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, October 15, 2020 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**: Tina Garcia, Sister Agnes Kaczmarek, Lawrence Barela, Joseph Sanchez, Trey Hammond, Clyde Ortiz, Tina Garcia-Shams, Mark Walch,

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

**Absent:** Stacey Vigil

**Guest**: Clyde Ortiz

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela motioned to approve the October 15,2020 agenda. Sister Agnes Kaczmarek seconded. The motion is unanimously approved.

**Approval September 17, 2020 meeting minutes**

Joseph Sanchez motioned to approve the September 17, 2020 meeting minutes. Trey Hammond seconded. The motion passed unanimously.

**Public Comment**

**N/A**

**Middle School Update**

 Aaron Arellano reported that the first quarter conferences were mostly completed last week. Teachers were able to meet via phone or virtually depending on what families requested. Many conferences were student led, they were able to share progress in each subject area, as well as areas they needed work. For those families that have been harder to reach, Aaron said he will work on communicating with them to complete the report. Teachers and students for the most part are more comfortable with the virtual classrooms. The leadership team has had the opportunity to observe the teaching in progress, the lessons and activities that are taking place are very impressive. Even though it has a been a huge lift for the teachers this year, the student engagement and participation is really coming along. Aaron explained that they have been able to bring 3 of the special education students on to campus with success. Currently only special education students are allowed back to the classroom setting. Aaron, along with Director Robert Baade and Principle Shawn Morris, have been fighting to extend the same benefits to the students that really need that extra support. Wednesdays have been set aside to work with students on a more individual basis (virtually). In terms of the staff, Aaron said that they were able to add an EA and she is off to a great start. She is establishing good working relationships with the students, and students confide in her regarding what type of academic support they need. Aaron continued his report by commenting that the number of students currently enrolled is steady, with 39- 8th graders, 24- 7th graders, 18- 6th graders. There is a student waitlist, which the staff will review on a case by case basis. The construction project is in progress. The last item on Aaron’s report was regarding student recognition and that they have been able to continue that program. One student, per grade level will be recognized each month with a yard sign, with Aaron making that delivery personally to make that connection with the student and their family.

**Questions:**

* In the terms of the student’s physical fitness are they offered courses?
* Yes, the coach has been engaging the students as well as supporting with on line apps
* High school level is required to take 1 credit and it is built in with the health/PE class

**Comments;**

* There is a CDC prescribed 20 minutes on line, 20 off (look away from the screen)- this is encouraged by the teachers to take breaks.

**High School Update**

Shawn Morris reported that they are waiting on the PED approved MERV filters to allow to students back on campus. Student count is at 252, still advocating for the hold harmless bill. Conferences have taken place, still have families that need to complete the conference and Shawn will follow up with them. 30 families are currently taking advantage of the WIFI hotspots. The school is also looking at installing WIFI that will transmit out into the parking lot (working with APS).

15 special education students have been brought on to campus. The teachers completed another day of professional development with Dr. Holly focusing on culturally responsive classroom environment. Shane mentioned that they are working on the parent/family access center. 43 families did fill out the technology survey during conferences, with a decent response, the information that was gathered will be used to inform what type of support and training will take place at the access center. Working a on a staff Winter schedule, so that contact tracing will be easier and chain of command stays in place. There was one positive case of COVID at the childcare and that has been dealt with.

Shawn reported that Cottonwood Gulch contract is in place. This will be a virtual program and wellness will be the focus.

**Questions:**

* How did the community respond to the posting/letter of the Positive COVID case regarding the learning the center?
* It was received okay, but the community did not really inquire about it. It was noted that the RFK staff feel it is essential to be responsive and transparent with the community as well as the surrounding neighborhood and have communicated the situation.
* Does the council have a role in the messaging of COVID cases?
* PED has a reentry tool kit- the council could follow along and see what the school is required to do regarding reporting.

**Comments:**

* Action item -Shawn will share the tool kit with the Governing Council (Shawn can send it to Tina Garcia and she will send it out to the council)
* Robert stated that he has had a meeting with PED and they will follow RFK’s guidelines because it is more stringent.
* Aaron commented that by providing face masks and t-shirts with the school emblem (earned rewards) has been an incentive for the students.

**Finance Committee report for September 2020**

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

**Revenues for September 2020 – reflects the reduction in operational funds**

**Available Operating Funds $49,046.38**

**Balance Sheet matches Bank reconciliation $339,235.16**

**Cash Disbursement - $409,323.91** Lawrence Barela made a motion to approve the cash disbursements for September 2020. Tina Garcia-Shams seconded the approval. The motion passed unanimously.

