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, September 17, 2020 5:30 PM (Virtual meeting)**

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

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

**Guest**: Trey Hammond, Clyde Ortiz, Sylvia McCleary

**Absent:** Tina Garcia-Shams

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela motioned to approve the Sept. 17, 2020 agenda. Sister Agnes Kaczmarek seconded. The motion is unanimously approved.

**Approval August 20, 2020 meeting minutes**

Sister Agnes Kaczmarek motioned to approve the August 20, 2020 meeting minutes. Lawrence Barela seconded. The motion is unanimously approved.

**Public Comment**

**There are two people interested in joining the council**

Clyde Ortiz introduced himself, he has worked at CNM for 13 years and is the director of the Assessment Office and part of the leadership team, he enjoys working with the students. Clyde is originally from the South Valley area and is now passionate about encouraging communities to expand and find opportunities. Clyde stated he would like to be part of the council and knows he can be a good role model for youth.

Sylvia McCleary introduced herself and explained she has a lot of experience in finance. Sylvia received her degree from UNM. She has a lot of experience in school and state finance. Sylvia is interested in becoming a member of the council because she believes that everyone deserves and opportunity to receive an education.

**Middle School Update**

Aaron Arellano stated that he wanted to start with a positive statement from a RFK family. The family member praised the way that RFK has handled the COVID situation especially with the technical aspects. Aaron gave an update on how the school is functioning virtually. The teachers and students are doing as well as possible, considering the hurdles with WIFI. The teachers have really become the tech experts and have been able to assist students. PED has given the approval for Special Education students to come back to campus to receive more support in person. Aaron noted that the staff is still working to get approval for At Risk students to be allowed to come to campus. Aaron explained that teachers have set Wednesdays aside to work with students who need extra support. Some good results are coming out of this action. Aaron added they were able to hire another Educational Assistant. As far as enrollment goes, the middle school has been able to maintain the attendance number at 81 students. There are still 2 spots available at 8th grade level. The 7th is at cap and 6th grade has 1 available spot. There are students on the waiting list. Construction at the campus is moving forward, the portables are being remodeled off site and will be moved to the Middle school location.

**Questions:**

Now that the school is 100% virtual how are you providing student engagement?

* Really there is nothing that takes the place of being in person, but several inter-active games and apps have been purchased for the students to sign up for. We are moving forward to partner with the Holocaust and Tolerance Museum and Cottonwood Gulch will be doing virtual classes with the 8th graders. Offering students take home kits to start a garden. Students are learning about how to start a podcast.

**High School Update**

Shawn Morris reported that they are working with the state on the re-entry plan, also working with the insurance agency for when students are allowed back on campus. Air filters need to be assessed and upgraded to MERV 13. Enrollment at High school is about 330 students. Shawn expressed that more than ever they need to advocate for the hold harmless provision, because of the COVID situation the school should not be held to the same standard with an impact on the budget. RFK has purchased from T-Mobile to provide 24 families hotspots, this enables a household to be able to handle multiple students online.

Shawn explained that they are working on the contract with Cottonwood Gulch, as well as looking for a matching grant for the cost. He also stated that the Special Education students will be coming back to campus, several students have been tested, so they are safe to come back. Teachers just finished professional development with Nearpod and worked with Dr. Flores out of California, this session helped to provide ideas for student engagement. October 5th the teachers will participate in another training with Dr. Holley. The goal is to bring Dr. Holley in person, when it is safe to do so. Shawn explained that a Family access center is being developed at the school, this will give families access and resources to learn Google classroom and other technical aspects of online learning. The school is also working on bringing in At Risk students back on to campus, the request was declined, but hoping the ruling will change.

**Questions:**
What is the definition of an At Risk student?

* It is a broad definition: any students who falls under the defined category stemming from the Yazzie-Martinez lawsuit.

**Comments:**

Mark would like to be involved when the students are able to connect with Cottonwood Gulch, (high ropes course)

Special Ed and at risk students- is there a large number?

1/3 of students are Special Ed, 2/3 are at risk. About 85 students are struggling with the virtual learning environment. Shawn said that RFK is trying to pinpoint how a student is struggling to provide support.

