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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, February 17th, 2022**

**4:30 PM**

**Roll Call: Virtual:** Mark Walch, Lawrence Barela, Clyde Ortiz, Tina Garcia-Shams, Trey Hammond, Joseph Sanchez

**Excused Absences:** Sylvia McCleary

**Quorum:** Yes

**Staff:** Robert Baade, Irene Sanchez, Shawn Morris, Aaron Arellano, Linda Sanchez
**Guests: April Gallegos, Fernando Gallegos**

**Approval of Agenda:**

Trey makes the motion with change to approve the February agenda. Clyde seconded. The motion passed unanimously.

**Approval of meeting minutes:**

Lawrence makes a motion for approval of the January meeting minutes.  Trey seconded the motion. The motion passed unanimously.  One change was made to the January meeting minutes under the equity council report.

**Middle school update:**

Attendance continues to be a challenge, RFK is continuing to reach out to families/parents to encourage attendance. Testing is still being conducted, ACCESS testing, which is a common assessment throughout the country. This assessment is for English language learners, which makes up about half of the middle school students. Linda has been an asset in completing this. Teachers are reviewing the IMASA results to help their students and to plan forward. Results have not been what’s typical but are improving. Each grade level has been impacted with academic and attendance difficulties by having to quarantine. Additional testing will be coming forth. Cottonwood Gulch is planning a trip for middle and high school students in northern New Mexico–hiking, camping, mountain biking, etc. Students don't have to pay towards this trip, and it holds a fun and good opportunity for students. Nature Ninos is a new partnership to RFK for 7th graders – which will include outdoor experiences and will get them ready for the next year with Cottonwood Gulch (outdoor learning). Marks notes that it looks like 7th grade does better than other grades.  Aaron says that is correct and might be because a large percentage have been with RFK since 6th grade.  Lawrence points out there are 78% of students that need support in math. Aaron said it is difficult for students to move forward if they don’t get the concepts and aren’t able to build on that knowledge.  Math teacher has really challenged her teaching style to accommodate and meet the students where they are.  It is also hard to teach students when they are not in attendance.

**Developmental Asset Profile (DAP)**

Linda Sanchez shares credit acquisition data for senior’s 1st semester

2021/2022 – 75%

2020/2021 – 70%

2019/2020 – 80%

2018/2019 – 85%

2017/2018 – 84%

9th grade – 72%

10th grade – 72%

11th grade – 64%

12th grade – 75%

Robert goes over the DAP and shares some of the highlights of the data. RFK has used this survey to look at what we can control or influence with students' life, operating strengths in students' present and future lives– this has been in motion for 3 years. Lawrence asks if the organization who does this data also gives ideas/suggestions on how to make things better.  Robert said the school is aware and has the ideas of how to address these issues.

**High school update:**

John Hopkins will be at RFK next week working with the staff.  Added new pieces to the on-track to career success including community and family as well as culturally relevant, equitable student-centered practices. This is a long-term process (2025). The pieces are RFK’s vision to on-track career success. There have been 342 students that were processed on the 120-day count. Cottonwood Gulch has been around since 1926, they look at archeology, nature, and animals, etc. They typically work with students from the east coast but have recently been working with New Mexico students. The last couple of days have been virtual due to high covid numbers– mask mandate will remain in place until spring break and then reassess. Shawn believes we will get a new toolkit next week from PED with some of the requirements being relaxed.

**Finance Committee Report for January 2022- Discussion and Approval**

Trey makes the motion to approve the finance committee report for January. Clyde seconded the motion. The motion passed unanimously.

**Cash Disbursement for January - Discussion and Approval – Total for January was $542,936.71**

Lawrence makes the motion to approve the cash disbursement for January. Joseph seconds the motion. The motion passes unanimously.

Lawrence suggests we get petty cash, so Robert doesn’t use his own money.  School is looking into transitioning into using P cards.

**January BARS Approval:**

Lawrence Barela makes the motion to approve BAR 001-051-2122-0030-I, $49,989.  Mark Walch seconds the motion.  The motion passes unanimously

Lawrence Barela makes the motion to approve BAR 001-051-2122-0031-D, ($68,907). Mark Walch seconds the motion. The motion passes unanimously.

**Audit Discussion:**  3 findings this year and 2 were repeats.

1st finding was the pledge collateral.  They have made the appropriate change

2nd finding – Irene had recorded the fund correctly, but it was wrong on her spreadsheet that is sent over to APS – this was a repeat finding

3rd finding – 4th qtr cash report was off not as a whole but in specific accounting.  This was a repeat finding

Lawrence will try to be the board member who is present at the corrective action meeting.

**Fiscal Policies & Procedures**:

The pledge collateral section was changed based on the 1st finding

Accounts Receivable section change to include…

Reporting section was updated to include the finding

Lawrence makes the motion to approve the changes to Fiscal Policies and Procedures. Clyde seconds. The motion passes unanimously.

Lawrence wants minutes to reflect the need to include P card information.

PAID TIME OFF POLICY

For staff that need emergency time off, can receive their paid time off. Employees may donate PTO to aid another employee. The case of family-medical leave, you must use your own PTO. Donations can only be requested during a twelve-month period unless otherwise directed by administration. Once returned from donated leave, either full or partial, all donated hours will be reinstated to the donating employee(s) on a prorated basis. Posted solicitation for donated leave will ensure the privacy of medical information. There is no-cap and never has been.

Trey makes a motion to approve the update to Leave donation Policy. Lawrence seconds. The motion passes unanimously.

**Equity Council**

RFK has a contract with Jennifer Cornish organization and will begin training and focus groups with staff, community, and eventually governing council. Start date has not been determined and working out details according to schedules. Not going to activate until next year and we will already be further along. It could be possible for council members to be a part of the equity council.

**Executive Directors Report:**

RFK is ready to do budget– need to focus and plan for Covid in the upcoming year. Only waiting for the unit value from the state. New legislation has determined the new Level, 1, 2, and 3 pay.  There is a 7% average raise for teachers that are already at the minimum level of salaries (Level 1, 2, and 3). Community school funding will not go away. RFK will apply for a planning grant. Robert believes we will meet the $500,000 carry over. RFK is still waiting to hear about the YCC grant.

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

Everyone needs to complete their training hours if you haven’t yet.

April attended the board meeting and was just here to learn and is interested in possibly joining the board meeting.

If you can’t make it in person, please make sure you attend virtually so we have a quorum.

**Adjourn**

Tina makes the motion to adjourn the meeting. Trey seconds the motion. The motion passed unanimously. The meeting adjourned at 6:30pm.

Robert F. Kennedy Charter School

Governance Council Meeting

2/17/22