral health staff will be working with students to address any concerns and offering extra support for the Special Education students.

 The staff will look at redesigning the summer semester.

Additionally, the oil revenues are down and that’s going to be a real problem for the legislature to fund education at the rates they original agreed to. Robert has real concerns about ‘clawback” which is in reference to revenue that is sitting in the bank and that district can take back.

Tina Garcia-Shams has concerns about the Yazzie/Martinez lawsuit and what it may mean for RFK- Robert explained that the lawsuit went back to court and the Governor has asked for the case to be dismissed because many changes have been implemented. Robert believes that not enough has been done to address the at-risk schools and RFK is in jeopardy of losing additional funding.

How does it affect the equity boards? The boards were put in place to make sure at-risk schools were taken care of, so who knows what may happen.

**Housekeeping**

Tina Garcia mentioned that there are two, highly qualified people interested in joining the council. Mark Walsh and Joseph Sanchez. Robert said he has spoken with the business manager at UNM school of Medicine and she is interested as well. Robert will set up a meeting with Silva and Tina Garcia. Robert added, that Silvia lives in the South Valley, although, not a prerequisite for joining the council it is important.

An additional agenda item for the April meeting will be the presentation of the budget to the council for approval.

**Disposal of Asset**

A vote is needed by council to dispose of the 1999 School Bus, after 20 years it will no longer be used for as the activity bus.

Tina Garcia-Shams moved to approve the disposal of the 1999 activity bus. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

**Adding Additional Check Signer**

Recently Ron Burton resigned from the council, so an additional check signer needs to take his place.

It has been purposed that Shawn Morris be added as a signatory. Currently Robert Baade and Pete Ciurczak are authorized to sign checks.

Tina Garcia-Shames moved to approve Shawn Morris as an authorized signatory. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

Tina Garcia-Shames made the motion to adjourn the meeting. Sister Agnes Kaczmarek seconded. The motion passed unanimously.

Next Meeting: April 16, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

 3/19/2020