##### Regular Governance Council Meeting

Wednesday November 16, 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 October 25, 2016

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

II. Presentation & Discussion – A middle school student will share his experience at PASEO. Teacher representative will present information on the Discovery Assessment Data Analysis and Student Improvement Plans

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 Election of Governance Council Officers

 D. 6:25 Discussion and process to prepare Evaluation Plan for the Director

 E. 6:35 \*Discussion and approval of schedule to review the RWCS policies and revising/approving them:

 Governance management plan

 Bylaws

 F. 6:40 Discussion and update on RWYEP

IV. Administrative Report

1. 7:00 Director’s Report

VI. 7:10 \*Verify date of next Governance Council Meeting Tuesday, December 13, 2016

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

 VIII. 7:30 \*Adjournment

##### Regular Governance Council Meeting

Wednesday November 16, 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) – 6:11 p.m. Mr. Jules Epstein, Ms. Heidi Martinez, Mr. Stephen Abt and Dr. Stephanie Owens present. President Michael Rael not present.

 B. \*Approval of Agenda – Mr. Jules Epstein suggested Finance and Audit Committee should be combined as one group, Election of GC members will be tabled until Mr. Michael Rael returns. Move Evaluation plan to Executive Session. Mr. Jules Epstein entertained a motion to approve agenda as amended. Dr. Stephanie Owens motioned to approve, Mr. Stephen Abt second the motion. Motion carries.

 C. \*Approval of Minutes - Regular Governance Council meeting of October 25, 2016 – Mr. Jules Epstein entertained a motion to approve minutes. Dr. Stephanie Owens motioned to approve. Ms. Heidi Martinez second the motion. Motion carries

D. Welcome, Introduction of Guests, & Public Comment (3 minute maximum) – Ms. Annalise

Zosel guest. RWCS staff wrote a letter to support Mrs. Nancy González RWCS Director.

II. Presentation & Discussion – A middle school student will share his experience at PASEO. The

student did not attend. Teacher representative will present information on the Discovery Assessment

Data Analysis and Student Improvement Plans Ms. Annalise reported a snapshot of the RWCS

program: istation data, the K-8 morphology vocabulary strand, using Engage New York for math,

successful Student Led Conferences, Professional Learning Communities, suggested increasing the day

for school attendance for students and working on assuring students learn the skills for the next grade

level.

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

- 9. List of outstanding checks and deposits

 Mr. Stephan Abt prepared a summary of the Finance Committee meeting. Mr. Stephen Abt and Dr.Stephanie Owens sit together before the meeting to prepare the agenda for the meeting. Process is getting cleaned up. Still don’t quite know what needs to happen or look at. There are no BARs to approve or go over. Supposed to look at every invoice, every PO. Will look at big ticket items. Mr. Stephen Abt needs to be at the Audit Exit Meeting. Next finance committee meeting will be on the Monday, December 5, 2016. Mr. Jules Epstein entertained a motion to approve, Ms. Heidi Martinez motioned to approve, Dr. Stephanie Owens second. Motion carries.

 B. \*Discussion and approval of Open Meetings Act resolution – Mrs. Nancy González will take old file and new file and merge them. – tabled until December meeting.

 C. \*Discussion and approval of Election of Governance Council Officers-tabled

 D. Discussion and process to prepare Evaluation Plan for the Director -move to executive session

 E. \*Discussion and approval of schedule to review the RWCS policies and revising/approving them: - Dr. Stephanie Owens suggested to approach it by divide and conquer, QISD bylaws – see which bylaw pertains to RWCS. Ms. Charlotte will send a link to GC members with QISD manual. Section A-L. each GC member will take a couple of sections and go over them. Ms. Heidi Martinez – A-C, Dr. Stephanie Owens -G-I, Mr. Stephen Abt -D-F , Mr. Jules Epstein -J-L.

 Governance management plan – Dr. Stephanie Owens will ask Taos Academy about the Management Plan.

 Bylaws – Mr. Jules Epstein will send Mr. Bruce Hegler an email about Director Evaluation. Would like to see if there is a statute about what needs to be in the document. Attorney Patricia Matthews might have information about the Governance Management Plan. Get any information on Bylaws and Governance Management Plan and bring back to GC meeting in December. There is no approval yet.

 F. Discussion and update on RWYEP - Tabled. When submitted the compliance documents, Mrs. Nancy González indicated that GC will be meeting by December 13, 2016 to start looking for members and the direction it will be going. The Director will facilitate. No more than 2 meetings a year. Mr. Jules Epstein will ask Ms. Georgia Epstein to get on the board. Mrs. Nancy González will find the bylaws and Mr. Jules Epstein will look over them. Account is at Nusenda Checking account: $6,063.32 Savings account: $9,475.84. The only money that has been spent was the fee for the paperwork and Mr. Tyler Eshleman will get paid out of this fund for the website $300.00. GC members need Bios and photos for website.

 G. De-brief on RWCS Governance Council NMCS Conference –Discussion on PEC Performance Framework. PEC -45 days from site visit RWCS should have received a report. WebEPSS deletes previous information. Suggested to print and then submit, make changes, print and submit. Summarize and put on next agenda. Need summary at least 3 or 4 days before GC meeting. There is some finance audit committee. Dr. Stephanie Owens and Mr. Stephen Abt will be meeting November 29th to do organizational work.

IV. Administrative Report

 Director’s Report – see attached. PEC

VI. \*Verify date of next Governance Council Meeting Tuesday, December 13, 2016 at 5:30 pm

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

Roll call vote to go into Executive Session to discuss the Director’s Evaluation. Mr. Jules Epstein called for a vote: Mr. Jules Epstein – yes, Mr. Stephen Abt – yes, Ms. Heidi Martinez – yes, Dr. Stephanie Owens – yes. Roll call vote to exit Executive Session Mr. Jules Epstein called for a vote: Mr. Jules Epstein – yes, Mr. Stephen Abt – yes, Ms. Heidi Martinez – yes, Dr. Stephanie Owens – yes. No decisions were made.

 VIII. \*Adjournment – Mr. Stephen Abt motioned to adjourn at 9:33 p.m. Second by Ms. Heidi Martinez. Motion carries.