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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 22, 2024**

**4:30 p.m.**

RFK Governance Council President, Mark Walch called a regular Governance Council Meeting on August 22, 2024. The time was 4:42 p.m.

**ALL BOARD MEMBERS:**

Mark Walch, President

Sylvia McCleary, Treasurer

April Gallegos, Secretary

Bob Edgar

Carlos Caballero

LaNika Bullington

Lawrence Barela

**ZOOM:**

N/A

**ABSENT:**

N/A

**QUORUM:**

Yes

**STAFF:**

Robert Baade

Irene Sanchez

Aaron Arellano

Kara Sanchez

Stacey Vigil

**APPROVAL OF AGENDA:**

RFK GC Secretary April Gallegos, makes a motion to accept the August 22, 2024, Meeting Agenda. RFK GC Treasurer, Sylvia McCleary seconded the motion. With a unanimous, “Yes” vote and no one opposing. The Meeting Agenda for August 22, 2024, is accepted and carried out.

**APPROVAL OF REGULAR MEETING MINUTES FOR JULY 27, 2024:**

Carlos Caballeros made a motion to approve the Regular Meeting Minutes for July 27, 2024, with the corrections to the date in the “Approval of Regular Meeting Minutes for June 27, 2024, and correcting “principle” to “principal”. RFK LaNika Bullington seconded the motion. With a unanimous, “Yes” vote and no one opposing. The Regular Meeting Minutes are accepted and carried out.

**PUBLIC COMMENT**:

Executive Director, Robert Baade introduced RFK HS Principal, Kara Sanchez to RFK ‘s GC members.

**RFK MIDDLE SCHOOL / HIGHSCHOOL REPORT**

**Middle School Principal Aaron Arellano Reports:**

* With 12 days into the 24-25 school year, teachers are setting up or re-establishing classroom rituals and routines with their students and continuing to foster relationships with their students.
* The academic day has increased by 11 minutes at the middle school this year. This addition has allowed us to add 15 minutes to our Advisory class (appreciated by teachers). Passing periods are shorter by two minutes (going from 5 to 3 mins). Lastly, we created a 10-minute nutrition break after our first period class which allows for more students to receive breakfast. All positive and effective so far.
* RFK has submitted the 90-Day plan, which we will be sharing with the Governance Council next month. We plan to use this as our guiding document for the 24-25 school year to bring alignment to everything we do at RFK. These efforts will route towards support for teachers by connecting the dots to day-to-day work, and how it supports the 90-day plan. We are also hoping teachers see their roles and how they can support us change our MRI designation by fulfilling their role while at RFK.
* Both Principals, Sanchez, and Arellano, are working to improve our communication with Leadership and Staff through various meetings. As you recall, this was one of the areas of opportunities that were discussed from our site visits from the NM Public Education Department.
* We purchased a subscription to “Our Curriculum” for teachers to utilize when lesson planning. This program can assist the teachers by unpacking the standard, by linking a plethora of resources that the teacher can pull from when teaching content specific grade level standards. This was another area that was identified as an opportunity for RFK.

Staff

* Mr. Dennis Montoya, who used to teach at our night school is our new MS Math teacher. Mr. Elias Vasquez is now at the HS as Principal Sanchez shared. Ms. Leah Nunez-Quezada is now our new Social Studies teacher at RFK MS. She is a very dynamic hire! Coach Candelaria returned to PE, and Ms. Jasmine Duran, one of our Educational Assistants has shifted into our new Intervention/Enrichment teacher.

Students

* Current Enrollment at the MS – 61 students (11 – sixth graders, 21 – seventh graders, and 30 – eighth graders).

Attendance

* We have been meeting with families of students who have been with RFK and have had attendance issues already at the beginning of the school year and throughout the summer. We are also working hand in hand with our new Attendance Coach, Crystal Mora.

Facility/Campus

* YCC continues to do an amazing job with our gardens at the MS. Some of our Advisory classes are rotating caring for the gardens throughout the week as well.
* A new perimeter fencing has been installed, with new entrance gates to the main building. We now have our new main gate as well.

**RFK Equity Council Update**

Our priority will be to begin mapping out support for students. The idea is to be able to connect the dots for staff and ensure that everyone is aware of what is in place. Additionally, we hope to be able to identify areas where we have opportunities for RFK to not address Equity for students while also addressing our schools MRI designation. We are hoping to begin this work during our Kick-Off PD for staff, however, we may have to shift to a staff meeting. Nonetheless, we feel this will be a fantastic way to assist our fresh staff get acclimated to the RFK community.

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

* Principal Sanchez and Principal Arellano have created weekly meetings with key groups in both schools to improve systems school wide and improve communication through the lens of operations. With one cycle of meetings completed last week. Positive feedback has been reported by staff members involved. Discussions about the needs of each department will happen to create a system around the need, and work as a team to improve outcomes. Each week, we will report what is working and what needs improvement. Examples of the teams are: Administrative/Operation, Instructional/Operations, Special Education/Operations, Budget/Operations, and Maintenance/Operations
* A dress code has been created and put in place. About 90% have complied currently.

Staff

We have some fresh staff members who are adjusting to RFK.  We hired a new English Language Arts Teacher (Angela Browning) a new history teacher (Elias Vasquez), a science teacher who taught night school at RFK last semester (Beth Scharrer), and a new PE/Health teacher (Haleigh Behncke). We also hired three new Educational Assistants to support staff and students.

There are many moving parts we are all learning as we go.

Students

Our enrollment as of 8/19 is 249.