* **Questions :**
	+ Professional development LLC – Linda Sanchez instructional coach
	+ Sound and Signal- WIFI in gym

**RFR**

* Submitted through September 30, 2020

**BAR (s) 5 bars**

1. BAR# 001-051-2021-0003-I – Fund 11000 Operations - Increase $239,711 carryover funds - Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously
2. BAR# 001-051-2021-0004-IB – Fund 31200 Lease assistance – Initial Budget $212,978.00 for HS - Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously
3. BAR# 001-051-2021-0005-I – Fund 28133 YCC Increase $10, 919.00 carryover funds - Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously
4. BAR# 001-051-2021-0006-IB – Fund 29102 SWEPT Grant – Initial Budget $4,000 - for Community schools to pay for Roadrunner Food bank for monthly food distributions and additional items needed for families - Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously
5. BAR# 001-051-2021-0007-I – Fund 11000 Operations - Increase $1,500 sold small school bus to the daycare - Lawrence Barela made a motion to approve, Mark Walch seconded the motion. The motion has passed unanimously

**Questions**:

* Please explain how the BAR(s) are defined and determined?
* Who makes the decision on where the money is transferred?
* The money has to stay within the parameters of an awarded grant or funding. Irene can move money within the same funding source. The state only approves BAR(s) that are properly submitted.
* Could the council receive some additional training from the Finance Committee?
* Yes, that is always a good idea, Irene invited the council to sit with her to fully understand how she is working with the finances

**Cash on hand** – Months of cash on hand is 1.68

Enrollment count is 335 and which stays within the budget of actual of 97%

**Findings for Audit year 19 - 4 findings**

Actual General fund detail $260,966.87

* **Questions:**
What is additional compensation?
* Stipends for Special Education Teachers ($3,000)
* Teachers are paid over the summer, so we bank 3 days of their pay each pay period for continuous pay

**Vote on new members – Clyde Ortiz & Sylvia McCleary**

Tina Garcia-Shams accept Clyde Ortiz as a Governance Council member. Sister Agnes Kaczmarek seconded the motion. The motion passed unanimously.

Sister Agnes Kaczmarek accepted Sylvia McCleary as a Governance Council member. Lawrence Barela seconded the motion. The motion passed unanimously.

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

Lawrence Barela reviewed the 5 themes. The idea behind the themes is to engage students and to encourage Governors Council member’s participation. Lawrence asked each council member to pick a theme they would like to focus on. Lawrence mentioned and Robert Baade agreed, that career coach is essential and the funding has become available to bring one a board.

**Questions/comments:**

* Please include Mark Walch
* Any one can be added to a subgroup to help- please let Lawrence Barela know your interest

**Charter Renewal**

There will be a site visit at the end of the month. PED (APS) will have the staff and GC to explain through a PowerPoint presentation: school policies and processes and the strategic plan. Robert is comfortable with the process and is proud of the work that RFK is doing.

The GC is welcome to show support and attend the virtual meeting in December.

Action item: Robert will have the Charter School office send out the invitation to the council members.

Robert is happy to share all the documents and the work that went into the renewal

**Housekeeping (Any possible new members, training hours, planning meeting, etc.) – Scheduling of Exit Audit Conference – Member Bios & Join Committees**

* New members have been approved. And they will receive notebooks (binders)
* Please make sure all training hours have been completed.
* Please make sure all bio information is correct and conflict of interest form is turned in.
* Does everyone have their notebooks- please review to practice best practice for the on-boarding process.
* Could we do roll call at the beginning of the meeting?
* Yes, we can start to do that

**Executive Director’s report**

Robert is working on the transition plan and feels confident that the Middle School and High School leadership will be a great asset. Focus during the upcoming legislative session is the Hold Harmless index. Clawback money some is available and will be used for technology. Robert reiterated that the staffing schedule is essential and critical staff will be rotated (some on campus, some from home). Some of the precautions taken are: Increase the cleaning and manage who will be coming on to campus. Package and delivery will happen only in the lobby.

**Comments:**

* The 80 day and 120 day count is averaged and projected into the next years budget. The goal is to grow the school and add teachers and support staff.
* Wants the imagine of RFK to change from a “failing school” to one that serves students (Vista rating) and helping to change the culture of the school. Part of the strategic plan is to help students obtain college entrance, so the goal is to help students achieve a new baseline (SAT prep). Raise the bar of student expectations. Encouraging quality teachers to come onboard.
* RFK values the partnerships that they are developing to help support students and families in the community. (Growing our own) Teachers who were once students are giving back to the community. The progress made at RFK is encouraging. Team approach model is working. The farm is a great example of teaching students STEM and giving back to the community.

**Meeting adjourned**

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

seconded the motion. The motion passed unanimously

Next Meeting:, November 19, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

10/15/2020