**Governing Council Regular Meeting Draft Minutes***\*\****: September 19, 2023**

*Meeting scheduled for the 3rd Tuesday of every month @ 5:30pm \*\**

*\*\**The RWCS GC may take agenda items out of order to better facilitate the business at hand *\*\**

In-Person at school oronline usingGoogle Meeting [Link](https://meet.google.com/dyw-mgkc-iay?hs=122&authuser=0)

By Phone ‪(US) +1 904-580-9474‬ PIN: ‪475 226 824‬#

1. **Opening Business**  Call Meeting to Order: 5:38 PM
   1. **Roll Call**: President- Scotney Blackburn; VP- Erica Lannon; Secretary- Aline Robertson; Member- Elizabeth Anderson & Member-[Andrea Griffin](mailto:a.griffin@coloniaschiropractic.com) We have a quorum.

**Others in Attendance:** [Jon Orris](mailto:jorris@rwcs.org) & [Sarah Pina](mailto:spina@rwcs.org)

**Members of the Public**:

* 1. Reading of Mission Statement:

*Our mission is to inspire our students to academic & personal excellence. Our innovative learning community creates classroom, farm & wilderness adventure– Engaging the head, hands & heart – Enabling students to achieve more than they think possible & to take an active role in our ever-changing world!*

* 1. Approve, Amend, or Denial of Current Meeting Agenda: 09/19/2023 Scotney Blackburn makes a motion to approve with the amendments suggested. Andrea Griffin seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.
  2. Approve, Amend, or Denial of Prior Meeting Minutes: 09/12/2023 Draft Special Meeting Minutes Scotney Blackburn makes a motion to approve the prior meeting minutes with the amendments presented. Elizabeth Anderson seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.

(Proposed revisions: insert link here or present verbally at the meeting)

1. **Public Comment:** *(3 minutes/person or 12 minute max)* If more time is needed, a letter/email should be sent to the GC ahead of the meeting, or request the topic be on a future agenda.

“ *Due to restrictions of the Open Meetings Act the GC is not able respond to public comments presented at this time as the Public has not been sufficiently notified of the discussion. The GC will take all comments under advisement. The public should understand that any comments made in the public comment if defamatory may subject them to liability for which the governing council is not responsible.*”

1. **Informational/Discussion Items:**
   1. ~~Big Brothers & Big Sisters presentation by Jeff Rogers~~
   2. [Directors Report](https://docs.google.com/document/d/1OX1Z3Alg19mkDRb5NcosEYSa65bWCIjX7AGsQk9HHWg/edit?usp=sharing) (Jon) Addition of 2 middle school students. Tyler and Andrea are open to help with Harvest Fest but we are still looking for someone to organize.
   3. Finance Committee Report Link (Aline/Scotney): <https://docs.google.com/document/d/1PH5w4Kfm11w5fq4AbypgIv1hahhCjCgA9iAwhvZxVLo/edit?usp=drive_link>
      1. MECB: $315,611.80
      2. Cash Balance SB9 fund from taos county: $106,716.68
      3. Budget Balance: operational $249,388.87
      4. Discussion of different pots of money available for portable projects. Waiting for RFRs, vendors may have to get direct pay from the state.
      5. Are we still within our budget as far as the purchase goes? Yes but there will be negotiations that we will be going over
      6. Portables: Culvert - extra $2000, detailed walk through next week for budgeting. Total cost of the project $323,763. ESSR III could be tied up longer than ESSR II. May need to switch some of the payments around. Portables will be set up in Phase II but can not be used until Phase III until we get a certificate of occupancy.
   4. Facility Committee Report (Aline)
      1. Talked about the Portable project and Phase I is complete as of today. Parking will be available soon. We will be using the new entry way soon but everyone will be notified. Phase II Loop will not be accessible once construction is moved to that area. Contractors would like to pour concrete before Oct. Additional parking area will be put in where the trash can is. There will be an official parking area for handicapped.
   5. [PCSNM Charter Conference](https://docs.google.com/document/d/1v1_gBKDd7HKKTMSvksOWpgnGy6z1Gy0NT5VbBOw7Ut0/edit?usp=sharing) Wednesday, November 29th (Charter Leaders only). Thursday and Friday, December 1st and opportunity for board training. Friday - specific workshops for teachers.
      1. Information for board members will be put out next week. New members will complete their 10 hours. Board members will get their 7 hours. Santa Anna Pueblo. School has money to support the members to get this training. Covering information that is very pertinent to our situation. Have training completed by JUNE 2024!
      2. Discounted Rooms go quickly. King Beds - $231 per night
      3. Get a requisition and PO before you sign up.
      4. PCSNM Conference - 11/30 & 12/1 - GC Training Dates, $500 p/member
      5. Conference Registration Deadline - 11/14/2023
   6. Change Forms for GC -
      1. Change in membership was late last year and we got dinged
      2. Did Andrea’s change form get filled out? Scotney didn’t fill it out and will complete the forms for Andrea, Scotney and Aline’s changes. Andrea’s board term started in July of 2023.
      3. The board has a responsibility of upholding the secretary and making sure the forms are turned in on time. Must be filed within 30 days of the change. You can file for an extension.
      4. Change forms include the minutes that show the action.
      5. Erica - check why the blank forms for the change process are missing.
      6. Sarah - asked the board to make sure we have the most current change forms.
      7. Change form link is in the document labeled “Secretary Best Practices”
2. **Action Items:**
3. Budget Adjustment Requests (Sarah)
   1. Maintenance Bars
      1. 11000 Operational Budget BARS: 570-000-2324-0003-M moving $14,600 for Admin fees, $7,100 for Occupational Therapist, $2,000 for Admin fees, and $5,500 for Business Manager
      2. 14000 Initial budget BAR 570-000-2324-0004 Education Programs cash balance that needs to be budgeted Total $3,014. $1,275 For Instructional Materials and $1,739 for Software
      3. 25153 Support Services BAR 570-000-2324-0005-M $1,000 from supplies and materials to inner agency RECB - fee for medicaid reimbursements