Students are adjusting to the changes in staff and new expectations.  We have had some non-compliance with students not following the cell phone policy or dress code.  We have been swift to address these issues through conversations with students, families, and staff.  This has improved tremendously.

Attendance

We are diligently working on improving student attendance. Crystal Mora (new Attendance Coach) who is doing a wonderful job in finding students in need and working with them and their families to improve attendance.  She is building relationships with students and families and providing them with support to ensure students are in school and arriving on time.  She is also tracking student absences and tardies and addressing them with students and families.

Facility/Campus

Security Gates have been installed that will require electronic key cards to utilize. Staff have received badges, but the installation of the technology has not yet been completed. Lastly, the air conditioning in the gym and staff lounge have been remedied.

**FINANCE COMMITTEE REPORT FOR JULY 2024**

RFK GC Treasurer, Sylvia McCleary, makes a motion to accept the Finance Committee Report for July 2024. RFK Secretary, April Gallegos seconded the motion. With a unanimous “Yes” vote and no one opposing. The Finance Committee Report for July 2024 is accepted and carried out.

**CASH DISBURSEMENTS FOR JULY 2024**

RFK GC Member, Bob Edgar makes a motion to approve Cash Disbursements for July 2024 in the amount of $589,021.29. RFK GC Member, Lanika Bullington seconded the motion. With a unanimous, “Yes” vote and no one opposing. Cash Disbursements for July 2024 are accepted and carried out.

**BARS:**

RFK GC Member Lawrence Barela makes a motion to approve BAR# 001-051-2425-003-I, Fund 11000, Operations for $77.62. RFK GC Member LaNika Bullington seconded the motion. With a unanimous, “Yes” vote and no one opposing. Bar is accepted and carried out.

**MEETING DATES AND TIMES FOR FISCAL YEAR 24/25**

RFK GC members discussed moving the FY 24/25 GC meetings to the fourth Thursday of the month and holding them at the same time from 4:30 pm to 6:30 pm. Location will remain at RFK High School. GC member LaNika Bullington makes a motion to approve changing the FY24/25 GC meetings. GC member Lawrence Barela seconded the motion. With a unanimous “Yes” vote and no one opposing. The future of the Regular RFK Governance Council Meetings will be every fourth Thursday except for the months of November and December. Those months GC meetings will hold on the third Thursday due to the holiday seasons.Time will remain from 4:30 pm to 6:30 pm at RFK Charter High School.

**CONFLICT OF INTEREST FORMS:**

RFK Business Manager Irene Sanchez handed out Conflict of Interest Forms and all GC members signed and returned to Irene Sanchez for filing**.**

**MISSION STATEMENT:**

RFK GC member Lawrence Barela makes a motion to approve RFK Charter School Mission Statement as is. RFK GC member Carlos Caballeros seconded the motion. With a unanimous vote “Yes” and no one opposing. RFK Mission Statement is accepted and carried out.

**ELECTION OF OFFICERS FOR FY 24/25:**

Nominations for Officers during FY 24/25 took place and then a vote took place. Resulting as follows:

* President: April Gallegos nominates Mark Walch. Mark Walch accepts the nomination.
* Vice President: April Gallegos nominates Carlos Caballeros. Carlos Caballeros accepts the nomination.
* Secretary: Bob Edgar nominates April Gallegos. April Gallegos accepts the nomination.
* Treasurer: Sylvia McCleary nominates Lawrence Barela. Lawrence Barela accepts the nomination.

RFK GC member Bob Edgar makes a motion to approve the Election of Officers for FY 24/25 results. RFK GC member RFK GC member Sylvia McCleary seconded the motion. With a unanimous vote “Yes” and no one opposing. Election of Officers for FY 24/25 are accepted and carried out.

**President, Mark Walch; Vice President, Carlos Caballeros; Secretary, April Gallegos; Treasurer, Lawrence Barela**

**BYLAWS:**

GC members discussed transitioning from a “Board” to a “Council.” GC Secretary April Gallegos makes a motion to approve changing from a “Board” to a “Council.” GC Vice President seconded the motion. With a unanimous “yes” vote and no one opposing. It now reads, Robert F Kennedy Charter School Governance Council.

**EXECUTIVE DIRECTOR’S REPORT**

RFK Executive Director, Robert Baade reports:

* Critical staff positions have been filled, which includes an administrative team that is developing systems that are a work of progress as needed. A bus driver that is also a licensed teacher so we can have a full student transportation system in place. We have completed contracts to fill behavior health positions with a social worker and case manager at the middle school. In addition, Albuquerque Community Safety Department will supply an additional staff person and find a career navigator.
* The 90-day plan is complete and submitted. It includes a plan for school improvement based on the goals agreed to with the Public Education Priority School Department. This document will drive school wide initiatives throughout the school year.

Mr. Baade reminds the council of the importance of making budget at the 40-day count. If RFK does not enroll more students, it can create a reduction in revenue for second semester and retroactive to the beginning of the year.

**HOUSEKEEPING:**

* GC members were assigned to committees for the 24-25 Fiscal Year. A list is filed, and the GC members will also have one in their books.
* GC members will self-register for training hours.
* The next GC training will be October 5, 2024.

**Adjourn**:

RFK GC member Sylvia McCleary motioned to adjourn the meeting. GC Vice President Carlos Caballero seconded the motion. With a unanimous “Yes” vote and no one opposing. GC President Mark Walch adjourns the meeting at 6:33 pm.

**Next meeting:**

September 26, 2024

**Minutes by:**

RFK GC Board Secretary, April Gallegos

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***Governance Council Secretary Signature***

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***Date***