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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, May 20, 2021**

**5:30 PM (Virtual meeting)**

**Governance Council Members all virtual**:

**Roll Call: Chair:** Tina Garcia, Trey Hammond, Tina Garcia-Shams, Joseph Sanchez, Mark Walch, & Stacey Vigil

**Absent:** Sylvia McCleary, Clyde Ortiz, Lawrence Barela- (all were excused absences)

Yes: Quorum

**Staff**: Robert Baade, Irene Sanchez, Aaron Arellano, & Keith Sanchez

**Minutes by:** Anne Tafoya

**Approval of agenda**

Mark Walch made the motion to approve the May 20, 2021, agenda. Irene put forth an amendment to the agenda with the removal of two BARs 001-051-2021-0043-IB, Fund 24176 – Carl Perkins Redistribution, 001-051-2021-0031-IB, Fund 24308 – CRRSA. Joseph Sanchez seconded the agenda approval minus the two BARs. The motion is unanimously approved.

**Approval April 15, 2021 meeting minutes**

Tina Garcia-Shams motioned to approve the April 15, 2021, meeting minutes. Joseph Sanchez seconded. The motion passed unanimously. \*With corrections that will be applied to the draft minutes.

**Approval of May 5th special meeting minutes**

Tina Garcia-Shams made the motion to approve the special GC meeting minutes. Mark Walch seconded. The motion passed unanimously.

**Public Comment**

**N/A**

**Middle School and High School Updates**

Aaron Arellano provided highlights from RFK Middle School and High School. Shawn Morris had a previous engagement to attend regarding his daughter’s graduation celebration. Aaron congratulated everyone on the call as well as the staff for making it through a very challenging school year and acknowledged the importance of collaboration and guidance that has helped lead the school in a successful direction. Aaron provided an uplifting story about a former student who had disenrolled from RFK right before the pandemic took over. She really did not want to leave RFK, but because of family issues her withdrawal was approved. Through out the coming year information that she was not happy at her new school surfaced. She asked her mom if she could come back to RFK, and we are happy to announce that she has reregistered and was so excited to be greeted by staff that remembered her and welcomed her back. She mentioned that the one thing that hurt her during the pandemic is that she felt her teachers at her new school did not take the time to get to know her and that is why she is so excited to be returning to RFK for the 2021-2022 school year. Aaron reported on the transition of the school and where they are headed. All the hard work everyone has put into the school has paid off. RFK really was prepared to face the challenges that this year presented, going above and beyond to support staff, students, and their families. Because of the circumstances we are stronger, closer, and more united, so we want to build on that momentum. We are taking the time right now to wrap up one year and prepare for another. Teachers are closing out the school year by completing assignments, projects, and end of year exams. The focus was to really help students get caught up and do whatever they needed to finish the year strong. We have continued to stay on a hybrid schedule with about 13 students per day, while the high school averaged about 25 per day. Teachers continued to provide lessons virtually through Google with in-person students following along with the lessons. With students who did join in-person we have seen a lot of growth, with the students who chose to remain virtual we are still providing support. Aaron announced that the high school graduation ceremony will take place at the Kiva on May 21st. Out of 28 Seniors, 25 will be walking, so that is something to celebrate. Staff is wrapping up the 2020-2021 school year and actively preparing for the next year. RFK will be offering summer learning programs at the high school where students will be able to take Algebra and other needed courses through an online platform. RFK will be adding 10 additional days to the school year going from 190 days to 200. Aaron explained that they will be looking at rebranding with a new name to reflect the future of the school. Possible name changes: RFK Academy, RFK Community School, RFK College and Career. This new goal will move the school from school of last resort to school of first choice. Aaron also wanted to report that last Saturday an early registration event took place with nearly 70 students registering. This was the first time the school offered an event like this and it went very well, we had many programs set up and the school-based health clinic was there as well. The next event will take place on June 5th. Billboards have been placed around Albuquerque to advertise school registration. May 13th the school in partnership with Lovelace, was able to provide a second vaccination clinic.

Aaron reported that there are several staff members that are retiring or moving on to different opportunities. He then provided an update on the construction taking place, stating that the foundation for the ramps to the portables is currently being poured.

**Questions/Comments**

***How many teachers/staff are projected to retire?***

* There has been 6 staff members that retired this past week.

***Is there anything the Governance Council can assist with helping the school find applicants for the open positions?***

* There is still a day-time language arts position that is open, however the other positions have been successfully filled. There will be an on-boarding process that will take place in June to help bring the new staff members up to speed.

***Would like to know where all the billboards advertising open enrollment at RFK are located.***

* Robert mentioned that a map can be sent to the council members, the billboards have paid off by bringing in

new students.

**Music/Art Program-Keith Sanchez**

Keith introduced himself to the council members and explained his role at the school. Cultural/Latin Studies-interdisciplinary concept Students can earn up to 12 credit hours. Keith presented a PowerPoint and gave a very detailed explanation of the classes that he teaches.

**Questions:**

***What does a unit consist of?***

* Each semester is tied into common themes-each unit takes about three weeks.

