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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, January 21, 2021 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**:

**Roll Call:**

X Tina Garcia

X Lawrence Barela

X Tina Garcia-Shams

X Trey Hammond

X  Sister Agnes Kaczmarek

X  Sylvia McCleary

X Clyde Ortiz

X Joseph Sanchez

X Stacey Vigil

X Mark Walch

Yes Quorum

**Staff**: Robert Baade, Irene Sanchez, Shawn Morris, Aaron Arellano, Cindy O’Neil, Pete Ciurczak & Linda Sanchez

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela motioned to approve the January 21, 2021 agenda. Sylvia McCleary seconded. The motion is unanimously approved.

**Approval December 17, 2020 meeting minutes**

Tina Garcia-Shams motioned to approve the December 17, 2020 meeting minutes. Lawrence Barela seconded. With agree to correct spelling error \*The motion passed unanimously. Corrections will be sent to Irene.

**Public Comment**

The council wanted to congratulate Trey Hammond on receiving the Behavioral Health Lifetime Achievement Award.

**Middle School Update**

Aaron Arellano reported some positive news regarding an 8th grader at the RFK Middle School. The student shared how grateful he is for the school and the acceptance that he feels. The student’s mother agreed and is very pleased with the support her son is receiving. The second semester has started, and the staff has gone through more professional development opportunities. The biggest focus is collecting data from the DAP survey. Students are continuing to work with tutors and teachers are making themselves more available to work one on one with students and families. It is going well with this added support. Aaron is continuing to follow up with students who are struggling with attending school, with communication as the key to success. Teachers are preparing for the upcoming CFA (common formative assessments) about every quarter an assessment is sent out and then the data is collected. Aaron praised the teachers and how they have really stepped up during this unprecedented time. Teachers are giving students space to talk and vent regarding the events that have taken place. The student count is 82, adding an additional 8th grader. Aaron finished up his report by stating the portables should be completed and in place by mid-March.

**Questions:**

Not really a question- but a statement- we are pleased that the 8th grade student you mentioned feels supported.

**High School Update**

Shawn Morris presented updates for the RFK High School, highlighting some of the positive aspects taking place at the school. The food pantry will take place next week in partnership with Apple Seed. Also looking to add a flu clinic and a dentist for students to access.

The Vault testing is up and running, has been in place for about 3 weeks. The Vault testing program is approved by PED and is being conducted for the schools. The council received The Tool Kit packet and Shawn encouraged the council to read through it, stating that it is the plan to bring back students to campus in a safe way. Shawn continued with his report by going over the Early Warning System and the focus tutoring sessions. This is just an additional way to support the students.

The school does not have any current COVID cases.

Shawn mentioned that 40 Hotspots have been checked out and he will make sure each device is being used properly.

Tracking students who have dropped out of school and who will be invited to return to school during the enrollment blitz. A media blitz is planned to increase enrollment.

The teachers are continuing with social emotional training, learning to deal with students as they come back in person.

Shawn presented a brief overview of the Early Warning System which was developed at John Hopkins. There are three core areas that will be the focus. The model that is used with ECHO model through the PED.

Shawn explained what SAT means: Student Assistance Team. Example if a student is a senior and is referred to SAT it may be too late, as it becomes a harder process to complete all the proper steps, so it easier if a student is identified at the Elementary or Middle School level. Student Solutions is a color-coded tracking system which allows teachers to see how a student is doing in each class, this will make it easier to identify issues and risk. Teachers are required to update grades every week to make sure this process works. This is the baseline year for this method.

**Questions:**

How do you pull this list?

* By looking at this tracking data to help guide the strategic plan
* This data is currently being collected on students that have been assessed as at-risk and will help with intervention – it accounts for about 1/3 of the student population

Shawn would be happy to share an ECHO training link with the council if interested in attending and learning more.

Cindy O’Neil commented on what Shawn reported. The main theme that she wanted to express is that RFK has relationships with these students and their families. By reaching out to those students who have dropped out and letting them know they can return and complete high school. Cindy mentioned that through this intervention 3 students have returned to school. The state wants to know what additional interventions the school will be doing to bring students back. It is a team approach and using all the tools available will continue to provide support to students.

**Comments:**

The information you are obtaining from the data, students and families will determine how to move forward to help students to succeed. This could also be useful information when requesting help from the community. This information aligns with the mission.

Really impressed with the systematic approach. By highlighting the issues in the system then you are giving the students tools to achieve success.

