A yellow and black logo

Description automatically generated

4300 Blake Rd. SW

Albuquerque, NM 87121

PHONE: 505‐243‐1118 FAX: 505‐242‐7444

## 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, November 21,2024**

**4:30 p.m.**

RFK Governance Council Treasurer, Lawrence Barela called a regular Governance Council Meeting on November 21, 2024. The time was 4:36 p.m.

**ALL BOARD MEMBERS:**

Mark Walch, President

Carlos Caballero, Vice President

April Gallegos, Secretary

Lawrence Barela, Treasurer

Bob Edgar

**ABSENT:**

LaNika Bullington (excused)

**QUORUM:**

Yes

**STAFF:**

Robert Baade

Irene Sanchez

Aaron Arellano

Kara Sanchez

**APPROVAL OF AGENDA:**

RFK GC Secretary April Gallegos makes a motion to approve November 21, 2024, Meeting Agenda. RFK GC Treasurer, Lawrence Barela, seconded the motion. With a unanimous, “Yes” vote and no one opposing. The Meeting Agenda for November 21, 2024, has been accepted and carried out.

**APPROVAL OF REGULAR MEETING MINUTES FOR OCTOBER 24, 2024**:

RFK GC Secretary, April Gallegos, voiced four grammar mistakes and has revised the October 24, 2024, Meeting Minutes. RFK GC President, Mark Walch made a motion to approve the Regular Meeting Minutes for October 24, 2024, as corrected. RFK GC Treasurer Lawrence Barela seconded the motion. With a unanimous, “Yes” vote and no one opposing. Meeting Minutes for October 24, 2024, have been accepted and carried out.

**PUBLIC COMMENT**

No Public Comment to report.

**EARLY WARNING SYSTEMS**

RFK Executive Director, Robert Baade spoke to GC Members about how critical the Early Warning Systems initiative will be to stay focused on a “School of First Choice” goal. Mr. Baade reassures the Council that no student will be dropped without taking every step necessary to prevent this from happening. Examples include student interventions, letters and calls to parents, meetings with teachers and home visits. If nothing else works, the student unfortunately will be dropped.

**RFK MIDDLE SCHOOL / HIGHSCHOOL REPORT**

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

**November 21, 2024**

**RFK Governance Council Meeting**

**Middle School Report**

**What’s going on at Middle School?**

\*Teachers are preparing for the end of the semester, which will be in about 18 days from today. Teachers are wrapping up units based on their course sequence within their curriculum and preparing for our the STAR MOY assessments as well as end of semester finals, projects, etc.

\*The administration team are wrapping up formal observations for our teachers. I enjoyed going into classrooms and seeing the work unfolding with our students. It has been very refreshing going into classrooms. I continue to be impressed with our teachers and their work!

**Staff**

\*Nothing new to report regarding staff.

**Students**

\*Current Enrollment at the MS – 63 students (13 – 6th graders, 21 – 7th graders, and 29 – 8th graders). Although we are actively trying to increase our numbers, we’ve had a few students withdraw for various reasons, and others enroll at RFK MS. So, although we’ve had several new students join us, it has been countered with students withdrawing. We continue to meet with families on a regular basis, with meetings happening weekly. This week we brought in three new students at the MS. I have more meetings scheduled with possible new students.

**Attendance**

\*RFK Attendance Coach Crystal Mora and I have been meeting regularly regarding some of our frequent absent students. Unfortunately, we are at a point now where we are beginning to drop students for non-attendance. This continues to be a work in progress.

**Facility/Campus**

\*Nothing new to report.

**RFK Equity Council Update**

\*Nothing new to report. However, Equity work takes place across the different departments at RFK.

(*RFK GC Secretary, April Gallegos duplicated from the original report*.)

