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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 June 17, 2021**

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

**Governance Council Members all virtual**:

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

**Absent:** Sylvia McCleary, Clyde Ortiz, Trey Hammond (all were excused absences)

Yes: Quorum

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

**Minutes by**: Anne Tafoya

**Approval of agenda**

Lawrence Barela made the motion to approve the June agenda. Mark Walch seconded. The motion is unanimously approved.

**Approval May meeting minutes**

Lawrence Barela motioned to approve the May 20, 2021 meeting minutes. Mark Walch seconded. The motion passed unanimously.

**Approval of June 10 Special meeting minutes**

Tina Garcia Shams made the motion to approve the special council meeting minutes. Lawrence Barela seconded. Please note the motion was passed after a correction was made. The motion passed unanimously.

**Public Comment**

The council wanted to acknowledge the great job that Tina Garcia has done as the Chair of the Governance Council and to thank her for all her hard work and support.

Both Aaron and Shane thanked Tina for her dedication to the council and RFK.

**Middle School** **High School Updates**

Aaron Arellano proceeded with the middle school updates by acknowledging the Governance Council, expressing that the guidance they provided through this challenging year has been a tremendous help. Continuing, on a positive note Aaron reported that the 8th grade End of Year Celebration was a wonderful success. A drive thru celebration took place and it was well attended. Aaron stated that he is proud of the middle school team and hopes to build on the RFK EA, Ms. Zuma who will take on the Social Studies program and a Spanish teacher who will help support the bilingual program at the middle school level. The upcoming school year will see a raise in the cap of 80 students to 100 students. We do not have an exact count, but the information received from the end of year parent teacher conferences is an indication that a large percentage of students will be returning. Aaron continued with his update explaining that the marketing efforts with the billboards have brought renewed interest to the school. Another highlight from the update is that the construction of the portable is almost complete, with PNM still working on the new transformer.

**Questions:**

*How many 8th graders will be moving up to the high school?*

* There about 20 that have confirmed and hoping for more.

*Are you planning on adding another 6th grade?*

* Yes, we may be looking at adding an additional 6th grade and 7th grade.

*When the state approves school being fully open, how does that look as far as a hybrid model?*

* We are planning and moving forward with the plan that school will take place in person, but we will wait and see what the Governor’s decision will be. So. we are waiting for the next toolkit.
* Perhaps there will be more discussion at the next Governance Council meeting about what reopening will look like.

**High School Updates**

Shawn Morris continued with the High School update, explaining that once the PED releases the new toolkit, then RKF can move forward with a more comprehensive plan for how the school year will look. There may be options for those students that want to stay remote to combine with other districts and other charter schools, while still staying at their home school. Building on what Aaron already reported regarding student numbers, the high school is at 200 and the middle school is at 72, so one of the goals is to bring those numbers up. The goal is 375, and with the two Saturday registration events, the numbers are looking good with 124 high schoolers confirmed and 52 middle schoolers. Shawn highlighted the Graduation and expressed that it was a successful event, with 28 students receiving diplomas. Summer school will be offered, with onsite programs as well as the option to log on remotely. Shawn went on to state that the high school is fully staffed, with the exception of a Language Arts teacher, if anyone knows of an available teacher let them know they can apply at RFK. Reiterating with Aaron has stated early that marketing message of the school has been successful.

Questions:

*Do you have any sense of what type of students (in terms of background) are interested in enrolling?*

* Not off hand, but we do know that students who have never thought of RFK as an option are now interested in attending.

**Finance Committee report for May 2021**

* **Available Operating Funds *$155,240.69 (some purchase orders have been closed)***
* **Balance Sheet matches the bank reconciliaton**
* **Bank reconciliation *$271,527.25***
* **Cash Disbursement Approval- *$532,917.90 -*** Mark Walch made a motion to approve the cash disbursements. Stacey Vigil seconded the motion. The motion passed unanimously.

**Questions:**

Apple Computer- MAC books – used the Distant learning Grant

Technology Integration Group- WIFI set up in the gym

Southwest Educational Partners for Training -GED Program, Auto Body Program

Professional Development- Restorative Justice

Grad Time- Awards, gowns for graduation, bilingual dual enrollment ropes

Beekeeper- training students about bee keeping/harvesting honey

Irene indicated that a lot has been processed, RFR’s have been submitted through 06/15/21 and funds will be used. Some money may not carry over, such as a portion of the Out of School Time Grant

**Vote:**

Mark Walch made a motion to approve the financial statement. Stacey Vigil seconded the motion. The motion passed unanimously.

**Items for Disposal**

The Kubota Tractor was stolen, a police report was turned into the state and once the disposition is approved the process to remove from the assets will begin. The books will be donated to the city and distributed to little library boxes.

**Vote:**

Tina Garcia Shams made the motion to approve the disposition of items discussed- #56262 Kubota Tractor and 46 boxes of textbooks and other misc. books. Mark Walch seconded. The motion passed unanimously.

**Cash on hand** – Months of cash on hand is 1.54.

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

**General operating Fund-$*305,570.61***

**RFP – School Turn-around Consultant**

**Audit Findings – FY’2020**

6 findings, 1 repeat finding.

**Approval of Executive Director’s Contract-closed session**

**Entered Executive Session**

**Vote:**

Mark Walch made the motion to come out of Executive Session at 6:59. Lawrence Barela seconded the motion. The motion passed unanimously.

**Approvalof Executive Director’s Contract**

**Nominees for Secretary and President Positions**

Mark Walch nominee for President

Tina Garcia Shams (interim) nominee for Secretary and has agreed to continue in this position for the agreed upon term.

**Vote:**

Lawrence made the motion approve Mark Walch as incoming President of the Governance Council. Stacey Vigil seconded the motion. The motion passed unanimously.

Roberts indicated we need to continue to recruit council members

**Executive Director’s Report Robert Baade**

Robert gave a brief update and stated that the council has reviewed his report prior to the meeting. Robert expressed that everyone has done a great job considering the year we have just had and stated that there is a lot of work going forward. Robert reviewed the current effort to raise $1.3 million, to replace the portables with a permanent multipurpose building.

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

* Lawrence would like to propose a more effective way not discuss the budget during the meeting**.** With more of a focus on plans and activities and how that relates to the students and the school
* Can we start meeting in person in July? Yes – there was motion made by Lawrence Barela to meet in person July 15. This was seconded by Mark Walch. Agenda planning will take place on July 8th.
* Tina Garcia again reminded everyone about needed training

**Adjourn**

**Meeting adjourned**

Lawrence Barela made a motion to adjourn the meeting. seconded the motion. Mark Walch seconded. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

06/17/2021