The article in the paper regarding the 91-year-old graduate was mentioned. (This is a real-life example of what RFK is achieving.) This has brought attention to RFK and more adults have reached out to the staff on how they can obtain their GED.

**Finance Committee report for December 2020**

Joseph Sanchez made a motion to approve the Financial statements and the cash disbursements for December 2020. Tina Garcia- Shams seconded the approval. The motion passed unanimously.

**Revenues for December 2020**

* **Available Operating Funds $239,136.93**
* **Balance Sheet matches**
* **Bank reconciliation $** **313,028.61**
* **Cash Disbursement Approval- $** **318,845.30**

**Questions:**

Is Cottonwood Gulch receiving a grant? Yes

McCracken Pottery- contract on his salary

CSI grant is that over budget- we are waiting for APS to initiate the BAR

**RFR**

* RFR submitted through December 31, 2020

**BAR (s) 4 bars**

Joseph Sanchez made a motion to approve:

BAR# 001-051-2021-0009-I, Fund 31600 Capital Improvements, Increase -$255,366

BAR# 001-051-2021-0016-IB, Fund 14000 Instructional, Increase -$2,627

BAR# 001-051-2021-0017-I, Fund 27109, Instructional Materials, Increase- $18,132

BAR# 001-051-2021-0018-D, Fund 28133, Youth Conservation Corp, Decrease- ($28,328)

Sylvia McCleary seconded the motion. The motion passed unanimously

**Cash on hand** – Months of cash on hand is 1.19

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

**Findings for Last Year**

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

General fund detail $251,472.16

**Questions:**

Regarding fund expenditures, is it typically lower in December? Yes, because of the holidays

**Academic Performance**

Linda Sanchez presented credit acquisition of students. RKF has been tracking credits earned since 2017, this year the percentage of attainment has decreased for all grades. This is disappointing but understandable considering the school year has been virtual due to the pandemic. The data that Shawn shared regarding the at-risk students is what is bringing the percentage down.

**Questions:**

What would the medium be instead of the average because some students are doing well? Could it be aggregated out? Yes, and Linda would send out the information.

The seniors who are doing well is due to Pete’s effort to keep them on track. Pete shared how he has been able to do this. Pete presented the tentative Senior list which was at 47 students in June. By using a credit grid Pete can track senior progress. Pete has met with all the seniors and transferred all the credit earned and what they still need to work on. Interventions, solutions, and streaming help to communicate to students, important deadlines, and timelines. Pete also allows students to text him when they need help and support. Letters are sent out to the families to keep them updated on the student’s progress. Parents are encouraged to text or call Pete with questions or concerns. The main goal is to help support graduating students and to provide resources to transition to secondary school or training.

Some students who did not do well in the classroom are now doing excellent virtually.

**Questions/Comments:**

* Could this lead to a possible choice if students want to or do better virtually?
* Yes, this will be a possibility and will attract a new type of student to the school.
* It is good to consider the lack of social interaction and that students can become more socially isolated in the virtual environment.
* A balanced approach is a good method to provide the students with the right social interaction.

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

Lawrence Barela reviewed the 5 themes and asked the council members to read through them. The perception of the Governance Council being directly involved with the students has been cleared up and the role has been clarified that each council member will only lead the themes and report back to the full council on progress. That is not to say a council member cannot come and observe the activities taking place at the school. It could be beneficial for students to hear positive feedback from an adult community member. Robert encourages the council to find a way they can be involved at the school.

The main goal of the Governance Council is to provide guidance to the school through a strategic method.

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**House keeping**

* Tina reminded the council to get their training hours in. PED would like to see members get their training done in the first half of the school year.
* If anyone would like to bring forth potential board members, please do so.
* Tina stated she is working on responsibilities and requirements of committees.

**Executive Director’s report**

Robert went over his report, stating that the staff is still not sure when students will be able to return to school, but there is a plan in place when PED announces that schools can resume in person learning.

Robert talked about the Index, Community school funding is in the budget and the Hold Harmless legislation.

Continuing his report, Robert explained there is a bill being sponsored is reducing graduation requirements, which represents a real concern about taking off Algebra 2 from the curriculum. He feels students need this class to be successful in college courses and other types of training. Senior Capstones are to demonstrate proficiency, so it is important that the students stay on task and complete these projects.

Robert wanted to reiterate that the Governance Council is critical to the success of the school.

**Meeting adjourned**

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

Robert F Kennedy Charter School

Governance Council Meeting

01/21/2021