##### Regular Governance Council Meeting

Tuesday August 23, 2016 – 6:00 PM at RWCS in Lama, NM

**AGENDA** (*\*denotes action items)*

I. Opening Business

A. 6:00 Call to Order & Roll Call (establishment of quorum)

B. 6:02 \*Approval of Agenda

C. 6:03 \*Approval of Minutes - Regular Governance Council meeting of July 14, 2016, and June 27, 2016

D. 6:05 Welcome, Introduction of Guests, & Public Comment (3 minute maximum)

II. Presentation & Discussion – The 6th, 7th and 8th grade teacher will provide a brief update on the first days of school.

III. Strategic Business

A. 6:10 \*Consent Agenda: Finance/Audit Committee

1. Financial reports/documents

2. Temporary loans from operational

3. BAR’s Request

4. Audit Committee Report

5. Financial Committee Report

- 6. General Ledger detail

- 7. Bank reconciliation report

- 8. Copy of bank statement with cancelled checks and deposits

- 9. List of outstanding checks and deposits

B. 6:15 \*Discussion and approval of Open Meetings Act resolution

C. 6:20 \*Discussion and approval of   Calendar of FY 2016-17 Governance Council meetings

D. 6:25 \*Discussion of land purchase and approval of an August 29 closing date.

E. 6:30 \*Review, discussion and approval of playground placement.

F. 6:35 \*Discussion and approval of new parking lot design and construction.

G. 6:40 \*Discussion of Paseo participation and approval of proper protocol for school participation in community events

E. 6:45 \*Discussion and approval of schedule to review the RWCS policies and revising/approving them:

Audit committee

Board references

Conflict of interest policy

Finance committee

Governance management plan

List of Governing Council Terms

Bylaws

SHAC (School Health Advisory Council) committee policy.

IV. Administrative Report

1. 7:00 Director’s Report

VI. 7:10 \*Verify date of next Governance Council Meeting Thursday, September 22, 2016

VII. Executive Session – Personnel, Property, Legal (Pursuant to NMSA 10-15-1, H (2) 2010)

VIII. 7:30 \*Adjournment

##### Regular Governance Council Meeting

Tuesday August 23, 2016 – 6:00 PM at RWCS in Lama, NM

**Minutes** (*\*denotes action items)*

I. Opening Business

A. Call to Order & Roll Call (establishment of quorum) – The meeting was called to order at 6:05 p.m. Roll Call - Ms. Heidi Martinez, Mr. Jules Epstein, Dr. Stephanie Owens, Mr. Michael Rael, and Mrs. Nancy González present. Mr. Stephen Abt absent.

B. \*Approval of Agenda – Mr. Michael Rael entertained a motion to approve agenda as presented with the knowledge of going into executive session. Mr. Jules Epstein motioned to approve, second by Ms. Heidi Martinez. Motion carries.

C. \*Approval of Minutes - Regular Governance Council meeting of July 14, 2016, and June 27, 2016 – Mr. Michael Rael entertained a motion to approve, Mr. Jules Epstein motions to approve, second by Ms. Heidi Martinez. Motion carries.

D. Welcome, Introduction of Guests, & Public Comment (3 minute maximum) – No one else in

attendance.

II. Presentation & Discussion – The 6th, 7th and 8th grade teacher will provide a brief update on the first days of school. – Ms. Amelia Eshleman 6-8 grade is building a fort. The cohort received a grant for $200 to rebuild the fort from Ms. Margaret Bartlett. They are using that project to kick off their expedition of ancient cultures.

III. Strategic Business

A. \*Consent Agenda: Finance/Audit Committee

1. Financial reports/documents

2. Temporary loans from operational

3. BAR’s Request

4. Audit Committee Report

5. Financial Committee Report

6. General Ledger detail

7. Bank reconciliation report

8. Copy of bank statement with cancelled checks and deposits

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Ms. Charlotte Archuleta reported the following: There is a $66,000.00 balance after salaries. We are going to have to carry over about $50,000.00 for school year 2017-2018. Audit cost has been raised from $2,900.00 to $12,000.00. Ms. Charlotte Archuleta will be working with the auditors next week. The only issues that Ms. Charlotte has seen is the process for purchases. Journal entries are part of closing out the year. The journal came from Ms. Charlotte not the state. Ms. Charlotte answered all questions asked. Ms. Charlotte would like to approve the BAR on the Reads to Lead for $13,710.00. The total salary for the interventionist is $28,437.50 plus 40% for benefits. The educational assistant’s salary is $14,196.00 plus 25% for benefits. There will be a finance/audit committee. Mr. Michael Rael entertained a motion to approve the consent agenda of the financial documents and reports and BAR request and general ledger detail. Dr. Stephanie Owens motions to approve, second by Ms. Heidi Martinez. Motion carries.

