

# Red River Valley Charter School Governance Council Minutes

## Governance Council Regular Meeting

Monday, August 17, 2020

Location: Held via Zoom Virtual Meeting

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

### 1 – Opening Business

- a) Call to Order
- b) Meet and Greet - Visitors –Zach Kirchgessner, JP Romero, Kimberly Ritterhouse.
- c) Roll Call – Courtney Henderson – Present, Heather Larson – Present, Joe Ben Mandonado - Present, Reed Weimer – Present, Liz Tate – Present. Regular Meeting, a quorum was present.
- d) Pledge of Allegiance
- e) Approval of Agenda\* – Liz Tate made a motion to approve the agenda for Governance Council Meeting August 17, 2020, with the change of making item 4.e a non-voting item. Heather Larson seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- f) Approval of Minutes\* – 7.20.2020 Regular Meeting Minutes, 8.3.2020 Special Meeting Minutes, 8.10.2020 Special Meeting Minutes - Heather Larson made a motion to approve the minutes from Governance Council meetings July 20<sup>th</sup>, August 3<sup>rd</sup> and August 10<sup>th</sup>. Liz Tate seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

### 2 – Public Comment – None

### 3 – Presentation & Reports

- a) Kimberly Ritterhouse, Administrative Report – RRVCS’ current enrollment is 73 students, with a total of 13 openings. Mrs. Ritterhouse continues to make progress on the charter renewal and is currently focusing on the Innovation Piece. She is still waiting on the results of the site visit which took place in February. Online learning started on August 17<sup>th</sup>. Administration and teachers will work with students and parents to troubleshoot online/technology & distance learning issues.

### 4 – Potential Action Items

- a) Monthly Financial Statement\* - Zach Kirchgessner presented the financial report and reviewed all the functions, PO’s and Bank Statements. Zach explained updates regarding Capital Outlay Funds, as well as CARES Act funding. RRVCS will potentially see changes to the budget if enrollment remains lower than the estimated SEG. Heather Larson made a motion to approve the Financial Statement as presented by Zach Kirchgessner. Liz Tate seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- b) Budget Adjustment Requests\* Zach Kirchgessner presented BARs 0001-I, 0002-I, 0003-I & 0004-T. Liz Tate made a motion to approve BARs 0001-I, 0002-I, 0003-I & 0004-T. Heather

Larson seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

- c) Title IX Policy\* - Council reviewed Title IX policy – including 4 documents, which was compiled by RRVCS legal representative. Heather Larson made a motion to approve the Title IX policy. Liz Tate seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- d) COVID Policies Handbook\* - Council reviewed the COVID Policies Handbook. Discussion was brought up whether it was necessary to prohibit teachers from driving themselves home in the case of illness. Also, the council requested clarity from our legal representative on the school’s response to students with mask exemptions from healthcare professionals. Liz Tate made a motion to table the COVID Policies Handbook for a special meeting after getting clarification from the lawyer. JoeBen Mandonado seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- e) Employee Return to Work Guidance – Council reviewed the guidance which will be used by Administrator Kimberly Ritterhouse. No questions or points of concern were stated.
- f) Shared Leave Policy to replace current FMLA/CL Policy\* - Heather Larson made a motion to approve agenda items 4.f, 4.g, 4.h & 4.i. Liz Tate seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- g) Expanded Family Medical Leave Policy\*
- h) Supplemental Attendance Policy\*
- i) Vote to Change Physical Therapist\*
- j) Vote on MOA for Removal of Portables\* - JP Romero from Cordova Contracting & Development LLC spoke on the removal of portables. Picuris Pueblo expressed interest in taking the portables, requesting that transportation cost be shared between parties. Being that the portables are owned by QISD, RRVCS intends to request their participation in sharing the expense. Liz Tate made a motion to approve the MOA for Removal of Portables. Heather Larson seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.
- k) Vote on Contract for Construction of Buildings\* - JP Romero presented to the council tentative plans for the new construction. Council reviewed current budget for construction. Mr. Romero explained payment process and possible construction completion scenarios if addition funds needed to be raised. Heather Larson made a motion to approve the contract with Cordova Contracting & Development LLC for the removal and design process for the construction of the new facility. JoeBen Mandonado seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

## 5 Old Business

- a) Lease Renewal Contract between RRVCS & QISD\* - Council reviewed the lease and changes made by RRVCS legal representative. Reed Weimer made a motion to approve the Renewal

Contract. Heather Larson seconded. Roll call vote: Courtney Henderson- Yes. JoeBen Mandonado –Yes. Liz Tate – Yes. Heather Larson – Yes. Reed Weimer – Yes. Vote in favor was unanimous, motion passed.

6 Closing Business

- a) Announcements – None
- b) Next Regular Meeting – September 21, 2020, Special Meeting - August 26, 2020
- c) Adjournment – Courtney Henderson adjourned the meeting at 6:54pm.

Minutes recorded and submitted by Liz Tate, Secretary.