*Excellent presentation...exciting entree to literature and cultures!*

*It is important to give the students a sense of pride in their culture.*

**Finance Committee report for April 2021**

Irene stated that she will need to set up a special meeting to approve the 2 BARs she had to remove from tonight’s agenda, could the GC meet on June 10 or 11 for 15 minutes to approve them? Noon either day could work – Irene will set it up for June 10 at 12pm*.*

**Revenues for March 2021**

* **Available Operating Funds *$124,491.61***
* **Balance Sheet matches** the **Bank reconciliation *$494,213.27***
* **Cash Disbursement Approval- *$365,676.69***

**Vote:**

Joseph Sanchez made a motion to approve the financial statement. Stacey Vigil seconded the motion. The motion passed unanimously.

Joseph Sanchez made a motion to approve the cash disbursements. Stacey Vigil seconded the motion. The motion passed unanimously.

**RFR**

* RFRs submitted through April 30, 2021.
* PSCOC is submitted quarterly.

**BARs - 8**

**Vote:**

Mark Walch made a motion to approve. BAR# 001-051-2021-0035-I, Fund 29102 – Appleseed-$3,600. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve. BAR# 001-051-2021-0036-IB, Fund 24307 – SEL -$10,000. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve. BAR# 001-051-2021-0037-T, Fund 24154 – Teacher Principal Training . Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve BAR# 001-051-2021-0038-T, Fund 11000 – Operations- $0. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve BAR# 001-051-2021-0039-I, Fund 23000 - Activity Fund-$38.00 Carryover from Prior year. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve BAR# 001-051-2021-0040-T, Fund 24174 – Carl Perkins-CTE- $0. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve BAR# 001-051-2021-0041-I, Fund 31600 – HB-33-$6,480 Carryover over from prior year. Stacey Vigil seconded the motion. The motion passed unanimously.

Mark Walch made a motion to approve BAR# 001-051-2021-0042-I, Fund 31701 – SB-9-$16,535 (Property taxes that are allocated to the schools) Carryover from prior year. Stacey Vigil seconded the motion. The motion passed unanimously.

**Cash on hand** – Months of cash on hand is 1.93.

Enrollment count is 329 (248 High School, 81 Middle School) which stays within the budget actual of 95%

**General operating Fund-$*355,135.81***

**A Request for Proposal (RFP) – for a School Turn-around Consultant** – was voted on and passed unanimously. Mark Walch made the motion to approve, Joseph Sanchez seconded.

**Audit Findings – FY’2020**

6 findings, 1 repeat finding.

Irene gave a detailed explanation on each of the audit findings. The details have been reviewed by the council members that was attached to the meeting packet.

**Question:**

***Will there be procedures that will be implemented to oversee the details of each transaction?***

* Yes, there is a checklist that will be reviewed by Robert.

***Is this an issue that the Finance committee can address and review on a monthly basis?***

* Yes, we are recommending that finance committee meet a half hour before the regular Governance Council meeting.

Robert stated that because of the virtual nature of this year’s audit, this was a very tough audit. Irene is committed to focusing on the finances. The council feels she is doing a great job and understands how much effort she puts into her job. There will be a new staff member to help with office support which will free up some of Irene’s time.

**Fiscal Mgmt. Policies and Procedures**

* **Segregation of duty – made edits**
* **Individual Subaccount- made edits**

**Discussion**

Joseph made some comments on the edits and Irene made the changes to the policy document as needed.

**Vote:**

Mark Walch made a motion to approve the changes to the policies and procedures. Tina Garcia-Shams seconded**.** The motion passed unanimously.

**Irene wanted to remind everyone about board training which will be in May and will be the last trainings for this year. Irene will pay for trainings that the GC still need.**

**Director’s Evaluation**

Tina Garcia explained that she formed a committee to review the Director’s evaluation and she will have the document ready for review at the next meeting.

**Executive Director, Robert Baade’s Report -**

Robert explained that he sent out the report ahead of the meeting and Aaron covered most of the topics.

Robert did want to talk about the strategic plan to make RFK the “School of First Choice”. Historically 40% of the students have been 6year students, even though data only supports the 4-year students. This ultimately effects the budget when only 20% percent of those students come back. The goal is to keep the students that start the first semester, so retention will be the focus. Shifting the focus on to career pathways and building soft skills that will help students graduate successfully. Along with the change of focus, there will be a rebranding effort as well as putting more support systems in place. The new plan will be implemented next school year.

**Questions/Comments:**

* *It is exciting and the prospect of refocusing will help the students and staff.*
* *This new strategy will help with the transition of Aaron and Shawn coming into the leadership positions. It will also protect the budget.*
* *The notion the school will be School of First Choice is exciting, knowing that students are coming into a high caliber school is fantastic.*
* *We commend Robert for sharing his wealth of knowledge with Aaron and Shawn to ensure that the school will continue to succeed.*
* *The name change will only help with the focus of the school, be we are mindful of approaching it in a mindful way and this is the right time to pivot.*

**Housekeeping (Any possible new members, training hours, planning meeting, etc.)**

Working on the ED’s evaluation, reminder to GC members to obtain required training hours. Request for nominees for the positions of GC President and Secretary for SY 2021-2022. After discussion it was decided that acceptance of nominees and the vote for vacant positions will be put on the June agenda so that these positions are filled and ready to begin in July the first GC meeting of the 2021-2022 SY.

Anyone interested in being nominated for the positions please contact Robert or Tina for more information or duties of the positions.

**Request for Motion to Adjourn**

Tina Garcia-Shams motioned to adjourn the meeting, seconded by Mark Walch. The motion passed unanimously, meeting adjourned.

Robert F Kennedy Charter School

Governance Council Meeting

05/20/2021