Scotney Blackburn makes motion to approve the bars as presented. Elizabeth Anderson seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.

1. Payroll and Accounts Payable Vouchers (Sarah) - Payroll - $50,682.74 Accounts Payable Vouchers - $13,066.79 Scotney Blackburn makes motion to approve payroll and the accounts payable as presented. Elizabeth Anderson seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.
2. Director Attending PCSNM Conference - Elizabeth makes a motion to approve the Director attend the PCSNM Conference. Scotney Blackburn second. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.
3. Board Members Attending PCSNM Conference - Budgeted $4000 for the conference. Scotney Blackburn makes a motion that Scotney, Andrea, Elizabeth, and Erica attend the PCSNM Conference. Elizabeth Anderson seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes. Nov 14 is the deadline for registration.
4. Policies: Governance Council Google Drive Policies Scontey Blackburn makes a motion to approve the best practices for GC secretary. Elizabeth Anderson seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes. Nov 14 is the deadline for registration.
5. **Closed Session** - 
   1. Vote to go into Closed Session: [Erica Lannon](mailto:elannon.gc@rwcs.org) makes a motion to go into closed session to discuss Pursuant to Section 10-15-1(H)(8) NMSA 1978, to discuss the purchase of real property and NM Statute Section 10-15-1 H(2) to discuss limited personnel matters. [Elizabeth Anderson](mailto:eanderson.gc@rwcs.org) seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes. John and Sarah will be invited to join. The board went into closed session at 6:58 pm.
   2. Following Closed Session the Council will return to Open Session and may take action. Only the item listed above will be discussed.
6. **Closed Session -** *Closed Session Pursuant to NM Statute Section 10-15-1 H(2) limited personnel matters*
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* The board came out of closed session at 7:36 PM. No action was taken and only the items listed on the agenda were discussed.
* Erica Lannon makes a motion to table the Director Evaluation until we receive updated training at the upcoming PCSNM conference. Scotney Blackburn seconds.
* Scotney Blackburn makes a motion that Erica Lannon take Aline Robertson’s place on the facilities committee. Andrea Griffin seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.
* Erica Lannon makes a motion that no further verbal communication with sellers regarding the purchase negotiation will be had and communication about the current school property be in writing and handled by Scotney Blackburn as our new president. Andrea Griffin seconds. Scotney Blackburn - yes, Erica Lannon - yes, Elisabeth Anderson - yes, Andrea Griffin - yes. Motion passes.

1. **Closing Business**
   1. Next Regular Meeting: October, 17, 2023 5:30 PM
   2. Adjourn meeting: 7:44 PM