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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, November 19, 2020 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**:

**Role Call:**

X Tina Garcia

X Lawrence Barela

X Joseph Sanchez

X Trey Hammond

X Clyde Ortiz

X  Tina Garcia-Shams

X Mark Walch

X Silvia McCleary

X Stacey Vigil

Yes     Quorum

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

**Minutes By:** Anne Tafoya

**Approval of agenda**

Joseph Sanchez motioned to approve the November 19, 2020 agenda. Trey Hammond seconded. The motion is unanimously approved.

**Approval October 15, 2020 meeting minutes**

Trey Hammond motioned to approve the October 15, 2020 meeting minutes. Tina Garcia-Shams seconded. The motion passed unanimously.

**Public Comment**

**N/A**

**Middle School Update**

Aaron Arellano reported the latest updates at the RFK middle school. He started with a positive report out, the teachers and students participated in fall festivities (Spirit Days). RFK has partnered with Los Ojos and will be giving 21 gift cards to families. Different community partners are offering resources and support as well. Virtual school has been hard on the students and the South Valley community has been highly impacted by COVID. The school is offering support and working through each of the issues as they arise. The teachers and staff have risen to the occasion to help these students get through their virtual lessons as well as the hardships they face due to the pandemic. Aaron expressed his pride and appreciation to the EA’s that are working closely with the students that need the most help.

The teachers are working on the assessments and there has not been a big change in the staff. The number of students has stayed steady at 81 count. The greenhouse on campus will ready for spring planting cycle.

Questions:

It sounds like the students are facing challenges. How can the council help and support them?

* The best thing we can do as a community is to wear masks
* The teachers are really helping the students with academic individual attention- not to feel so overwhelmed when they do miss out on school sessions
* The council can donate to the RFK PTA fund (people can contribute to United Way and specify that it is designated to the RFK PTA fund).
* There is a staff member that is trained and is working with students on SLE learning.
* It’s important to note that everyone on the council should be aware of the mental health toll this is taking on young adults.
* Yes, the staff is attending Professional Development training to deal with the social and emotional side of the pandemic affect stedents.

**High School Update**

Shawn Morris reported on the need in the community as well as the families from RFK, the food donations and the mobile food pantry served out enough food for 100 families and it was picked up within 30 minutes. Tina Garcia-Shams explained that her agency has money left over from a grant and that could provide at least 300 meals for families. Shawn expressed he would be interested in partnering with Tina on this endeavor.

Shawn continued his report by stating that the school is still working on upgrading the filtration system. The charter renewal looks like it is going to go through. As far as the student counts the number is at 245. Shawn explained that the school has implemented the early warning system and targeting students that are struggling academically, right now about 90 students have been identified and the process is being implemented to help these students. The special education students were attending as a hybrid model, but because of the spike in COVID that has been put on hold. There have been some cases of COVID at both of the schools.

Shawn mentioned that in conjunction with Patoto they will receive a grant to help a family with bills and medical bills. Another grant that has been applied for is the out of school time grant and PTA has supported 15 families by transporting food boxes.

Homework diner has really been utilized by the families to receive important information for their children and pick up a meal (working on presenting a virtual informational session).

**Finance Committee report for October 2020**

Stacey Vigil made a motion to approve the Financial statements for October 2020. Tina Garcia-Shams seconded the approval. The motion passed unanimously.

**Revenues for October 2020**

* **Available Operating Funds $** **263,269.15**
* **Balance Sheet matches Bank reconciliation $** **231,718.68**

**Cash Disbursement Approval- $** **429,428.64 -** Stacey Vigil made a motion to approve the cash disbursements for October 2020. Tina Garcia-Shams seconded the approval. The motion passed unanimously.

