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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, August 20, 2020 5:30 PM (Virtual meeting)**

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

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

**Guest**: Trey – Albuquerque Interfaith

**Minutes by**: Anne Tafoya

Sister Agnes Kaczmarek motioned to approve the August 20, agenda. Tina Garcia-Shams seconded. The motion is unanimously approved.

Lawrence Barela motioned to approve the July 16, 2020 meeting minutes. Mark Walch seconded. The motion is unanimously approved.

**Public Comment**

Irene shared pictures of the crops at the farm.

**Middle School Update**

Aaron Arellano reported that current enrollment of students is 83, which is an increase. There is one more spot in 6th grade and there is a waiting list. Fully staffed at the Middle school and all teachers started classes virtually. Aaron stated that everyone is doing a great job. The school is working with partners in learning, Cottonwood Gulch and Holocaust Museum helping students more with lessons. It is a challenge to engage and give incentive in a virtually environment, so the staff is thinking outside the box to support the students. Aaron offered an update on the construction which is ongoing.

**Questions:**

* Do students have access to internet and Wi-Fi
* Yes, there are hot spots for all students, and some families have been provided with additional Wifi hotspots.
* Incentivizing students- what are the plans?
* Multiple apps and platforms to enhance learning and increase engagement – Flocabulary, Gizmo (science) and RFK is investing in different platforms
* This is an opportunity to focus on technology

**High School Update**

Shawn Morris reported that students who do not have laptops or hotspots were able to obtain them. By partnering with T-Mobile, they have been able to meet these needs. There are now 255 HS students that are registered that gives a total for both school 338. The teachers have really stepped up their preparations in order to teach the students virtually. The goal is to use Google Classroom all the time, whether virtual or in person. The staff just finished cultural relevant training with Dr. Hollie, and working on other PD training.

**Questions**

* Regarding restorative justice training? Yes the work is continuing with Pat Riolobo (virtual restorative circle) and looking at partnering with Cottonwood Gulch, hoping to bring students with special needs (in person learning) who are struggling with Google Classroom.
  + Looking at ways to incentives students.- Mark offered his help and Shawn will send him an invite when he meets with Cottonwood Gulch
* Have you looked at ways students can interact with each other virtually?
  + Yes, that idea has been explored- i.e. Lunch Bunch, socialization is so important and the students need it. Advisory period can be this the time they can speak to each other, and art classes are very important

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**Finance Committee Report- July 2020**

**Revenues for July 2020**

* **Available Operating Funds** 
  + As of July 2020, Operating Fund is $525,156.51 as of August 20
* **Balance Sheet matches Bank reconciliation $566,718.59**
  + The amount matches \*SB 9 match is showing as outstanding
* **Cash Disbursement Approval-** $426,304.84 - Stacey Vigil made a motion to approve the cash disbursements for July 2020. Sister Agnes Kaczmarek seconded the approval. The motion passed unanimously.
* Nearpod – online teaching tool
* Irene starting ordering PPE and disinfecting sprayers

CARES ACT money was used to order supplies quickly and planning ahead that the staff implemented, helped to purchase items before they ran out

* + Granger
  + Quill
  + Home Depot
  + Alliance Glass- Bulletproof glass at the front office, and additional windows at the Middle School- $14,000

**RFR**

* Will be Submitted for July and August together

Tina Garcia-Shams made a motion to approve the July 2020 Finance report. Lawrence Barela seconded the motion. The motion passed unanimously.

**BAR (s) - none**

**Cash on hand** – Months of cash on hand is 3.44

Enrollment count is 344

**Findings for FY’19**

4 findings from last audit year (4 with no repeat findings and no material weaknesses or significant deficiencies)

The new audit is on going

**Disposal of assets- (selling of assets)**

* Small school bus- fully depreciated and sale is profit- the use of bus has exceeded the 20 yr rule- and being sold for $2,500
* Computers –have been disposed of properly through the city
* Council asked if term could be changed to disposition of items- Irene explained that disposal of assets is how she has to list it this way on her report
* Irene will provide the new regulations (rules) to the council at September meeting

Lawrence Barela made a motion to approve the disposal of assets (bus and computers). Sister Agnes Kaczmarek seconded the motion. The motion has passed unanimously

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

Lawrence asked that if Tina Garcia could sign the document as (Chair of the Council) and will have the draft report

Ready for approval before the next meeting.

**COVID Update**

Robert reported that they have asked to have a hybrid plan but will have to wait for Governor to make a decision after Labor Day. Changing the plan mid semester is problematic for staff and students. If we bring the students back and there is an outbreak that will a disruption for the students. So, the plan is to stay one way for a full semester. Want to make sure the plan supports the students. Asked for family feedback and hope to have a decision by the end of two weeks. There are 3 plans

1. Stay virtual
2. Hybrid
3. Combination

It is important that the plan is consistent. Shawn and Aaron are in agreement. Robert explained that there is a safety plan in place, and they have all the proper equipment for students to come back. Documentation will be in place to have the proper reporting required by PED. So far the staff that is on campus has been kept safe.

Questions:

* What about student count? The count is good even with students going virtual but PED will use the student count average from last year and move it forward.
* What about the APS vote about not going back until next semester? RFK is independent from that vote and can make their own decision.

**Calendar of meetings for 2020-2021**

Is everyone still in favor of having the meeting the third Thursday of the Month

The listing will be posted in the Journal and the School Marquee

Mark Welch made a motion to approve the calendar. Lawrence Barela seconded the motion. The motion passed unanimously.

**Open Meetings Act for 2020-2021**

Corrections were made regarding meeting dates. A correction was made on section 2 “Shall include” that was typed in twice. Correction was made to sentence on section 1. Irene will fix formatting to sentence spacing. Section 3 – a correction to the last sentence.

Mark Welch made a motion to approve the documentation of the Open Meeting Act. Lawrence Barela seconded. The motion passed unanimously.

**Conflict of Interest Disclosure Form** Tina Garcia

Could council please sign and get the form to Irene by next week?

**Re-appointment of Positions**

Sister Agnes Kaczmarek, Stacey Vigil and Tina Garcia are willing to continue positions if council approves.

Mark Walch made the motion to approve the re-appointment of position for Sister Agnes Kaczmarek -Lawrence Barela seconded the motion

**Board member term renewals**

The Board agrees to stay on for the length of the term. Please note Tina Garcia’s term will end in June, may step off the board after July. Board members can vote before they have completed all training (COVID considerations)

Because of the new school year. The Board will have to continue training, but the required hours have been reduced. Melissa from PED sent the information. Tina will get the hours required to each board member

**Executive Director’s report**

Robert reiterated what he said previously in the COVID update. He reported that he will submit for the YCC grant. The staff will continue with Trauma informed training. Because both Robert and Irene have not taken a vacation, he wants to make sure she finds some time to take off.

**Announcements:**

Stacey Vigil said she will not be able to attend the September meeting

Irene will need board members to help with the Audit and schedule some dates.

Lawrence Barela, Joseph Sanchez and Tina Garcia will be part of that committee

**Changes to the Governance Council**

The changes were discussed on how the meeting can be conducted. This can be a discussion the next months agenda.

Is there an on boarding plan or orientation in place? Lawrence will look in to. Stacey is willing to help, Irene can email her. Could Lawrence look at his binder and make suggestions for improvements.

Irene has a binder for Mark and Joseph.

**Housekeeping**

Tina Garcia and Sister Agnes Kaczmarek will be speaking with 3 potential board members

Next steps would be to invite them on to a board meeting.

**Meeting adjourned**

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

Next Meeting: September 17, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

8/20/2020