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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, July 16, 2020 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual** : Tina Garcia, Sister Agnes Kaczmarek, Lawrence Barela, Stacey Vigil, Tina Garcia-Shams, Joseph Sanchez & Mark Walch

**Staff**: Robert Baade, Irene Sanchez, Shawn Morris, & Aaron Arellano

**Minutes by**: Anne Tafoya

Sister Agnes Kaczmarek motioned to approve the July 16, agenda. Mark Walch seconded. The motion is unanimously approved.

motioned to approve the June 18, 2020 meeting minutes. seconded. The motion passed subject to corrections.

**Public Comment**

**N/A**

**Middle School Update**

Shawn Morris reported demolition is taking place using HB 33. The portables are being worked on they will be used as additional bathroom & multi-purpose facilities. Hoping this will be completed by the beginning of the school year. Aaron Arellano introduced himself and will be transitioning to the Middle School Principal position. A new language Arts teacher has been hired to replace Aaron.

**Finance Committee Report- June 2020**

Tina Garcia-Shams made a motion to approve the Financial statements for June 2020. Lawrence Barela seconded the approval. The motion passed unanimously.

**Revenues for June 2020**

* **Available Operating Funds** 
  + As of June 2020, Operating Fund is $294,964.33
* Waiting for instructions of the amount of the carry-over (was initially budgeted for all students participating in the extended days (10 days of in person instructions) Due to COVID, only virtual learning took place.
* Simons grant covered the YCC program
* **Balance Sheet matches Bank reconciliation $**170,095.85
  + The amount matches
* **Cash Disbursement Approval-** $727,278.09 - Tina Garcia-Shams made a motion to approve the cash disbursements for June 2020. Lawrence Barela seconded the approval. The motion passed unanimously.
  + Travis McKenzie- Helped with YCC program
  + Tax and Revenue – payroll taxes
  + Freeform Associates- grant writing
  + Gen Yes-on-line training program for IT classes (a pathway from schooling to career)

**RFR**

* Submitted through June 30, 2020
  + Have received a majority of the RFR’s, still waiting for 2.

Lawrence Barela made a motion to approve the June 2020 Financial statements. Sister Agnes Kaczmarek seconded, passed unanimously

**BAR(s)**

No BAR(s) at this time

**Cash on hand** – Months of cash on hand is 1.31 (waiting for 2 RFR’s to come in)

Enrollment for 120-day count is 362 (104 students for summer session)

**Audit Findings for Last Year**

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

The new audit has started – August 17th is the projected date

General fund expenditure-is the breakdown of the 4 expenditures

Question-is there a way to itemize expenditures- tied to the Strategic Plan?

Add as agenda items for next month to vote on disposal of assets- computers and old bus

**Strategic Plan- general discussion of the SWOT analysis (Strengths, Weakness, Opportunities, Threats)**

Please send all comments to Lawrence by July 27, Lawrence mentioned he has received some input already, would like to present to the council. The next steps will be to write the strategic plan.

Hoping to get some themes or major groupings from the comments, with a big picture objective.

Theme, Objective, to Task

Strengths- i.e. Great campus, solid financial reporting

Weakness-i.e. Gang issues, attendance problems

Opportunities-i.e. Great Farming program, good funding, grants

Threats-i.e. Barriers to academic performance, other charter schools (retention)

The idea is to collectively put ideas together to move the goals forward.

“Make RFK the School of Choice.”

Task 5- Master plan includes the $20 million bond funding

The council felt this is a good plan and covers the regulations and aligns with the vision of the school.

The main object is to get the school rating from a D to an A.

**Executive Director’s Report**

Robert spoke about the updated Federal Government guidelines on the Coronavirus sick leave policy. RFK will pay 2 weeks of sick leave out of the operational budget. Family Medical Leave Act (FMLA) will cover time off due to COVID related illness. Although it does not affect payroll, if a teacher is absent, will need to bring in a substitute. Additionally, 10 weeks of FMLA can be enacted to care for a child when daycare or school has shut down due to COVID. So, if a new employee does not have enough sick leave, he/she can take up to 5 days of unpaid leave. Sick leave donations can be considered if employee needs additional leave. Robert wants the council to be aware, the budget may be impacted.

**Question-** What if the HEROES ACT is passed what are the budget implications?

When Shawn meets with the Sec. of Education, he will ask to clarify the issue of school closures, obligations of quarantine

Who is obligated to pay if teacher has to quarantine- the School is still responsible? (listen to recording)

**Executive Director’s Report**

Robert reiterated that the reentry plan has caused confusion and a lot of work. Irene and Robert have not been able to take a vacation. Many of the staff members are working without compensation and Robert listed in his ED report. This is a frustrating time, due to the changing messages from education leadership.   
Robert explained that the reentry plan has been submitted and waiting for feedback. Also waiting on feedback from the School Improvement funding.

Shawn presented the reentry draft plan that has been submitted to PED

Safety and Hygiene – cleaning supplies have been ordered. (Lysol, PPE, masks, gloves, industrial sprayers, hand sanitizers)

Meals and Transportation

Technology- Red (stay at home), Yellow (hybrid) Green (face to face)

Training for families- Parent access center – support for using devices

Staff and students to be tested prior to entering campus and must wear mask or shield

Option for students to go virtual if they do not want to be tested for admittance for school year 2020-2021. Temperature checks daily before entering the school’s campuses.

The goal is to shift seamlessly from virtual to on campus learning as the situation calls for.

Shawn mentioned that the hybrid model is what the school is planning on. Alphabetical order with rotating days the students will be on campus, keeping siblings together. Students at home will participate with the classroom virtually. Students could work together- virtually and in the classroom at the same time. Lessons will be recorded. Security measures are being considered (blackening screens to maintain privacy).

Aaron is working on a document concerning technology etiquette.

The plan is still to bring in the teachers for professional development July 28th, even if the school start date changes.

Students will receive Special Ed instruction and therapies.

There was a survey sent out to families – over 100 families responded. There is a lot of fear, but parents and students prefer the in-person school option.

The school has some flexibility for additional hours of instruction.

Robert highlighted – That each student will have a Chromebook and will be the only one touching the laptop. The students will need to become proficient at Google Classroom with the support of well-trained teachers. The emphasis is that students will not share anything. Each student will have their own supplies. Robert with students and parents in small meetings to go through the process, so everyone is on the same page.

Robert discussed the legislative special session- there were budget cuts, CARES ACT money was diverted, unit value of each student has decreased. Irene created a new salary schedule. Cuts have been made to staff but determined to keep the level 3 teachers. A BAR reduction will be on the agenda for next meeting.

**Question**

How are you handling students that need internet access? The school has resources, but the best plan is to use the T-Mobile hotspots, will order 20 devices with a 12-month contract for an additional cost of $4,800. A student can check one out from the school by signing a contract.

House keeping

On 6/23 APS Charter School Division with Moss and Adams (auditors) conducted an entrance conference for Financial Audit via Zoom. Tina Garcia, Robert & Irene participated.

Audit dates between August 3rd- October 9th, 2020

A finding is an opportunity to improve, but the goal is a clean audit.

No on-site visits – Irene is already providing requested information, but she will commit one week virtually to be available for questions.

Council members should consider participating- Lawrence Barela, Joseph Sanchez volunteered (will meet virtually) specific questions will be asked

Wendy Shanahan recommended a potential council member – James Byers

Robert again invited everyone to the Farm- Sunday 4-8 harvest

Joseph Sanchez made a motion to adjourn the meeting. Lawrence Barela seconded the motion. The motion passed unanimously

Meeting adjourned

Next Meeting: August 20, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

7/16/2020