**Questions:**

* CJT $7,400 refrigerated air units in cafeteria
* Travis McKennzie $2,777.78 – Worked on farm with YCC students
* Zia Martinez $2,804.78 – Worked on farm with YCC students

**RFR**

* RFR submitted through September 30, 2020 – October will be submitted in November

**BAR (s) 2 bars**

Joseph Sanchez made a motion to approve the BAR 001-051-2021-0010-I, Fund 27502, Mark Walch seconded the motion. The motion passed unanimously

Joseph Sanchez made a motion to approve the BAR 001-051-2021-0011-I, Fund 31200, Mark Walch seconded the motion. The motion passed unanimously

**Cash on hand** – Months of cash on hand is 1.29

Enrollment count is 321 and which stays within the budget of actual of 93%

**Findings for**

**Audit year 19 are listed as the same from previous meetings.**

**STARS Tracking Report (Irene will send the council the presentation)**

Linda gave an update without her presentation of academic proficiency, because it would not show up on screen. Linda explained the data that was pulled and used for the report to be submitted with the Charter renewal. Overall percentages of student success is increasing. The majority of the students are at level 3 which is good, they still need a higher percentage at level 4 and 5 to show a gain. There is a system is in place to help students monitor their academic performance and attendance and they can go into the system to track that progress. In the virtual setting it is still hard for students to show attendance, but even with the COVID situation students were still showing improvement. Graduation rate is improving as well.

Questions:  
How many seniors are there enrolled for this current year?

* 45 at the beginning of the school year but some seniors have decided to take a job to help support their families and they must make a hard choice. Really hoping students will make the choice to come back and finish school,(Every Senior Graduates). COVID is really hurting their families and it is affecting the students in a profound way. RFK will continue to support these students to encourage them to just finish their classes, even if it is coming back next year, taking evening classes or taking one or two classes at a time or opening up Summer school.
* Robert explained that some of the seniors are getting very discouraged. The teachers are working with them using the monitoring system and one on one support. Level of engagement is really important to incorporate into a student’s academic success i.e., student lead conference using data
* Shawn explained that Engage NM is working with the state to reengage the 12,000 students that are missing from the NM statewide attendance rolls.
* The impact of COVID is profound.

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

Lawrence Barela reviewed the 5 themes. He encouraged all the council members to pick one of the themes and start to focus on them to help with the implementation of the strategic plan. Lawrence will reach out to Robert to ask for guidance regarding protocol. Some members still need to sign off on the analysis and Lawrence asked if they could get that turned in.

**Charter Renewal**

Robert wanted to express his gratitude to the RFK staff and how as a team they have adapted to the COVID situation with a solution-oriented mindset. The Charter Renewal is a great example of how the team came together through team building and work sharing. Robert thanked Lawrence for attending the renewal and participating in the process. The presentation was for 90 minutes and each member of the team did a piece of the presentation. Because the renewal process went so well, the site visit was cancelled because the renewal presentation was done so thoroughly. The collection of data and the tracking of student progress made a tremendous impact on the success of the renewal for the Charter. The renewal is on December 16th.

Lawrence expressed he was honored to have the opportunity to attend the renewal and explained to the council some best practices if they ever attend a renewal process. Reviewing and practicing presentation material is one of the essential activities while preparing for these types of meetings.

**Executive Director’s report**

Robert wanted to focus his report on the upcoming legislation session on the Hold Harmless Act, because of the struggle with enrollment with the dip in attendance numbers there could be a loss in funding for next school year.

Robert and Irene currently are being very careful with expenditure spending and watching the budget.

Robert indicated that there may not be a legislation session in the upcoming new year and the Governor may push into the spring which may not be a bad idea, while waiting for the economy to recover. It is a tough time for the school and the economy.

**Housekeeping:**

Tina mentioned to the council to please sign up for the SWOT analysis

Tina reminded everyone to get their training hours completed.

**Meeting adjourned**

Clyde Ortiz a motion to adjourn the meeting, Mark seconded the motion. The motion passed unanimously.

Next Meeting:, November 19, 2020 5:30

Robert F Kennedy Charter School

Governance Council Meeting

11/19/2020