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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, October 24, 2024**

**4:30 p.m.**

RFK Governance Council Vice President, Carlos Caballero called a regular Governance Council Meeting on October 24, 2024. The time was 4:38 p.m.

**ALL BOARD MEMBERS:**

Mark Walch, President

Carlos Caballero, Vice President

April Gallegos, Secretary

Lawrence Barela, Treasurer

Sylvia McCleary

Bob Edgar

LaNika Bullington

**QUORUM:**

Yes

**STAFF:**

Robert Baade

Irene Sanchez

Crystal Mora

**APPROVAL OF AGENDA:**

RFK GC Secretary April Gallegos makes a motion to approve 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 SEPTEMBER 26, 2024**:

RFK GC President, Mark Walch made a motion to approve the Regular Meeting Minutes for September 26, 2024, with a correction to adding “Treasurer” to Lawrence Barela in “Roll Call” section. Member Bob Edgar seconded the motion. With a unanimous, “Yes” vote and no one opposing. Meeting Minutes for September 26, 2024, are accepted and carried out.

**PUBLIC COMMENT**

None

**EARLY WARNING SYSTEMS**

RFK’s Attendance Coach gave an update on how she is handling attendance, which includes tardies. She went over data and indicated that it is a “working progress” and how it seems to be working well.

**RFK MIDDLE SCHOOL / HIGHSCHOOL REPORT**

Middle School Principal Aaron Arellano made a submission of the Middle School Report. It is attached as follows:

**What’s going on at Middle School?**

\*Teachers and students completed the first round of parent/teacher conferences. We are compiling the data, and I don’t have our official percents of attendance, but I can say we had a lot of parents/families attend. Some of our staff even met parents/families at their place of employment to be able to meet with them. Just another sign of how important meeting with families is to RFK.

\*The administration team is working to complete formal observations for our teachers as a component of their New Mexico Public Education Department (NMPED) Teacher evaluation. For these observations, the administration will be focusing on 2 out of the 4 domains of their evaluation. The 2 domains we are observing will be Domain 2 – Creating an Environment for Learning, and Domain 3 – Teaching for Learning. We have also asked teachers to submit their lesson plan (Domain 1 – Planning and Preparation) prior to their observations. Additionally, we continue to make connections with our 90 Day Plan as well as the teachers’ PDP (Professional Development Plan) when it comes to these observations. This allows us, the administrative team, to continue to support our teachers and their professional growth. We also hope to be able to identify areas of opportunities for our teachers throughout this process as well. We (the administrative team) have been trying to make connections with informal walkthroughs and our guiding documents discussed above, to get staff prepared for their formal observations.

**Staff**

\*We welcomed a new part-time Educational Assistant to the MS, Ms. Lucia Samudio. She will be with us at the MS on Monday’s, Wednesday’s, and Friday's. We are hoping she will be able to expand her support next semester.

**Students**

\*Current Enrollment at the MS – 63 students (13 – 6th graders, 21 – 7th graders, and 29 – 8th graders). We still need 37 more students to be at the 100th mark. But our numbers continue to increase! We continue to meet with families on a regular basis, with meetings happening weekly. We have averaged about one new student a week since the last GC meeting.

**Attendance**

\*RFK Attendance Coach Crystal Mora and I have been meeting regularly regarding some of our frequent absent students. Attendance went out during student conferences. We are also in the process of planning home visits as well.

**Facility/Campus**

\*Our new gates are working, we still have a few bugs to work out, but the campus is secure.

**RFK Equity Council Update**

\*RFK Sent a team of seven to an Experiential Site Visit in Gallup, NM. We are visiting Gallup-McKinley Schools and are discussing what they have done during their own school – turnaround process over the last few years. We are planning to bring back information that we learned and apply it to what we have in place at RFK, with the hopes of identifying areas that we need to address and implement. This will be another component of our Equity work for RFK. More information to come!!

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

High School Principal, Kara Sanchez made a submission of her report. It is attached as follows:

The administrative team is conducting formal observations on teachers, which are due to the

NMPED by the end of the month. We evaluate staff by following a rubric created by the NMPED

which looks for: Creating an Environment of Respect and Rapport, Creating a Safe Learning

Environment with Rituals and Procedures, establishing a Culture for Learning, Managing Student

Behavior, Communicating with Students in a Manner that is Appropriate to their Culture,

Language, and Level of Development, Using Questioning and Discussion Techniques to Support

Classroom Discourse, Engaging Students in Learning, Assessment in Instruction (Refers to both

Formative and Summative Assessment), Demonstrating Flexibility and Responsiveness.

• Teachers also turn in a lesson plan for the lesson we observe. The lesson plan is also evaluated

by a rubric method provided by the NMPED.

