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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, May 21, 2020 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**: Tina Garcia, Sister Agnes Kaczmarek, Lawrence Barela, Beverly Nomberg (absent), Stacey Vigil (absent), Tina Garcia-Shams, Joseph Sanchez (attended at 6:00)

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

**Minutes by**: Anne Tafoya

Sister Agnes Kaczmarek motioned to approve the May 21, agenda. Lawrence Barela seconded. The motion is unanimously approved.

Sister Agnes Kaczmarek asked if we will go into executive session to discuss the performance evaluation?

Hoping to get that done by June, Tina Garcia will try resending evaluation survey.

Lawrence Barela motioned to approve the April 16, 2020 meeting minutes. Tina Garcia-Shams seconded. \*Make the correction to the dollar amount. The motion passed.

**New Council members**

The council voted Joseph Sanchez and Mark Welch on as the newest members. Voted: all in favor.

Tina Garcia explained to new council member, Joseph that training is available online and once he has completed training, he will be a voting member.

**Middle School Update**

Shawn Morris reported on recent activities that have taken place at the RFK Middle School, $50,000 grant money was rewarded. More Chromebooks are being ordered, one device per student, in the event students will have to pivot to online learning. 90 families have been able to receive food from the pantry through the month of April.

Shawn explained that due to the COVID19 situation, the staff is trying to procure and obtain different PPE for next year, it all depends on what is needed and what funding will be available, still waiting on APS to distribute the CARES act money. There are various scenarios being discussed on what classes will look like when the new school year starts. Some of the classroom options include, traditional schedule with preventative measures, a hybrid schedule, to a online learning platform. Nothing has been finalized, but we will know more after the next leadership meeting.

A question was asked about how much funding could be received through the CARES ACT? The money should be released through APS, the expected amount of $77,000 is based on the Title 1 status, which is based on value unit per student. It may also come in the form of reimbursement through the BARs, which Irene will have to submit.

Robert added that Shawn Morris, Lawrence Torres, and some other staff members are meeting weekly to come up with plans to bring students back directly to school, if that plan is not part of the contingent, we won’t be ready. Shawn has the CDC’s recommendations for the safest way to come back. Part of the plan is that each student will have a Chromebook to pivot back to online learning, if there is a COVID exposure, and if there is a need for students/staff to quarantine.

Shawn stated that the school has an obligation to provide equitable services to all the students, and that is why they are providing the Chromebooks as well as looking at options to provide families with internet. The teachers will have Google Classroom, so that learning will not stop if we need to move to the online platform.

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

**Finance Committee Report- April 2020**

Sister Agnes Kaczmarek made a motion to approve the cash disbursement for April 2020. Tina Garcia-Shams seconded the approval of the cash disbursement. The motion passed unanimously.

**Revenues for April 2020**

* **Available Operating Funds**
	+ As of April 2020 Operating Fund is $225,876.05
		- Summer School will be $75,000 so will carry over about $150,000
		- It all depends on the Special Session that may take place in June
* **Balance Sheet matches Bank reconciliation $286,760.67**
	+ The amount matches
* **Cash Disbursement Approval-** $429,859.96

**RFR**

* Submitted through April 30, 2020

**BAR (s)**

BAR(s) 001-051-1920-0033 Initial budget, it’s for fund 29102 a small grant from the Simon Foundation for $5,000. It helps with the YCC, to hire more students, since we are not going to use it this year, we can carry it forward.

Lawrence Barela made the motion to approve BAR(s) 001-051-1920-0033-I. Sister Agnes Kaczmarek seconded the motion. The motion passes unanimously.

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

**Cash on hand** – Months of cash on hand is 1.2

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**

Robert reviewed the evaluation process with the council members, explaining he had selected several competencies related to his evaluation. And establishing short-term goals and long-term goals. Robert expressed an interest in seeing which goals the Governance Council has selected for the next two years. He then works those goals into his performance review and the council checks on his progress.

Tina Garcia will contact council members to see if they would like to be part on the goal setting discussion.

**Strategic Plan**

Lawrence Barela will have a draft ready for review for the June meeting. He plans to align the strategic plan with the long-term goals.

**Executive Directors Report**

Robert went over the PED House evaluation report with the three stated recommendations for the school. The recommendations made; were that the discipline data be broken down between gender and race, and that was done. Development of policy and procedure on the evaluation of the school was suggested and that has been completed. A process to regularly review the strategic plan has been put into place.

Robert noted that there was a huge improvement made on the evaluation of Special Education. Pete received 87% of all possible points which is a high on continuous improvement for RFK. This is significant because they felt that RFK was doing a good job and there is a lot of confidence from APS. The plan is to turn in the renewal application in August with renewal approval coming in October.

Robert did mention that there is a liquidity issue with the cuts in the budget. They still want to see a carryover of $250,000 at the end of the year. The concern due to the current situation and the State’s budget shortfall, that the decision made during the Special Session could mean sweeping that money back. Robert is hoping for a good outcome, due to the positive review from APS.

Robert continues with his report explaining that this has been a very strange year, now that the Governor has relaxed some of the regulations, critical staff have been able to come back to campus. There will be continued talk and plans made for the new school year, as Shawn has explained in his report out. Time is of the essence to procure PPE, as many schools will be looking for the same supplies, and the staff at RFK want to be prepared for the various scenarios that may play out concerning the current COVID situation.

The YCC kids were allowed to come back and help at the farm, because they were considered essential as well, because of the involvement in food production. This has been a great incentive for the students to complete their course work so they can work to receive a paycheck.

Robert explained that the staff has been working on the budget, with took a lot more time, and shifting to a virtual situation was a huge amount of work.

There has been a lot of work done around the facilities and around the farm and taken advantage of the time, but the students do really need to return to RKF to function properly. There is a concern regarding the 40 day count and so Robert has made recommendations to the Secretary of Education and a number of legislators to freeze or put a hold on the harmless on the 40 day count, so that budgets won’t be cut in the middle of the year.

Robert announced that Shawn has been very involved with this process and will be transitioning from the middle school to the high school, as Robert works his way to retirement.

A few teaching positions will be filled and had some good interviews with some level 3 teachers, which can help generate more money for the budget next year. And one new teacher has agreed to take the course work to become a Special Education teacher.

Sister Agnes asked about the Seniors having a ceremony to receive their diplomas. Robert stated that there is a planned graduation for July 24th. As long as it takes place before the start of the new school year, they will still be considered graduates of the current year. Right now, we are supporting students to make sure they pass all their course and make it to graduation. Students will be able to pick up caps and gowns and get their pictures taken.

Robert reiterated that the evaluation process is important, so that he can have his contract in place in order to sign staff contracts.

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

Next Meeting: June18, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

5/21/2020