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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 July 15, 2021**

**5:30 PM**

**Governance Council Members all virtual**:

**Roll Call:** Joseph Sanchez (virtual), Mark Walch, Stacey Vigil (virtual), Sylvia McCleary, Trey Hammond, Clyde Ortiz (virtual)

**Absent**: Lawrence Barela, Tina Garcia-Shams

 Yes: Quorum

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

**Minutes by**: Anne Tafoya

**Approval of agenda**

Sylvia McCleary made the motion to approve the July agenda. Trey Hammond seconded. The motion passed unanimously.

**Approval June meeting minutes**

Trey Hammond motioned to approve the June 17, 2021 meeting minutes. Sylvia McCleary seconded. The motion passed unanimously.

**Public Comment**

**N/A**

**Middle School High School Updates**

Aaron Arellano proceeded with the middle school updates, welcomed everyone back to those that attended the meeting in person. Aaron extended an invitation to the council members to come tour the school and they are always welcome. We are waiting for the teachers to return and preparing for the students to return to the classroom. The construction project is wrapping up and we are anticipating students who will return in person as well as those who will still be participating virtually. Aaron reported that the middle school is once again fully staffed. The current student enrollment count is at 56. The break down is 19/6th graders, 16/7th and 21/8th graders. We are very confident we will meet our enrollment target.

**Questions:**

***How many students are not returning?***

* We have not heard from 8 families of the returning students we are giving them a chance to register first.

This really gives us a chance to evaluate the students, what needs to be addressed.

Regarding the mask policy-staff and students who are vaccinated do not need to wear a mask. May have to show proof of vaccination. Does this create a tense situation if some students and staff are wearing masks?

**High School Updates**

Shawn Morris continued with the High School update, PED will not be releasing the new guidelines (toolkit) until next week, which creates a tight timeline for preparation. If there is any new information regarding purchasing equipment, it may be hard to procure at this late of the date. Not just RFK, but other schools in the district. Some school districts have had the opportunity to set up online classrooms, but again the timeline is very short. Robert did mention that students who are registering have not requested the virtual option. There are still going to be health protocols in place that could impact the learning environment, in that case the hybrid model may still stay in place. If the CDC gives guidelines then the state have to follow.

**Questions:**

***Are the teachers receiving support as well as the students?***

* Yes, a behavioral health team is available and there will be class support

***Will there be an institutional debrief or check in?***

* Yes, we have time for sessions- it is

**Finance Committee**

The finance committee meet prior to the Governance Council meeting to review and discuss the items listed on the financial report. Which included:

* **Financial Report for June 2021 -** Sylvia McCleary made a motion to approve the financial statement. Trey Hammond seconded the motion. The motion passed unanimously.
* **Available Operating Funds - $265,857.01**
* **Balance Sheet matches bank reconciliation - $266,369.19**
* **Bank reconciliation for June – ending bank balance was $463,961.41**
* **Cash Disbursement were $572,776.41 -** Sylvia McCleary made a motion to approve the cash disbursements. Trey Hammond seconded the motion. The motion passed unanimously.

**Questions:**

Do you have full authority to spend the remaining money?

Yes, 20% has to be spent on learning loss

How will you plan for the 22-23 year budget. Carry over money will be used based on the projection.

**RFR**

* RFR submitted through June 30, 2021.

**BARs**

BAR# 001-051-2122-0001-IB, FUND 27202 – OPENSCIED INITIATIVE $1,700 - Sylvia McCleary moved to approve BAR 001-051-2122-0001-IB, FUND 27202.\_Mark Walch seconded the motion. The motion passed unanimously

Irene will have to do a special payroll BAR before the end of July 31 for the extra payments for staff that worked during COVID.

The board can do a special meeting.

**Cash on hand** – Months of cash on hand is 1.58

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

**General operating Fund-$ 464,734.60**

**RFP – School Turn-around Consultant**

**Audit Findings – FY’2020**

6 findings, 1 repeat finding.

**Fraud information and new institution**

An Electronic Transfer showed up on June 28- and Irene noticed a discrepancy. $10,000 check went through. Irene called the bank right away and the payment was flagged. The money was returned. Another check for $20,000 went through. So again, Irene had to flag the payment. Irene moved forward with the fraud implementation. The bank manager called and let Irene know that another $100,000 check was moving through the account. All the charges and fees were reversed, and Irene notified the state auditing department. Action as taken place to make sure all safe vendors have been identified.

**Questions:**

***Why wasn’t the account shut down?***

* Wells Fargo stated that it was not necessary to close the account, that they can add fraud filters to the account that will stop it.

**Action Item** is to shop for a different institution for banking, perhaps a Credit Union and what type of services and programs they offer.

**Vote:**

Trey Hammond made the motion to approve changing banking institutions. Sylvia McCleary seconded the motion. The motion passed unanimously.

**Topics for upcoming meetings**

* A good use of the board meetings would be to have students and different guests give a 30-minute presentation.
1. *Garden project with students presenting*
2. *Academic/student tracking monitoring system*
3. *Orientation program*
4. *Spanish bilingual program*
5. *Science program*
6. *Behavioral Health team*
7. *Albuquerque Interfaith presentation*
8. *Vocational presentations* (auto body, culinary, welding)

**School Re-design**

The re-design is part of the strategic plan. Academic re-design, really changing the nature and the mission of the school. The vision is to make RFK the school of choice. We are interested in students who want to come here, by putting the message out there that we are looking for students, students can make that choice. By focusing on vocational and art programs this will become a good path for students. By having quality teachers and programs, RFK will become a first-choice school. One time graduation tracking system has been implemented as well, to follow each student closely and help with on time interventions. Parent Teacher conferences are a big part of changing the culture. Part of the orientation program is to have the older students talk to the new students and help them understand the culture as well. There are many great ideas to provide the students with great connections and experiences.

 **Executive Director’s Report Robert Baade**

There is not much to report since school is out of session.

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

**Annual meeting needs to take place in August. 3rd Thursday of August**

**Agenda for next meeting**

* There needs to be the open meeting act
* By-laws need to be reviewed
* When the meeting will take place
* How the meeting will be declared- marque, newspaper, website.

**Adjourn**

**Vote:**

Sylvia McCleary made a motion to adjourn the meeting. seconded the motion. Trey Hammond seconded. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

07/15/2021