**Staff**

• Teachers just completed Parent Teacher Conferences (October 9th and 10th). We are at 85%

participation by parents/families, as of 10/18/2024. Some conferences had to be rescheduled

and teachers are still having meetings. Our participation rate will change (improve) after all

conferences are completed.

**Attendance**

• Nothing new to report

**Facility/Campus**

• The gates are still in progress. The contractors had worked on them for a few days this month however, the

gates are still not complete.

**Students**

• As of 10/18/2024, our enrollment is 249. We have two applications in the process and five others who

have taken registration packets.

• The students in the yearbook club are planning a Fall Festival on October 25th, after school, for

students and families of RFK Charter. They presented their idea to the staff and the staff is in

support of the event. Mr. Baade also approved of the event. They are planning a haunted house,

games, prizes, and snacks.

• PSAT – 10th graders will be taking the PSAT on October 22, 2024.

**FINANCE COMMITTEE REPORT FOR SEPTEMBER 2024**

RFK GC Secretary, April Gallegos makes a motion to approve the Finance Committee Report for September 2024. RFK GC Member LaNika Bullington seconded the motion. With a unanimous vote “yes” vote and no one opposing. The Finance Committee Report for September 2024 has been accepted and carried out.

**CASH DISBURSEMENTS FOR SEPTEMBER 2024**

RFK GC Treasurer, Lawrence Barela makes a motion to approve Cash Disbursements for September 2024 in the amount of $442,191.97. RFK GC Member, Bob Edgar, seconded the motion. With a unanimous, “Yes” vote and no one opposing. Cash Disbursements for September 2024 are accepted and carried out.

**BARS**

Lanika Bullington makes a motion to approve BAR# 001-051-2425-0004-D Fund 27516, Outdoor Learning. For $3,231.90. RFK GC Vice President Carlos Caballero seconded the motion. With a unanimous, “Yes” vote and no one opposing. Bar is accepted and carried out.

**GC TRAINING 10/26/2024 10A.M. – 2 P.M.**

RFK GC members had a conversation on agenda items for the upcoming training on Saturday.

**STRATEGIC PLANNING SESSION; STUDENT ENROLLMENT BUDGET**

RFK Executive Director Robert Baade and GC President Mark Walch expressed how important Strategic Planning is and how crucial it is to get student count to reach budget goal. GC members will continue this topic in the upcoming training session.

**ED SEARCH UPDATE**

GC members will discuss this during the training session on Saturday.

**EXECUTIVE DIRECTOR’S REPORT:**

RFK Executive Director, Robert Baade reports:

Robert F. Kennedy Charter School

Governance Council Meeting

10/24/24

Director’s Report

Now that we have some understanding of the revenue reduction we expect, we need to adjust expectations.  At the same time, we need to begin planning projections for next year and develop a plan to increase enrollment or not. We need to be aware and prepared.  We have reduced the enrollment projection for next year from 395 to 360 grades 6-12.  Enrollment above 364 would generate growth revenue.

Our 90 Day Plan presented last month clarifies goals with PED related to MRI status.  Increase academic

proficiency and performance and increase graduation rate, in particular four-year graduation rate. Another target is related to attendance.  The other goals are not achievable without improved attendance.  Our Early Warning System is in place and operational.  The mantra at APS is outcomes don’t change until adult behaviors do.  As a school of first choice, we are not a school of last resort.  That means students who are not attending class even after all interventions, including home visits, are no longer students at RFK.  This is in alignment with RFK attendance policy.  We have been following that policy and have recently disenrolled eight students and final interventions on four more next week.  We will continue to monitor and follow our policy regarding attendance.  Our attendance goal is 68% of students with 90% attendance or better. That translates to missing one day every two weeks.

Enrollment of 300 is a critical overall number and 60 students at the middle school is not currently viable

in my opinion.  Operation of the middle school in some form is critical in meeting our 4-year graduation

goal.

Creation of more and diversified career training opportunities is one of the keys to the school of first choice model.  I believe this strategy is what will increase enrollment in alignment of the new mission of RFK.  Our numbers will be what they will be in the short term.  Our numbers will be what they will be in the long term.  With this new strategic initiative, I do not anticipate those numbers will have much to do with each other.

We need to be focused on the transition.  The search for a director to implement the strategy, a successful school year regarding our MRI goals and preparing for the charter renewal need to be priorities of this council and administration.  I am ready to make those my focus with support and participation of this council.  We need a strategy that looks at student academic progress, student attendance and enrollment realities while raising capital and operational funds.  Operationalizing the new CTE facility and expanding partnerships is critical.

**HOUSEKEEPING**

None at the moment

**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 6:30 p.m.

**Next meeting:**

November 21, 2024

**Minutes by:**

RFK GC Board Secretary, April Gallegos

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***Governance Council Secretary Signature***

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***Date***