

Red River Valley Charter School Governance Council Minutes

Governance Council Regular Meeting

Monday, April 19, 2021

Location: Via Zoom - 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 5:37 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 (late arrival), Reed Weimer – Absent. A quorum was present.

c) Pledge

d) Approval of Agenda* – Liz Tate made a motion to approve the April 19, 2021 agenda. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Vote in favor was unanimous, motion passed.

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

1) Regular Meeting – March 15, 2021

2) Special Meeting – March 24, 2021 – Joe Ben Mandonado made a motion to approve the minutes from the March 15, 2021 RRVCS Governance Council Regular Meeting and March 24, 2021 RRVCS Governance Council Special Meeting. Liz Tate seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Vote in favor was unanimous, motion passed.

f) Approval of Consent Agenda*

1) Acceptance of PreK Supplemental Fund of \$9666.00

2) Approve change in fund allocation for Distance Learning – CSP Grant to include purchase of outdoor picnic tables for \$5178.00.

3) Accept IDEA B Certification of Assurances funding

4) Accept Capital Outlay award of \$100,000.00

Liz Tate made a motion to approve the consent agenda with the change of moving item 1F-4 off the consent agenda to item 4I. Joe Ben Mandonado seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Vote in favor was unanimous, motion passed.

2 - Public Comment – None

3 – Presentations and Reports

a) Kimberly Ritterhouse presented the Administrative Report. RRVCS has moved to in person learning and continues to provide virtual learning. Substitutes are scarce, which has been difficult. Ms. Ritterhouse is hoping to place a storage unit on the property adjoining to RRVCS to expedite the transfer process when moving out of the portables. RRVCS has not received a response from Questa Independent School District (QISD) regarding a request to build.

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. RRVCS continues to have a healthy carry over into the next school year. RRVCS can expect to use approximately \$174,000.00 from the Operation Budget for upcoming construction. The business manager is working to spend all funds that do not carry over

into the next fiscal year. Liz Tate made a motion to approve the financial report presented by Zach Kirchgessner. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.

- b) Budget Adjustment Requests* - Zach Kirchgessner presented BAR 0036-I and BAR 0037-T. Heather Larson made a motion to approve all BARs. Liz Tate seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.
- c) Review and Discuss Financial Audit Review -Zach Kirchgessner presented the Audit Review from June 2020. RRVCS had one minor audit finding under the label of ‘Other/Non-compliance’. Finding was in relation to re-disbursement of funds after the close of the fiscal year. RRVCS continues to improve each year with fewer audit findings.
- d) Review, Discuss & Vote to approve to updated Enrollment Policy & Procedure* - Ms. Ritterhouse explained a required change to the policy, which would allow children of teachers guaranteed enrollment at RRVCS without entering the enrollment lottery. Liz Tate made a motion to approve the updated Enrollment Policy & Procedure. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.
- e) Review & Discuss Corrective Action Plan and Vote to approve updated Procurement Plan for food purchases* - The council reviewed the Corrective Action Plan and updated Procurement Plan for food purchases. Updates included specific types of businesses that should be more highly considered when making food purchases. Ms. Ritterhouse assured the council that the highest priority will continue to be cost and quality when making purchasing decisions. Liz Tate made a motion approve the updated Procurement Plan. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.
- f) Discussion & Vote to amend Nepotism Policy to allow Will Ritterhouse to work in RRVCS front office while school secretary is out, due to substitute shortage* - Ms. Ritterhouse explained to the council the current difficulty finding substitutes, including in the front office when the school secretary is unavailable. Ms. Ritterhouse asked the council to consider an amendment to the nepotism policy, allowing Will Ritterhouse, the son of Ms. Ritterhouse, to substitute in the front office. Liz Tate asked Ms. Ritterhouse what information would be accessible in this position. Ms. Ritterhouse expressed that sensitive and confidential documents are kept locked and secured, and there are not any substitutes, in the front office, classrooms or otherwise, that have access to such information. The council expressed that if other substitutes other than Will Ritterhouse are available to fill a needed position, they will receive priority. Heather Larson made a motion to amend the Nepotism Policy to allow Will Ritterhouse to work at the RRVCS office if needed through the remainder of the 2020-2021 school year. Liz Tate seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.
- g) Discuss & Vote to approve an increase in Pre-K enrollment from 10-12 students for the 21-22 school year* - Ms. Ritterhouse expressed the potential opportunity to increase pre-K enrollment for the upcoming school year. However, if pre-k enrollment exceeds 10 students, a full-time assistant is required by the state. And an increase in pre-enrollment will not raise the SEG, therefore RRVCS will not receive more funding for the increase. The council discussed the cost of a full-time assistant position and the expected budget carry over into next year. Courtney Henderson expressed his desire

to grow RRVCS enrollment and the opportunity to start the pre-K students. The council also discussed its desire to keep as many local families enrolled as possible. When considering the healthy financial state of the school and the potential long term positive enrollment impact, the council agreed that an increase was feasible. Liz Tate made a motion to approve an increase in Pre-K enrollment from 10 to 12 students beginning at the 21-22 school year. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.

- h) Discuss roof cleaning, inspection and possible repairs. RRVCS continues to have a roof issue during spring and rainy seasons. This specific issue will be directed to the building committee to investigate.
- i) Accept Capital Outlay Award of \$100,000.00* - Liz Tate made a motion to table the acceptance of the Capital Outlay Award of \$100,000.00 until the formal award letter is received. Heather Larson seconded. Roll call vote: Courtney Henderson – Yes. Joe Ben Mandonado – Yes. Liz Tate – Yes. Heather Larson – Yes. Vote in favor was unanimous, motion passed.

5 – Closing Business

- a) Announcements – Ms. Ritterhouse reminded the council that we are waiting until after May 14th to have the RRVCS negotiation contract reviewed, due to a potential change to be made by the PEC.
- b) Next regular meeting – May 17, 2021
- c) Adjournment – Courtney Henderson adjourned the meeting at 7:20 PM

Minutes recorded and submitted by Liz Tate - Secretary