**Finance Committee report for August 2020**

Sister Agnes Kaczmarek made a motion to approve the Financial statements for August 2020. Lawrence Barela seconded the approval. The motion passed unanimously.

**Revenues for August 2020**

* **Available Operating Funds $504,786.97**
* **Balance Sheet matches Bank reconciliation $450,042.11**
* **Cash Disbursement Approval- $397,749.81 -** Sister Agnes Kaczmarek made a motion to approve the cash disbursements for August 2020. Lawrence Barela seconded the approval. The motion passed unanimously.
	+ Zoom subscription $1,800.00
	+ Costs for PPE and other items needed for COVID preparation
	+ Quill is a company that provides school supply bags as well as masks, gloves etc.
	+ BrainPOP- learning app
	+ YCC student paychecks
* Used the CARES Act money for the purchase of these items – chromebooks, masks, disinfectant sprayers, desk/chair combos and hand sanitizer

**RFR**

* Submitted through August 2020
* Received grant from the Carl Perkins funding
* Lease Reimbursement – received award letter
* Will be receiving reauthorization of $161,000 money – legislative approp.

**BAR (s)**

BAR# 001-051-2021-0001-I an Increase for $1,071 – Fund 31400 – Legislative Appropriations. Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously

BAR# 001-051-2021-0002-D –decrease of $353,906 Fund 11000 – Operations. Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously

* Operations cut to budget $353,000 or 10% of budget so the bar is the decrease of that amount

Robert explained how they will protect the budget.

**Cash on hand** – Months of cash on hand is 2.25

Enrollment count is 340 – (Robert explained the school is working on this number because funded for 362 students and this is where the hold harmless act will come in)

**Findings for Last Year’s Audit year 19 are listed as the same from previous meetings.**

**Disposal of Assets – Rules**

Irene explained that she sent the rules of disposal of assets in the email the council should be able to find it on page 24. If the council does have questions they can reach out to Irene.

**Vote on new member** – Trey Hammond

The council agrees that he would be a good fit to the council.

Sister Agnes Kaczmarek made a motion to approve Trey Hammond as a member of the Governance Council. Lawrence Barela seconded. The motion passed unanimously.

* Trey is now a member of the council. Irene will prepare information and binder for Trey.

**Strategic Plan-should be used in further discussions of which the SWOT analysis (Strengths, Weakness, Opportunities, Threats) is a part of.**

Lawrence explained that the plan has been reviewed by 40% of the council. The document is ready to be signed. It is a mandatory read by the council. Lawrence stressed that action needed to be taken on the action plan to raise the score of the school.

**Conflict of Interest Disclosure Form**

All members of the council need to turn in the conflict of interest form to Irene.

**Executive Director’s report**

Robert explained that he will briefly cover the items in his attached report. Shawn and Aaron both did a great job in reporting updates on the High School and Middle School.

Robert expressed his gratitude for the YCC program and how it has given an additional $60,000 to the students and their families. Robert for will reapply for the YCC grant.

RFK is working with Albuquerque Interfaith to advocate at risk index funding at a legislative level. The large budget cut is going to have a big impact on the school and the strategic plan really needs to be followed closely.

The goal is the bring core teachers up to a level of receiving a Special Education certificate through CNM to bring equity into the curriculum.

Robert stressed that RKF is working towards a school that requires students to work hard to earn their diploma (Rigger and Expectations) but believes in supporting students to get through school.

Working with legislators regarding use of land grant fund to shore up the resources and funding.

**Questions/Comments:**

Regarding the SWOT analysis- shoring up funding. Can an individuals or companies donate money to the school?

Yes, it has to be set up through a certain foundation.

Thomas foundation is looking at RFK to award funds for OST activities

Shawn also wanted to mention that the HS is looking at adding a film pathway curriculum. (Example is Sandia Labs)

Kellogg grant award

Robert was the recipient of two outstanding awards

* South Valley Person of the Year
* The School Based Health Clinic Champion of the Year

**Meeting adjourned**

Lawrence Barela a motioned to adjourn the meeting. Mark Walch seconded the motion. The motion passed unanimously

Next Meeting: October 15, 2020 @ 5:30

Robert F Kennedy Charter School

Governance Council Meeting

9/17/2020