

Red River Valley Charter School Governance Council Minutes

Governance Council Regular Meeting

Monday, May 17, 2021

Location: Red River Valley Charter School Multi-Purpose Room - 5:30 PM

Mission Statement: To provide every student the opportunity to develop academically, socially and physically through quality learning experiences utilizing the Core Knowledge Curriculum

1 - Call to Order – President Courtney Henderson called the meeting to order at 5:38 pm

a) Meet and Greet - Visitors – Kimberly Ritterhouse, Zach Kirchgessner.

b) Roll Call – Courtney Henderson – Present, Joe Ben Mandonado – Present, Liz Tate – Present, Heather Larson – Present, Reed Weimer – Present. A quorum was present.

c) Pledge

d) Approval of Agenda* – Liz Tate made a motion to approve the May 17, 2021 agenda with the change of moving items 4i & 4j to immediately follow item 4c and to remove BARs 0036-I & 0037-T, as they had been approved at the previous meeting. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

e) Approve, Amend or Disapprove of previous meeting minutes*

1) Regular Meeting – April 19, 2021- Heather Larson made a motion to approve the minutes from the April 19, 2021 RRVCS Governance Council Regular Meeting, with the edit of changing item 5b to state that the next regular meeting is scheduled for May 17, 2021. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

2 - Public Comment – None

3 – Presentations and Reports

a) Kimberly Ritterhouse presented the Administrative Report. RRVCS increased the pre-K enrollment capacity to 12 students and following the annual lottery the class is filled to capacity. RRVCS' projected enrollment is up for the coming school year. Teachers and staff are working to empty portable buildings with anticipation of their removal by Questa Independent School District.

4 – Discussion & Potential Action Items

a) Monthly Financial Report* – Zach Kirchgessner presented the financial report and reviewed all the functions, PO's and Bank Statements. As the fiscal year comes to a close, the Business Manager is working to spend all funds that will not carry over into the new year. Liz Tate made a motion to approve the financial statement presented by Zach Kirchgessner. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed. Zach Kirchgessner reviewed the bank reconciliation statement, Heather Larson made motion to approve the bank reconciliation statement. Reed Weimer seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

b) Budget Adjustment Requests (BARs)* - BARs 0038-T, 0039-T - Zach Kirchgessner presented BARs 0038-T and BAR 0039-T. Heather Larson made a motion to approve BARs 0038-T & 0039-T. Liz Tate seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz

Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

- c) Discussion & Potential Action for approval for the Head Administrator and the Business Manager to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school to maintain budgetary compliance for audit and other regulatory purposes* - This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as allowed under this approval will be brought before the Governance Council at the next regular meeting with review and detailed explanation. Heather Larson made a motion to approve Head Administrator and the Business Manager to enter and submit any final BARs. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- d) Review, Discussion & Potential Action to approve Fiscal Year 2022 Salary Schedule* - Liz Tate made a motion to approve the Fiscal Year 2022 Salary Schedule. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- e) Review, Discussion & Potential Action to approve Fiscal Year 2022 Operational Budget* - Heather Larson made a motion to approve the Fiscal Year 2022 Operational Budget. Reed Weimer seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- f) Review, Discussion & Potential Action to approve Mission Goals* - Governance Council reviewed the Mission Goals. Liz Tate made a motion to approve the Mission Goals. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- g) Review, Discussion and Potential Action to approve Charter Contract* - The Governance Council reviewed the RRVCS charter contract. Reed Weimer made a motion to approve the RRVCS Charter Contract. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- h) Review, Discussion and Potential Action to approve Inventory Disposition List* - Heather Larson made a motion to approve the Inventory Disposition List. Reed Weimer seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- i) Review, Discussion and Potential Action to approve Professional Service Agreement for Matthews Fox* - Liz Tate made a motion to approve the Professional Service Agreement for Matthews Fox. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- j) Review, Discussion and Potential Action to approve 2021-2022 School Calendar* - Reed Weimer made a motion to approve the 2021-2022 School Calendar. Liz Tate seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- k) Discussion and Potential Action to accept Capital Outlay award of \$100,000.00* - Heather Larson made a motion to accept the Capital Outlay award. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

5 – Executive Session

- a) Consideration for approval to convene in Executive Session Pursuant to the Open Meetings Act NMSA 1978, section 10-15-1(H)(7) Attorney Client Privilege pertaining to threatened or pending litigation* - Liz Tate made a motion to enter into executive session. Joe Ben seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed. Courtney Henderson invited Kimberly Ritterhouse into executive session.
- b) Reconvene and statement of closure*- Liz Tate made a motion to exit executive session. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed. No actions or votes were made during executive session.

6 – Closing Business

- a) Announcements – Liz Tate announced to the council that she will be resigning after this term.
- b) Next regular meeting – June 21, 2021
- c) Adjournment – Courtney Henderson adjourned the meeting at 7:40 PM

Minutes recorded and submitted by Liz Tate - Secretary