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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, February 18, 2021 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**:

**Roll Call:**

X Tina Garcia

X Lawrence Barela

X Tina Garcia-Shams

Trey Hammond (absent attending another meeting)

X Sister Agnes Kaczmarek

X Sylvia McCleary

X Clyde Ortiz

Joseph Sanchez (absent)

X Stacey Vigil (arrived late)

X Mark Walch

Yes: Quorum

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

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela motioned to approve the February 18, 2021 agenda. Sylvia McCleary seconded. The motion is unanimously approved.

**Approval January 21, 2021 meeting minutes**

Sister Agnes Kaczmarek motioned to approve the January 21, 2021 meeting minutes. Sylvia McCleary seconded. The motion passed unanimously.

**Public Comment**

Sister Agnes Kaczmarek submitted her letter of resignation from the council effective March 2021. She expressed that she has enjoyed serving 2 terms on the council. Everyone expressed their appreciation and stated she will be missed.

**Middle School Update**

Aaron Arellano reported some positive news from the RFK middle school. Explaining that a full virtual student assembly convened and many of the student’s achievement were highlighted. Music, awards and student participation made it a very special occasion. Staff, families, and students hope this activity can take place on a monthly basis.

Mr. Arellano stated that a student assessment was administered, some encouraging growth and improvement has taken place.

This week the staff is preparing for students to return to campus for in person learning. Stressing that they are proceeding with caution and moving forward slowly.

The construction work surrounding the portables is progressing nicely.

**Questions/Comments**

* The innovation that is taking place at the school is very uplifting

*How many students attended the virtual assembly?*

* 70 students and total 80 with staff and adults

**High School Update**

Shawn Morris provided updates for the RFK High School, before he continued, he expressed his appreciation to Sister Agnes Kaczmarek for her many years of service. Mr. Morris did not have a real detailed report, stating that at the 120 day mark there are 322 students enrolled. He went on to explain that teachers have launched the student award program-giving out gift cards to deserving students.

Mr. Morris reviewed the RFK re-entry plan draft, with the implementation date of March 1. He presented the document that will be turned into PED, explaining that students will be brought back in small pods, so that contact tracing will be easier to conduct. The plan is designed to be flexible, and staff will be able to pivot as needed. The important aspect of having a plan in place is communication and providing updated information to staff, families and students. Mr. Morris stressed that about 75% of the staff has been vaccinated. This has helped to ease anxiety surrounding returning back to campus.

Mr. Morris reported some good news, the school will be partnering with John Hopkins and the Casey project, in a 5-year program. Other local schools participating are Native American Community Academy Charter and Los Lunas HS. RFK’s Early Warning System will be used as well as other systems developed in Louisiana this partnership will provide support by developing tools to help students transition to post-secondary learning and/or on to a career path. Hannah who is our contact will present to the GC at our March meeting.

**Questions:**

*Is there liability attached to the school if there is an adverse reaction to the vaccine or contracting COVID?*

* As of now schools cannot require staff or students to receive the vaccine. (it is not a requirement for employment)
* As long as the school is following the PED guidelines the main insurance company will support the school if any liability occurs.
* The school is being cleaned by a very professional cleaning crew

*How is the safety plan going to be disseminated to the students and families?*

* A commitment letter is going to go out to families, so that there is common language and agreement when there is a decision to send a student back to campus- (stressing that it is an all-in commitment)
* All students coming on campus will need a COVID test.
* Irene reports to PED on a regular basis- regarding amount of PPE, safety precautions, staff on campus

*Staff leaders have been in contact with families and have been very transparent with all information*

* All students have a choice to remain virtual or in person learning
* Each student will receive 2 masks (reusable) when returning to campus
* Desks will be set 6 feet apart
* Hand sanitizers (liquid and electronic) will be provided
* Passed Fire Marshal inspection of school
* There is an identified isolation location with proper PPE in place
* Staff has N95 masks to use

*This has been a long process that has been set in motion since March 2020, with lessons learned the plan has been adapted and safety is always top of mind for staff and students.*

*What is the percentage of students who want to come back?*

* RFK middle school – about 25%
* RFK High school- about 20%
* We are responding to any parent/student requests from those that want to participate to in person learning- (Vault testing)
* Technology is being integrated into the classroom to accommodate virtual learning/hybrid model

**Comments:**

*RFK will be partnering with John Hopkins on a new project (Casey Project) which is funded by The Annie E. Casey Foundation. This can be an opportunity to align with the Strategic Plan identifying teachers, parents and students who can be leaders in driving the plan.*

* *This really aligns with the work that RFK is planning to achieve, and it is a great initiative to help incentivize those that want to be involved in the work, (affording stipends to teachers and those that put in extra time to complete the work)*

**Lawrence encouraged the council members to help drive the 5 themes in the Strategic Plan (management and engagement)**

**Finance Committee report for January 2021**

Sylvia McCleary made a motion to approve the Financial statements for January 2021. Mark Walch seconded the approval. The motion passed unanimously.

