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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 August 19, 2021**

**5:30 PM**

**Governance Council Members all virtual**:

**Roll Call: Chair:** Tina Garcia-Shams, Joseph Sanchez (virtual), Mark Walch, Stacey Vigil, Sylvia McCleary, Trey Hammond (virtual), Lawrence Barela

**Absent**: Clyde Ortiz, Stacey Vigil

**Yes:** Quorum

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

**Guests:** RFK students that work on farm, Zia Martinez

**Minutes by**: Anne Tafoya

**Approval of agenda**

Sylvia McCleary made the motion to approve the August agenda. Lawrence Barela seconded. The motion passed unanimously.

**Approval June meeting minutes**

Lawrence Barela motioned to approve the July 15, 2021 meeting minutes\*. Sylvia seconded. The motion passed unanimously. \*Fix errors regarding the attendance status of board members.

**Public Comment**

Students at RFK, in the agricultural/gardening program, presented. The students explained the program they are participating in and how it aligns with their curriculum. Students shared their experiences and the positive take a-ways. Many have enjoyed learning about plants, the unique ecosystems, including bug life. One student stated that they have enjoyed learning how to operate the tractor. Robert Baade explained the collaboration between Southwest Education partners. The program entails students helping with distribution of produce using the walk-in cooler at the Farmhouse.

Business manager from Operating Engineers Local 953 at presented an opportunity for an apprenticeship program, stating that there are great funding sources available. The question is how can that money be used to purchase heavy equipment and by partnering with RFK, create curriculum and a pathway for students to learn a trade. Its about providing students with a choice and another career track. Stating that there is a need to fill jobs with skilled craftsmen, within the larger Albuquerque area. Robert explained that he is looking at legislative money and how program such as SWEPT can be funded.

**Action:** Lawrence Barela mentioned that this type of vocational pathway aligns with strategic plan and made a motion that RFK explore the collaboration with Operating Engineers Local 953 Journeyman & Apprentice program. Mark Walch seconded the motion and Robert agreed that the exploration will take place.

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

Aaron Arellano proceeded with the middle school update, the latest count is at 98, almost to the initial goal of 100 students. The teachers came back the week of July 26 to participate in Professional Development. The teachers are building positive relationships with the students. The partnership with Cottonwood Gulch is ongoing with an outdoor activities planned for Sept/Oct. Aaron explained that the middle school is fully staffed, with an additional E.A. coming on board. The school is offering Spanish for all students and hope to expand the art program. With all the students on on-board the 7 and 8th graders will be split into 2 co-horts. After a rain delay the portal construction is almost complete, once the painting is complete then we can apply for education occupation.

**Questions:**

***How are the students dealing with the recent school shooting?***

* Due to that incident some students have transferred to RFK. We do have student supports in place and we are working through the safety protocol.
* One of the keys is to build relationships with the students, which my lead to a student informing an adult if something suspicious is taking place. Practicing restorative justice is one of the pieces along with successful orientation. As of this year some of our 7th, 8th graders and all of the 6th graders are new on campus.

***Are you fully staffed?***

* We are fully staffed, and with the new teachers coming on board they will be working with instructional coaches. We do have 3 long term subs that are currently working on certification.
* It has been a challenge to find teachers because of the shortage, we have had to think outside the box and realize we are competing with other states that pay higher salaries. It is important to remember that the teachers need to be a good fit with RFK and we also want to develop teachers.
* RFK is interested in what we can do to extend the search with the help of the board members.

**High School Update**

Shawn Morris continued with the High School update; Because of the 10 instructional days added, the high school started 3 weeks ago. The 40-day count is at 282 with an over all count for both schools at 375. Technically the student count would be at 380, some students have not shown up yet, so the ones on the waiting list will have an opportunity to register. Maintaining the student count is important for the success of the school. Shawn continued with his report out explaining they will go through a Google training to pivot back to virtual learning if needed. Even though PED has relaxed school closure requirements, we will need to be prepared for days we need to shut down, either because of cases or deep cleaning of the buildings.

Shawn added that UNM has chosen RFK (Ethics studies class) and Lulac partnership to work with students in the art of muraling to tell the story of the South Valley. The instruction will be led by world renowned muralist Francisco. We will also be partnering with Lulac to provide a career track offering training in APD/public service aid. This could be a good opportunity for career exposure to bridge the gap.

Lastly, Shawn stated that the high school is fully staffed, apart from some teacher credentialing. An item to be dealt with is medical cannabis. The Campus policy needs to be revised to come up with how students receive their dosage. What works right now is for parents to dose their child at home or come to the school to disperse an edible dose. Due to the federal regulations the nurses could lose their licensure if they dose students on school campuses. There is a mask policy in place and that will mirror the school district.

**Questions:**

***How does the over count impact the head count?***

* If we are over on the count, we don’t get any money back. If the number drops we may get money back

**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 the month of July** - Sylvia McCleary made a motion to approve the July Financial Report. Tina Garcia-Shams seconded the motion. The motion passed unanimously.
* **Available Operating Funds -$2,577,896.71**
* **Balance Sheet matches**
* **Bank reconciliation – end of July balance was $592, 979.54**
* **Cash Disbursement -$306,389.92 -** Sylvia McCleary made a motion to approve the cash disbursements. Tina Garcia-Shams seconded the motion. The motion passed unanimously.

**Questions:**

* $94,924 insurance for the whole year (liability, umbrella policy)
* $53,000 2 payrolls and benefits
* $415 the service fees for the bank account- fraud filter

**RFR**

* RFR submitted through July 30, 2021.

**BARs-** approved on July 29th

**Cash on hand** – Months of cash on hand is 3.60

**Enrollment count** - is 377 (277 High School, 100 Middle School) which stays within the budget of 101%

**General operating Funds for the month of July -** $ 148,750.78

**Audit Findings** – FY’2020

6 findings, 1 repeat finding.

**Annual business approval**

* Board meeting calendar – FY’22- proposed to move time to 4:30 every third Thursday of the month

**Vote:** Lawrence Barela made the motion to approve the time change for the boarding meeting. Tina Garcia-Shams seconded. The motion passed unanimously.

* Open Meetings Act- To comply with the opens meeting act the time occurrence will be posted in the paper, on the website and school marque.
* Conflict of Interest- Irene will email forms that need to be signed to the board members
* By Laws

**Vote:** Lawrence Barela made the motion to accept the by laws as they are. Sylvia McCleary seconded. The motion passed unanimously.

* Review of Mission- the Governance Council will review
* Board member term renewals/election- Members in current positions will stay the same

**Topics for upcoming meetings**

* Populate committees
* School re-design
* List of presenters for meetings

Board retreat will work on school re-design, will give board members an opportunity to be involved with the mission and formalize the plan.

* Jennifer Cornish -could facilitate the meeting
* Time: October 3
* Length: 6 hours 9am-3pm

What do we want to accomplish during the retreat- what is the agenda?

**Executive Director’s Report**

Robert gave a brief overview stating that support staff has been added. Focusing on adding more teachers for art and technology classes. Robert expressed that physical space for additional students may be an issue. The budget looks good right now because of the CARESSA money. We may need to give money back, so we are watching that money carefully because we need to have funds left over. The goal is carryover $250,000 in operational. Robert added that they are looking to add an evening teacher as a lot of additional funding is generated through evening school. The transition back to school is going smoothly. Robert mentioned that Shawn obtained a large technology grant for $6,000.

**Adjourn**

**Vote:**

Lawrence Barela made a motion to adjourn the meeting. Sylvia McCleary seconded. The motion passed unanimously.

Robert F Kennedy Charter School

Governance Council Meeting

08/19/2021