B. \*Discussion and approval of Open Meetings Act resolution – The meeting time changed to 6:00 pm and meeting date changed to Tuesdays from Thursdays on the fourth week of the month.. Must send a notice to the State about the change. An opening statement is supposed to be made. Dr. Stephanie Owens will send everyone the information. Tabled until next meeting in September.

C. \*Discussion and approval of calendar for 2016-17 Governance Council meetings – Council meetings will be changed from Thursdays to Tuesdays to 6:00 pm. Mr. Michael Rael entertained a motion to approve the governance council meeting calendar for 2016-2017. Mr. Jules Epstein motioned to approve. Second by Dr. Stephanie Owens. Motion carries.

D. \*Discussion of land purchase and approval of an August 29, 2016 closing date. Ms. Charlotte Archuleta requested the need for a W-9 in order to pay for the land. $58,511.00 is the cost. Mr. Jules Epstein reported that it was a pretty clean deal.

E. \*Review, discussion and approval of playground placement. This item had already been approved. The following items were discussed: The plan is to clear out a piece of the new land to be the new parking lot. Playground needs to be close to the building. Still might have to move the trees and remove chamiso. Contact MTC to have them give an estimate on ½ to 3/4 acre clearing and gravel. In search of a contractor for a fence. Double gate will be needed.

F. \*Discussion and approval of new parking lot design and construction. Will work on that as soon as information is gathered from MTC. Mr. Jules Epstein would like to be involved in the process when that takes place. Action has been taken. Approved in previous meeting.

G. \*Discussion of Paseo participation and approval of proper protocol for school Mr. Jules Epstein mentioned how RWCS participates in community events such as an art oriented event. Every school will have an artist attached to it. Mr. Jules Epstein is personally sponsoring the school. He would like to see some type of protocol to be involved in projects like this. Mr. Michael Rael wants the protocol that the governance council needs to approve. He wants Roots and Wings to be known as a school not a place for troubled kids. Mr. Michael Rael entertained a motion that the proper protocol for all events that the school participates in needs to be approved by the director and the director will bring it to the board. It is up to the director to advocate for accurate representation for the media.

H. \*Discussion and approval of schedule to review the RWCS policies and revising/approving them:

Audit committee – the audit committee can have the same people but must have a finance and audit committee. There needs to be at least 3 people. Business Manager, a governance council member, and another person.. Mr. Stephen Abt was named by Mr. Michael Rael as the governance council member to sit on the audit committee.

Board references – everyone’s contact information such as e-mail and phone numbers.

Conflict of interest policy – Patricia Matthews has a great Conflict of interest policy. She can mutate it to fit any charter school in the state. Mr. Michael Rael will entertain a motion to approve buying the Conflict of Interest Policy from attorney Patricia Matthews for $150.00. Mr. Jules Epstein motioned to approve. Second by Ms. Heidi Martinez. Motion carries.

Finance committee- Dr. Stephanie Owens was named to be on finance committee.

Governance management plan – Dr. Stephanie Owens sent paper to members.

List of Governing Council Terms – separate document

Bylaws – for the Charter School. Need them to renew the charter. RWCS already has some in place. Mrs. Nancy González will find the hard copy of the Bylaws.

SHAC (School Health Advisory Council) committee policy. – have some parents and a governance council member. Ms. Heidi Martinez volunteered as governance council member.

IV. Administrative Report

1. Director’s Report – see attached

VI. \*Verify date of next Governance Council Meeting

* Tuesday, September 20, 2016 at 6:00 pm

VII. Executive Session – Personnel, Property, Legal (Pursuant to NMSA 10-15-1, H (2) 2010) – Mr. Michael Rael entertained a motion to go into Executive Session Mr. Jules Epstein motion Ms. Heidi Martinez second. Motion carries. Roll call vote: Mr. Michael Rael – Yes, Mr. Jules Epstein –Yes, Ms. Heidi Martinez – Yes, Dr. Stephanie Owens –Yes. No decisions were made in executive session. Roll call vote to come out of executive session: Mr. Michael Rael – Yes, Mr. Jules Epstein –Yes, Ms. Heidi Martinez – Yes, Dr. Stephanie Owens –Yes

VIII. \*Adjournment at 8:47. Motion made by Mr. Jules Epstein, second by Ms. Heidi Martinez, Motion carries.