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

High School Principal Kara Sanchez made a submission of the High School Report. It is attached as follows:

**RFK Governance Council Meeting – High School Report**

**November 24, 2024**

**What is going on at High School?**

• A group of teachers and staff attended an Experiential Site Visit in Gallup, NM at the Gallup-

Mckinley County schools. The site visit demonstrated how to plan and implement college and

career pathways for all high school students. The site visit demonstrated success and challenges.

with the implementation in their district. The team that attended came back with many ideas.

on how RFK Charter Schools could implement a pathway to college and career for all of the

students. The team is working on a proposal/path moving forward for the 2025-2026 school

year.

• The administrative staff is building the second semester schedule of courses and offerings both day

and evening school.

**Attendance**

• The Early Warning System team meets weekly to review students’ attendance, behavior, and

academic progress. The team has identified students in need of assistance in any or all of three

areas. The Attendance Coach and administrative staff have been working with families,

students, and staff to help improve student attendance. After multiple interventions (calls

home, meetings with students and families, meetings with teachers, letters home, and home

visits) the team determines if a student needs to be dropped for non-attendance.

• As of 11/19/2024, HS enrollment is 250. We have two applications in the process.

**Facility/Campus**

• Full key card access is still a work in progress.

Staff

• Administrative team is almost done conducting formal evaluations on teachers. We have

witnessed both good teaching practices and areas in need of improvement. The next steps, the

administrative team.

*(RFK GC Secretary, April Gallegos duplicated from the original report.)*

**FINANCE COMMITTEE REPORT FOR OCTOBER 2024**

RFK GC Treasurer Lawrence Barela presented the Finance Committee Report for October 2024. RFK GC Secretary, April Gallegos makes a motion to approve the Finance Committee Report for October 2024. RFK GC President, Mark Walch seconded the motion. With a unanimous vote “Yes” and no one opposing. The Finance Committee Report for October 2024 has been accepted and carried out.

**CASH DISBURSEMENTS FOR OCTOBER 2024**

RFK GC Treasurer, Lawrence Barela made a motion to approve Cash Disbursements for October 2024 in the amount of $457,589.68. RFK GC Vice President, Carlos Caballero seconded the motion. With a unanimous vote, “Yes” and no one opposing. Cash Disbursements for October 2024 have been accepted and carried out.

**BARS**

RFK GC Treasurer Lawrence Barela makes a motion to approve BAR# 001-051-2425-0018-IB Fund 31200-PSCOC-Lease Assistance. For $279,343.00 RFK GC Vice President Carlos Caballero seconded the motion. With a unanimous vote “Yes” and no one opposing. BAR has been accepted and carried out.

**REDUCTION IN FORCE**

Executive Director, Robert Baade explained to the GC Members that there will be a reduction in revenue which would translate to a reduction in force prior to the beginning of the second semester. He expressed, “Depending on the 120-day student enrollment, it may need to be extended. Mr. Baade also explained that in order to meet the student attendance goal of 68% of students with 90% attendance students with significant absences are being disenrolled or withdrawn.

**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 Treasurer, Lawrence Barela shared that Strategic Planning is on the RFK website and thinks it needs to be updated.

**ED SEARCH UPDATE**

RFK GC President, Mark Walch, RFK GC Secretary, April Gallegos and RFK GC Treasurer, Lawrence Barela have a meeting on December 2, 20242 with Alex Bazaan, the individual contracted to get the ball rolling on ED Search. GC President, Mark Walch will update the Council at the next GC Meeting.

**EXECUTIVE DIRECTOR’S REPORT:**

RFK Executive Director, Robert Baade made an Executive Director’s Report submission, and it is attached as follows:

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 in 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.

*(RFK GC Secretary, April Gallegos duplicated from the original report.)*

**HOUSE KEEPING**:

Irene Sanchez requested that those who still need to get bios in need to ASAP.

**Adjourn**:

RFK GC Treasurer Lawrence Barela makes a motion to adjourn the meeting. RFK GC Secretary April Gallegos seconded the motion. With a unanimous vote, “Yes” and no one opposing. GC President Mark Walch adjourns the meeting at 6:30 p.m.

**Next meeting:**

December 19, 2024

**Minutes by:**

RFK GC Board Secretary, April Gallegos

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Governance Council Secretary Signature***

***\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_***

***Date***