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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, September 26, 2024**

**4:30 p.m.**

RFK Governance Council President, Mark Walch called a regular Governance Council Meeting on September 26, 2024. The time was 4:33 p.m.

**ALL BOARD MEMBERS:**

Mark Walch, President

Carlos Caballero, Vice President

April Gallegos, Secretary

Lawrence Barela, Treasurer

Bob Edgar

Carlos Caballero

**ZOOM:**

LaNika Bullington

**ABSENT:**

Sylvia McCleary

**QUORUM:**

Yes

**STAFF:**

Robert Baade

Irene Sanchez

Aaron Arellano

Kara Sanchez

Linda Sanchez

**APPROVAL OF AGENDA:**

RFK GC Secretary April Gallegos makes a motion to approve the September 26, 2024, Meeting Agenda. RFK GC Treasurer, Lawrence Barela, seconded the motion. With a unanimous, “Yes” vote and no one opposing. The Meeting Agenda for September 26, 2024, is accepted and carried out.

**APPROVAL OF REGULAR MEETING MINUTES FOR AUGUST 22, 2024:**

RFK GC Treasurer, Lawrence Barela made a motion to approve the Regular Meeting Minutes for August 22, 2024, with grammar correction to the “Approval of Agenda” section. RFK GC Vice President, Carlos Caballero seconded the motion. With a unanimous, “Yes” vote and no one opposing. Meeting Minutes for August 22, 2024, are accepted and carried out.

**PUBLIC COMMENT**:

RFK Data Analyst / Lead Teacher, Linda Sanchez made a presentation on NM School Dash Fall 2024-2025 90-Day Plan, STAR Test Results for Math and Reading 2024-2025, and School Improvement and Transformation Monitoring Visit Summary Beginning of Year. GC Members really appreciate this data and are supportive of the progress and all that is going on to adhere to RFK’s Mission.

**RFK MIDDLE SCHOOL / HIGHSCHOOL REPORT**

**Middle School Principal Aaron Arellano Reports:**

* Seven weeks into the new school year and students have settled. With this, some staff members need support with class management. Principal Arellano continues to focus on building relationships with new students, families and staff.
* Parent Teacher Conferences will take place October 9, 2024, and October 10, 2024. Advisory Teachers are in the process of preparing for this.
* The 90-Day plan is the guiding document for the 24-25 school year. The administrative team has been conducting class walk-throughs. With this process, we will tailor topics/tasks for our weekly meetings to support teachers as we aim to set targets to our 90-Day plan.

**Partners**:

RFK’s community partners have started their programming at the MS. With others starting in October.

MS Principal Arellano mentioned that with school partners, RFK is hoping to enrich the learning opportunities for the students.

**Staff:**

Abelina Salazar has come on board as a Social Worker. She comes to us by way of RFK’s partnership with Centro Savila. Principal Arellano is looking forward to supporting students and family members through Abelina and the partnership with Centro Savila.

**Students:**

Current Enrollment at the MS – 61 students (13 – 6th graders, 20 – 7th graders, and 28 – 8th graders).

**Attendance:**

Principal Arellano states, “We are seeing some trends with absenteeism with certain students, which we are addressing. Some of our students are continuing the trend from previous years. But it continues to be on a case-by-case basis. Unfortunately, some of our families are dealing with situations outside of their control (illness, unexpected events, and other problematic situations). We are trying to support our students and families the best we can. We want our families to know that we can help if we work together.”

**Facility / Campus:**

Security gates will be paired with an intercom system. This will allow staff to determine who gains access onto campus.  APS is still working on getting ID cards to gain entry for staff.

**RFK Equity Council Update:**

Mr. Arellano will meet with the Equity Hub Leader now in October. He will be working with all staff members to map out what’s in place at RFK to address the Yazzie/Martinez Lawsuit and where we still have gaps. However, getting the school year up and running, along with establishing the 90-day plan continues to be a high priority.

**High School Principal, Kara Sanchez Reports**:

Classroom walkthroughs are taking place and after this, formal observations will take place. Items the team is looking for are dress code enforcement, taking daily attendance, entering grades by Wednesday mornings, phone policy enforcement in the classrooms, an established behavior plan, following the daily advisory schedule, implementing the 10 non-negotiables, and ensuring teachers are attending all required meetings. HS Principal Sanchez will meet with teachers individually if they need support in any of these areas.

**Staff**

* Mayra Herrera is Our new bilingual educational assistant. With 16 years of experience as an educational assistant and substitute, Principal Sanchez says that she is a great addiction to the RFK team.
* Currently there are 15 teachers, 8 Educational Assistants, and 12 staff members (maintenance, office, budget, and support staff). We have 5 staff members who are working on a licensure through a college/university.
* As of 9/23/2024, HS enrollment is 248. The 40-day count is due October 9th.

