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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, April 15, 2021 5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**:

**Roll Call: Chair:** Tina Garcia: Lawrence Barela, Clyde Ortiz, Tina Garcia-Shams Joseph Sanchez, Mark Walch, Stacey Vigil, Sylvia McCleary

**Absent:** Trey Hammond (attending another meeting), Joseph Sanchez (msg and said could not attend)

Yes: Quorum

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

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela motioned that the April 15, 2021 agenda be approved with time changes indicated. Sylvia McCleary seconded. The motion is unanimously approved.

**Approval March 18, 2021 meeting minutes**

Lawrence Barela motioned to approve the March 18, 2021 meeting minutes. Clyde Ortiz seconded. The motion passed unanimously. \* **Fix spelling errors.**

**Public Comment**

**Middle School Update**

Aaron Arellano reported that he wanted to share positive news. Thanking the team for their continued support during this challenging time. The work is going forward and officially wrapping up the second week of in person learning with an average of 14-16 students across each grade. Students and families are fine with all the safety protocols in place. The teachers have found teaching both on-line and in person a challenge but are finding it rewarding. There has been a team approach in the classroom. Maintaining communication with students that have decided to drop out, assuring student and families that they have a spot saved for them next year. The staff has been actively recruiting students to attend RFK. Working and planning with partners to do a jump start session in the summer. Monitoring student expectations to align with the RFK High School, to help make transition to the higher grade as an easier process. Aaron mentioned that the student count is at 74. Lastly Aaron reported that the construction is in full process and heading toward completion. The focus is to make sure the campus is safe and secure. RFK will be working with PNM to replace or add a transformer to help with the increasing electrical needs.

**Questions/Comments**

* Could you explain the EWS?
  + The Early Warning System- working with John Hopkins to help students succeed and move toward graduation- Dealing with grade, behavior, attendance issues to overcome barrier
* What is the game plan moving forward with the in-person, online learning?
  + PED states that schools have to provide in person learning for any student that makes that choice
  + Some students have decided to go back to on-line learning after attending in person classes
* What is the protocol if students/teachers test positive?
  + We follow the PED medical guidelines- students will have to quarantine, teachers with vaccines do not have to quarantine.
* How is the leadership communicating to teachers, students?
  + Because of HIPPA guidelines there are restrictions on who is notified
  + Department of Health is notified and contact tracing takes place with confidentiality process in place
* Is it possible to give the Board documents or guideline to help them to understand the actions that have to take place if there are more than 4 cases?
  + Yes, the documents will be shared with GC (it is also on the website and Shawn did send some information prior to updates)

**High School Update**

Shawn Morris provided an update regarding RFK. Today the school hosted a COVID vaccination clinic with the staff and volunteers vaccinating 170 individuals. Shawn wanted to acknowledge the volunteers at the event and is grateful for the support. Shawn indicated that all but 5 staff members have been vaccinated.

The staff is planning to go forward with the graduation ceremony on May 24th, but it will be a limited capacity event.

In person learning is at about 40 students a day. Students are doing great and can attend some classes/gap hour in the gym.

Shawn explained that Extended Learning will take place next school year, by starting the school year early and ending a little later. Part of the continued effort to support teachers is to implement the Professional Development institute to prepare staff for the upcoming year. Other events and activities that Shawn highlighted include:

* April 24th RFK has been invited to participate in a training through APS featuring Dr. Holley. Dr. Holley teams will provide on going support to the school.
* Apple Seed project- food pantry, clinic and health fair (dental) (Rio Grande, Ernie Pyle, John Addams) Some of the school mascots will be there.

**Questions:**

***What does the Dr. Holley training entail?***

* Cultural awareness training – being aware of the student’s behavior has a lot to do with their culture. Understanding what students bring to the classroom – helping teachers understand learned behavior and it should not be punished (appreciation for individual cultures).

**Finance Committee report for March 2021**

**Revenues for March 2021**

* **Available Operating Funds *$215,738.31***
* **Balance Sheet matches** the **Bank reconciliation *$394,558.62***
* **Cash Disbursement Approval- *$463,184.25 -*** Sylvia McCleary made a motion to approve the cash disbursements. Lawrence Barela seconded the motion. The motion passed unanimously.

