

Roots & Wings

Community School



Governing Council Regular Meeting

In-Person or virtually on Google Meets.

35 La Lama Rd, Questa, NM 87556

Draft Minutes

5:30 pm, October 17, 2022

In-Person at school or via Google Meeting [Link](#)

Phone: (US) +1 617-675-4444 PIN: 277 534 402 0981#

The RWCS GC may take any agenda item out of order to better facilitate the business at hand.

I. Opening Business

A. Call to Order: 5:36 PM

B. Roll Call: **GB Members:** Elizabeth Anderson - present, Robin Mayo- present, Scotney Blackburn- present, Erica Lannon- present & Aline Robertson- present

Others in Attendance: Jon Orris, Director & Sarah Pina, Business Manager

Members of the Public: Jessica Joseph, Jamaica Hamilton, Jaime Werner, Caitlin Alexander

C. 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!

D. Approve, Amend or Denial of Current Meeting Agenda: **10/17/2022** Erica moves to approve the agenda as presented. Scotney seconds. Roll call vote: Elizabeth Anderson - aye, Robin Mayo- aye, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye

E. Approve, Amend or Denial of Prior Meeting Minutes:

09/20/2022 [Draft Minutes 9.20.22 - Google Docs](#)

Amendment: Scotney makes a motion to take Jerrod's positions on both the finance and audit committees. Erica seconds. Roll call vote: Elizabeth Anderson - aye, Robin Mayo- aye, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye

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- F. Mission Moment: (Jon) Harvest Fest this weekend!
Jaime Werner is taking the lead on the event...noon-dusk.

II. Public Comment: (15 min. max {3 min./person}) If more time is needed, the GC suggests a letter/email be made available to all GC members, preferably 3 days before the meeting. The GC shall not respond to public comments presented at this time, but will take all comments under advisement.

Jaime - no pony/hay rides. But the Harvest fest is coming along

Jessica Joseph - Concern regarding her past employment at RWCS.

Jamaica Hamilton - no comments

Caitlyn Alexander - Concern with safety on camping trips. Her daughter got hurt on the camping trip and the ratio of adults there to supervise the children.

III. Informational/Discussion Items

- A. Directors Report: (Jon)
Aline lost connection at 6:13 pm and rejoined at 6:15 pm
- B. Recruitment of possible new members: Andrea G, Jamaica H & Caitlyn A
[W](#) 2020-08 GC Member Commitment.docx

Jamaica H - Curious about the roles available and time commitments. Will review the Commitment Doc.

C. Facilities Report: (Erica)
Phase 1 - Met with architect, submitted all documentation. Currently working on finishing last requests from the county. Made progress but can't give a timeline of when we will break ground.

Sarah - CES Contractors - compliance CES with RFP, will get back soon with information on contractors (repairs, moving portables, etc.) Costs are built into the contract. Contractors will meet with John to go over possible vendors.

- D. Finance Committee Report (Aline)
Review of the September Finance Packet. New addition to the report - sharing the payables on the screen with the board. Review of expenses and cash balances of all expenditures. Wanting all funds to be encumbered at 100%. Watching the percentages each month. Increases in benefits. Tracking (percentages) of where we are spending money in the school.

- E. RWCS Testing Results from BOY 22-23 (Jon)
School wide @ 30%, reviewed individual class percentages. On grade level percentages: K - 2nd : 20%, 3rd - 5th : 35%, 6th - 8th: 36%

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F. Review Cyclical Calendar (Scotney) [Yearly Oversight - RWCS Governing Council - Google Sheets](#)

September - Reviewing September Policy Category

Director Evaluation Category -Directors goals, start planning for Director's evaluation

Director Support - Succession plan(in the event of a disaster this would appoint someone to take on the director's role.) "a written plan" for someone to take over.

Evan has stepped up to take over when Jon is out of the office but a plan should be put in writing. This statement would be updated on a yearly basis. Move to July

Board Development - Composition analysis

Addition PED timeline

November - to look forward to Interim Assessments, Director's Self-reflection. Director Appreciation!!

Closed session next meeting for personnel - hear Jon's reflection or discuss director eval in general

IV. Action Items

- A. Discussion and possible action on new board members
Tabled -
- B. Budget Adjustment Requests (Sarah)
BAR 570-000-2223-0006-IB - 31200 FY23 Award - \$41,188 for Land and Buildings - covers lease for most of 2023
Erica makes a motion to approve the bars as presented. Scotney seconds. Elizabeth Anderson - aye, Robin Mayo- aye, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye
- C. Payroll and AP vouchers
September payroll vouchers \$55,164.30
Review AP reports
Erica makes a motion to approve the Payroll and AP vouchers as presented. Robin seconds. Elizabeth Anderson - aye, Robin Mayo- aye, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye
- D. Bylaws review & possible revision (All) [RWCS BYLAWS .pdf](#)
 - Articles of incorporation - check with Patty.
 - Change of bringing members on when necessary or at the annual meeting.
 - Ask Patty about the votes without a meeting.
 - Secretary shouldn't take notes at every meeting, the person chairing the committee should be taking notes.
 - Ask about quorum related to committee
 - Full age - Ask patty

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- Books and records - Documents held online. Personal addresses of board members (mailing or physical) should be removed and updated to include school given, GC board emails.
 - Expansion of the discrimination policy section.
- Aline moves to table this action until another meeting. Erica seconds. Erica makes a motion to approve the bars as presented. Scotney seconds. Elizabeth Anderson - aye, Robin Mayo- abstains, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye

V. Board Development

- A. Training course updates for FY 22-23 (Aline)
Jon going to the ABQ training Dec 8 & 9
Onboarding training planned between Erica and Elisabeth. Aline and Scotney planned to learn the process for future onboarding.
- B. Succession planning. Current Terms: President, Vice President, Secretary
This is a gray area, and may need additional protocol. Aline and Erica were elected at the June 2021 meeting. Scotney voted on as Secretary (DATE?)
What are the preferences of the board on the lengths of meetings?
Succession planning of the Board Positions for cyclical calendar
- C. Google Drive updates - all docs available in the files
- D. Retreat on ?? → new date needed - TABLED

Closed Session - *Closed Session Pursuant to Section 10-15-1(H)(8) NMSA 1978, the Board will meet in closed session to discuss the purchase of real property.*

- A. Vote to go into Closed Session: Aline moves that we go into closed session at 8:15 pm. Erica seconds. Elizabeth Anderson - aye, Robin Mayo- abstains, Scotney Blackburn- aye, Erica Lannon- aye, & Aline Robertson- aye
- B. Following Closed Session the Council will return to Open Session and may take action.
Closed session ended at 8:22 pm, no action was taken.

VI. Closing Business

- A. Next Meeting: November 15, 2022 @ 5:30pm
- B. Adjournment: Meeting adjourned at 8:25 pm.