**Attendance**

Crystal Mora (Attendance Coach) has been working with the focused intervention systems that she has implemented. These systems are proving to be working to improve student attendance. RFK NM Dash Plan reported an attendance rate of 38% in the 2022-2023 school year. Currently RFK is reporting 88.98% attendance from the beginning of this school year, 2024-2025. This was through the 24th day of school.

**Facility/Campus**

Principal Sanchez states, “We have been working to ensure all gates are working properly and APS is still working on getting our key card system working. We have work orders in for all maintenance that has been required to this point. Lawrence Torres has done a great job coordinating fire drills and evacuation drills. Lawrence, Aaron, and I completed and got certified on An Introduction to the Incident Command System. This system is used nationwide to manage incidents regardless of size or type. We have staff doing campus sweeps during the day to ensure the safety and security of all staff, students, and guests. David, the evening maintenance staff member, assures the campus is secure and clear in the evenings.”

**FINANCE COMMITTEE REPORT FOR AUGUST 2024**

RFK GC Secretary, April Gallegos makes a motion to approve the Finance Committee Report for August 2024.

RFK GC Vice President, Carlos Caballero seconded the motion. With a unanimous “Yes” vote and no one opposing. The Finance Committee Report for August 2024 is accepted and carried out.

**CASH DISBURSEMENTS FOR AUGUST 2024**

RFK GC Treasurer, Lawrence Barela makes a motion to approve Cash Disbursements for August 2024 in the amount of $469,805.13. RFK GC Member, Bob Edgar, seconded the motion. With a unanimous, “Yes” vote and no one opposing. Cash Disbursements for August 2024 are accepted and carried out.

**BARS**

Lanika Bullington makes a motion to approve BAR# 001-051-2425-005-IB, Fund 27516, Outdoor Learning. For $25,000.00. RFK GC Treasurer Lawrence Barela seconded the motion. With a unanimous, “Yes” vote and no one opposing. Bar is accepted and carried out.

Lanika Bullington makes a motion to approve BAR# 001-051-2425-006-I, Fund 11000, Operations. For $381,471.71. RFK GC Treasurer Lawrence Barela seconded the motion. With a unanimous, “Yes” vote and no one opposing. Bar is accepted and carried out.

**APPROVAL OF INVENTORY FOR FY’24**

RFK GC Vice President Carlos Caballero makes a motion to approve Inventory for FY '24. RFK Treasurer Lawrence Barela seconded the motion. With a unanimous vote, “Yes” and no one opposing. Inventory for FY’24 is accepted and carried out.

**STRATEGIC PLANNING:**

RFK GC President Mark Walch spoke about Strategic Planning with GC members. The conversation will continue during RFK GC Training October 5, 2024.

**EXECUTIVE SESSION:**

RFK GC President Mark Walch makes a motion for an Executive Session. RFK GC Treasurer Lawrence Barela seconded the motion. With a unanimous “Yes” vote and no one opposing. RFK GC closed the meeting to the public at 6:22pm.

RFK GC Treasurer Lawrence Barela makes a motion for the Executive Session to close. RFK Vice President Carlos Caballero seconded the motion. With a unanimous “Yes” vote and no one opposing. Executive Session closes at 6:38pm

RFK GC Secretary April Gallegos makes a motion to move forward with the purchase of the property at 1224 Bridge Blvd SW Albuquerque 87105 for an Entrepreneurial Learning Opportunity for students. RFK GC Vice President Carlos Caballero seconded the motion. With a unanimous “Yes” vote and no one opposing. The purchase of the property is accepted and carried out.

**EXECUTIVE DIRECTOR’S REPORT:**

RFK Executive Director, Robert Baade reports:

* As the 40-day count approaches, Capstone, Digital Portfolios and Career Education initiatives are all at full swing.
* Money is coming together from a variety of resources that will help fill the gaps and potential shortfalls as quickly as possible.
* Mr. Baade mentions that Legislative appropriations are flowing through the county to support RFK’s CTE programs.
* Mr. Baade is really excited about an upcoming collaboration with CNM and feels that it is a very important step forward in developing an ongoing collaboration that serves both institutions and most importantly the students.

Lastly, Mr. Baade states, “Based on 40-day projections I anticipate an operational budget reduction of over $750.000.00. This may avoid a R.I.F, but it will significantly impact options and opportunities as well as limit the ability to write grant proposals.

**HOUSEKEEPING:**

RFK GC Training will take place on October 5, 2024. It will be at RFK MS from 10am – 2pm.

**Adjourn**:

RFK GC Treasurer Lawrence Barela makes a motion to adjourn the meeting. RFK GC Secretary April Gallegos seconded the motion. With a unanimous “Yes” vote and no one opposing. GC President Mark Walch adjourns the meeting at 7:02pm.

**Next meeting:**

October 4, 2024

**Minutes by:**

RFK GC Board Secretary, April Gallegos

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***Governance Council Secretary Signature***

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***Date***