**Questions:**

* Cooperative Services- Aux. Services- Speech Specialist etc. that serve the Urban area

**Vote:**

Sylvia McCleary made a motion to approve the financial statement. Mark Walch seconded the motion. The motion passed unanimously.

**RFR**

* RFR submitted through March 30, 2021

**BAR (s) - 2 bars**

BAR#001-051-2021-0031-IB, Fund 24308-CRRSA ESSER II, Initial Budget of $389,105. Sylvia McCleary made a motion to approve, Lawrence Barela seconded the motion. The motion passed unanimously.

BAR#001-051-2021-0032-I Fund 23000 Non-Instructional Support-Activity Fund, Increase of $150. Sylvia McCleary made a motion to approve, Lawrence Barela seconded the motion. The motion passed unanimously.

**Budget Approval for School Year (SY) 21/22 910B-5**

Robert Baade went over the budget and explained how each student is assigned a unit value, cost index and how the budget is generated through the formula.

Robert provided an explanation about the Bilingual program and indicated that the budget has been decreased because of numbers of students has decreased.

Robert provided explanation for the other areas of funding and how the school’s budget will be affected.

* Small school adjustment – this is in a phase out process and as a result the budget has decreased by $110,000
* At Risk Index-We use the District’s at risk index
* Growth calculation – The Hold Harmless– if we are not at the correct count at 140 day will have to give money back – we would not be able to balance the budget without this additional funding
* Extended Learning Time- 10 days of additional learning and with 300 students factor in- This includes professional development and after school programs.
* We do not know our Title 1 appropriations yet
* Family Income index- we will have that information by May 24 (nonoperational dollars).

**CRRSA Funds**  – will help fill in gaps with 4 Million dollars in funding, both Robert and Irene assured the board members that they will watch the budget carefully, as well as enrollment.

Robert explained investing money into advertising to attract new students to RFK as a School of Choice as opposed to a School of Last Resort, the goal is to increase enrollment for the upcoming school year.

Budgets are based on history and this budget reflects that it has been a challenging year, with falling enrollment, so creating this budget took a lot of work.

Irene went over the budget and explained all the line items and what percentage of the budget would go to each fund.

* Operational
* Administration
* The budget includes the 1.5% raise for staff
* The Extended learning time (5 days)
* Food Services
* Total budget $4,331,495.64

**Questions:**  
***Are there guidelines for what percentage each line item receives?***

* Yes, that is why Irene said she wanted to show the Board the breakdown of the percentages.

***Does this include the YCC money for the farm?***

* We are supposed to hear on April 16th if we received the Grant, but we are committed to run the farm if we don’t get the funding- In touch with McCune as well for possible funding

**Vote**

Sylvia McCleary made the motion to approve the proposed budget. Tina Garcia-Shams seconded. The motion passed unanimously.

**School Calendar for SY 21/22**

*Irene Explained the school calendar- the squares that are highlighted are Professional Development (80* hours) and other highlight days are days off. (Instructional Days and Non-Instructional Days total of 200 days) Pay days, report card days, GC meetings, (For both MS and HS)

**Vote:**

Mark Walch made a motion to approve the proposed SY 21/22 calendar. Sylvia McCleary seconded. The motion passed unanimously.

Irene will need signatures from each board member- They can either sign by e-signature or meet in person.

There will be 4 pages total

Please send to Lawrence and Mark to sign electronically – Irene will scan and please scan back to her, Sylvia McCleary would like to come in and sign on Monday.

**Lease Assistance Application for SY** **21/22** (2 pages)

When the school first started, they had to pay for lease out of their budget. Robert proposed in 2003 to be part of the APS master plan and to be included in the APS bond. So now the School Facilities are paid through APS reimbursement as part of the APS master plan.

**Title III – Budget for SY 21/22** (2 pages)

**Cash on hand** – Months of cash on hand is 1.69

Enrollment count is 327 which stays within the budget of actual of 95%

**Findings for Last Year**

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

General fund detail **$279,532.76**

**Executive Director’s report to Governance Council at 4/15/21 Meeting**

Robert stated that the short notice given to families for students to come back to campus.

