

Red River Valley Charter School Governance Council Minutes

**Governance Council Regular Meeting
Monday, September 21, 2020 - 5:30 pm
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 – Call to Order

- a) Meet and Greet - Visitors –Zach Kirchgessner, Kimberly Ritterhouse.
- b) Roll Call – Courtney Henderson – Present, Heather Larson – Present, Joe Ben Mandonado - Present, Reed Weimer – Present, Liz Tate – Present. Regular Meeting, a quorum was present.
- c) Pledge of Allegiance
- d) Approval of Agenda* – Heather Larson made a motion to approve the agenda for Governance Council Meeting September 21, 2020. 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.
- e) Approve, Amend or Disapprove of previous meeting minutes*
 1. Regular Meeting August 17, 2020
 2. Special Meeting August 26, 2020
 3. Work Session August 30, 2020Liz Tate made a motion to approve minutes from Regular Meeting August 17, 2020, Special Meeting August 26, 2020 and Work Session August 30, 2020. Joe Ben 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.

2 – Public Comment – None

3 – Presentation & Reports

- a) Kimberly Ritterhouse, Administrative Report – RRVCS’ current SEG is 73 students and full enrollment is 82 students. RRVCS will continue with remote learning until fall break. Google platform is working well, but staff and students do experience technology issues. Absences continue to be a problem with distance learning. Ms. Ritterhouse and staff are reaching out to families and give weekly updates. Bilingual students are offered additional study halls and Ms. Ritterhouse & Ms. Parker continue to support teachers and students in the presentation of social emotional learning in classrooms.
- b) Re-Entry Update – Ms. Ritterhouse presented the update on RRVCS re-entry plan. Ms. Ritterhouse, with the help of Joe Ben Mandonado, are purchasing and installing new MERV filters on the HVAC system to comply with PED requirements. As information and requirements are distributed by the PED, RRVCS will update students & families, and reassess hybrid re-entry. In order for schools to open for in-person learning, NM PED requires 5% of staff to receive Covid testing each week, even when no symptoms are present.

- c) Charter Renewal Draft – Ms. Ritterhouse presented the charter renewal draft. Council reviewed the draft and will submit any suggested edits or changes to Ms. Ritterhouse prior to Governance Council Special meeting on September 28.
- d) QISD Update on Lease & Portables – Questa Independent School District did not list RRVCS as an action item on their school board agenda, so no motions or votes were made regarding the RRVCS property lease or the removal of the portables. RRVCS encumbered the necessary funds to secure remaining capital outlay budget, and hopes to break ground in spring of 2021, pending QISD timeline of action.

4 – Discussion & Potential Action Items

- a) Monthly Financial Statement* - Zach Kirchgessner presented the financial report and reviewed all the functions, PO's and Bank Statements. Due to a reduction in SEG unit price, there will be a decrease in the Operational Budget of approximately \$47,721.00. However, even when accounting for the decrease, funds for new construction are available. 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 5-D, 6-IB,7-T, 8-M, 9-M, 10-D, 11-D, 12-IB, & 13-IB. Liz Tate made a motion to approve BARs 5-D, 6-IB,7-T, 8-M, 9-M, 10-D, 11-D, 12-IB, & 13-IB. 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) Reevaluate Shared Leave Policy and adjust hours required to donate* - Ms. Ritterhouse discussed with the council the unlikelihood that staff would accumulate the minimum 180 hours of sick leave in order to donate hours to the shared leave bank. Council discussed a more appropriate number of hours. Heather Larson made a motion to adjust the minimum hour requirement needed to donate from 180 hours to 135 hours. Reed Weimer 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) Discussion and Vote on Temp Teleworking Policy* - Council reviewed the Temp Teleworking Policy. Liz Tate made a motion to approve the policy. 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.
- e) Discussion and Vote on updated COVID Policies Handbook* – Liz Tate made a motion to approve the updated COVID Policies Handbook. 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.

5 Closing Business

- a) Announcements – None
- b) Next Regular Meeting – October 26, 2020, Special Meeting – September 28, 2020
- c) Adjournment – Courtney Henderson adjourned the meeting at 8:17pm.

Minutes recorded and submitted by Liz Tate, Secretary.