**Revenues for January 2021**

* **Available Operating Funds *$263,929.53***
* **Balance Sheet matches Bank reconciliation *$435,574.89***
* **Cash Disbursement Approval- *$495,983.65*** Sylvia McCleary made a motion to approve the cash disbursements for January 2021. Mark Walch seconded the approval. The motion passed unanimously.

**Questions:**

* Sage Software- upgrade to software program
* Torres Body Shop – finish truck from class due to Pandemic
* Shonis Plumbing- upgrading the sink at the farm (clean sink)
* Center for Culturally Responsive Teaching- Professional Development for Teachers

**RFR**

* RFR submitted through January 31, 2021

**BAR (s) 4bars**

Sylvia McCleary made a motion to approve the BAR(s) 001-051-2021-0019-IB, Fund 24306 - CARES/GEER (HEPA Filters), Initial Budget -$10,048 - Tina Garcia-Shams seconded the motion. The motion passed unanimously.

Sylvia McCleary made a motion to approve the BAR 001-051-2021-0019-IB, Fund 24306 CARES/GEER (HEPA Filters), Initial Budget -$10,048, Tina Garcia-Shams seconded the motion. The motion passed unanimously.

Sylvia McCleary made a motion to approve the BAR# 001-051-2021-0020-D, Fund 27109 Instructional Materials Decrease - ($558), Tina Garcia-Shams seconded the motion. The motion passed unanimously.

Sylvia McCleary made a motion to approve the BAR# 001-051-2021-0021-D, Fund 11000 Operational, Decrease- ($69,854), Tina Garcia-Shams seconded the motion. The motion passed unanimously.

Sylvia McCleary made a motion to approve the BAR# 001-051-2021-0023-T, Fund 27502 Career Technical Education Program, Transfer- ($0) Tina Garcia-Shams seconded the motion. The motion passed unanimously.

**Cash on hand** – Months of cash on hand is 2.09

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 **$263,912.06**

**Questions:**

*When will year FY’19/20 Audit be made public?*

* Once it goes through the approval process, we will be able to report on the audit.

Irene will send the council the presentation she went through for audit/financial Committees responsibilities.

**Comments**:

*The council needs to understand the process of BARs allowed carry-overs and what is not allowed.*

* Irene will point out the difference when explaining the monthly BAR report.

**Executive Director’s report**

Robert Baade explained that Shawn Morris and Aaron Arellano covered many of the topics in his report, so he really wanted to focus on the Hold Harmless legislation (HB175). This is an important piece of legislation because it is critical in supporting the upcoming budget. Mr. Baade agreed with Lawrence Barela’s comments regarding the strategic plan and asked the council to really review the opportunities that align with the work.

The other area of concern for the school is the budget and stressed that with careful planning the budget in place is solid.

**Housekeeping**

Tina Garcia attended one of the Community School’s meeting and was impressed with the presentations, violence intervention and usage of student free time. Tina advised the council to attend the meetings when they have time, to deeper their understanding of RFK’s work.

Ms. Garcia encouraged all council members to contact their State Legislative members to pass HB175

As Sister Agnes Kaczmarek is the Council Secretary her leaving will create a vacancy in this position, Ms. Garcia asked for nominees to take her place through June the end of SY 20-21.

Ms. Garcia asked the council if there is interest in convening a Governance Council retreat (virtual or small groups) because there is money in the budget or would they prefer a board training instead. The money can carry over to next year if there is a decision to postpone the convening.

* *Some council members are in favor to have a training/retreat in person*

Robert Baade invited the council members to attend the Trauma Informed training (Shawn Morris sent the virtual link)

Shawn Morris mentioned that the council members can attend the training for Restorative Justice, and he will send a save the date.

**Meeting adjourned**

Sister Agnes Kaczmarek made a motion to adjourn the meeting. Sylvia McCleary seconded the motion. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

02/18/2021