What a great Job RFK staff has done as we reopened the school to in person learning. Almost all staff

are now working on campus. Shawn Morris has done an amazing job of working to get staff vaccinated

and has worked closely with Irene to fulfill all state reporting requirements regarding all things COVID.

As students have returned to campus, we have focused professional development in trauma informed

practices and restorative justice circles. We wanted staff prepared to have conversations with students

in support of the transition. It seems the staff needed it as much as the students. I want to appreciate

Mark Walch for participating in the trainings.

Shawn reported that he has really enjoyed going through the trainings and seeing the teachers use these tools has been rewarding. What RFK is doing to address the real needs, the innovative way the school is approaching the learning environment to support students is making a real impact. Robert expressed his gratitude to Aaron, Shawn and Irene for their support in reporting and making the school safe and adhering to the guidelines. Robert stated that there are still a lot of unknowns in how schools will look next year. But RFK is moving forward with the online platform that can be offered to students who thrive in this environment of virtual learning.

Teachers have adapted well and seem to be glad to be on campus once the week got started. The staff

are committed to end the year strong and prepare for what may come next year. Teacher preparation

for next year will begin the week after school ends with four days of professional development. We will

have done a survey to learn how many students might want to continue working virtually and will adjust

the schedule and staffing pattern to meet the demand. We will offer summer classes for seniors to

provide an opportunity to complete graduation requirements. We are planning a traditional graduation

ceremony with plenty of modification. We will have an alternative plan if indoor is no longer an option.

The budget presented tonight is based on historical budgets and meets our current students’ needs. It

supports growing the bilingual program by initiating a middle school program that was not part of this

year’s staffing. The additional classroom space at the middle school makes this achievable. The budget

includes funds to support after school programs to engage students and families. It also begins to

incorporate the community school model into the operational budget to create a sustainable

community school platform. Next year is the third year of our implementation grant and the shift

demonstrates a commitment to the community school model. The budget includes extended learning

time that adds ten instructional days and eighty hours of professional development to the existing

contract. Due to decreased student enrollment many components of the budget were decreased. We

have taken an aggressive approach regarding anticipated growth to ensure funds are available to hire

staff to meet student need. We will be diligent in monitoring the budget in anticipation of the forty-day

count numbers and will be prepared to address any shortfall in enrollment and its budget implications.

Our staffing pattern should reduce any need to do a reduction in force during the school year. Looking

forward we will be evaluating our salary schedule to be competitive with traditional schools in order to

attract quality personnel.

**Questions**

**Budget Bill- HB2**

***Will you be sharing the Strategic plan with families and teachers and get their input?***

Yes, Robert indicated has been explaining the strategic plan to teachers and is aligning learning with the plans. He listed many of the activities that will be implemented:

* Adding a parent liaison position in the budget to help with the carrying forward of the strategic plans.
* The registration process will be different.
* We are trying to change the conversation to “What are you looking for, what are you hoping for when you come to this school?
* We are reassigning staff to align with the strategic plan- focusing on career pathway.
* Community School Council
* Equity Council
* Robert stated it will take time, but we have created a shift

**Housekeeping**

* Tina Garcia said she will be stepping off the board in June.
* The secretary position needs to be filled for the next 2 months Tina Garcia Shams- volunteered to serve as secretary, reviewing the minutes & participating in planning meetings.
* Looking for volunteers to help review the ED evaluation-Clyde and Lawrence- Tina will send the information to them
* Tina has sent out the training requirements- all training must be completed by the end of the year.
* Lawrence proposed that there needs to be time built in the agenda to form strategies for the school- More focused discussion – Tina Garcia invited Lawrence/Tina Garcia Shams to the next agenda meeting- Irene will send the invite through MS Teams
* Logistics questions- If a Board member would like to come on campus do, they need to go through the Eagle Website

Yes, you will need to scan the app when first come on to campus and answer the COVID question

**Meeting adjourned**

Lawrence Barela made a motion to adjourn the meeting. Clyde Ortiz seconded the motion. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

04/15/2021