

**Roots and Wings Community School
Governing Council – Regular Meeting
March 19, 2024 at 5:30 pm**

Meeting Minutes

I. OPENING BUSINESS

The meeting was called to order at 5:42 pm by Governing Council Vice President Andrea Griffin and initiated by roll call. This meeting of the Governing Council was held in-person at the school and virtually through Google Meet. Members in attendance: Andrea Griffin, Elizabeth Anderson, Victor Castillo, and Odalys Diaz. Administrative staff present: Jon Orris – Director and Sarah Piña – Business Manager. Griffin announced that a quorum was present.

Griffin made a motion to approve the agenda with changes. Action Item C – 24-25 School Year Calendar is moved to a discussion item and closed session was removed. Motion was seconded by Anderson. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye.

Griffin made a motion to table approval of prior meeting minutes. Minutes will be reviewed and approved at the next regular meeting. Motion was seconded by Anderson. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye.

II. PUBLIC COMMENT – No members of the public were present.

III. DISCUSSION ITEMS

A. The director's report was presented by Jon Orris. Orris reported that he will give an update on the portable project during the facilities report. Orris is reviewing the new calendar rule issued by the NM Public Education Department (NMPED). Orris will be attending a legislative recap session by Public Charter Schools of New Mexico in Albuquerque and will provide additional information as it becomes available. Orris reported that the Charter School Division site visit was on March 5, 2024. A draft report has been sent to Orris and will be presented to the Governing Council at the next regular meeting.

B. The monthly financial report was presented by Piña. The Office of the State Auditor approved the FY2023 audit, and the audited financial statements were provided by email to the Governing Council. The school did not have any findings or audit adjustments for FY2023. The FY2025 budget is due to NMPED on June 3, 2025.

C. The facilities report was presented by Orris. Phase II of the portable project has started. The new entrance and parking lot are in use. The contractor has found a vendor to transport the portables from Taos to the project site. Due to a change in how the portables will be transported, the flooring will have to be redone in Phase III of the

project. We are still waiting for NMPED to approve the Lease Purchase Agreement. Orris will notify the Governing Council when approval is obtained.

D. Orris presented a brief overview of the 2024-25 calendar requirements in the new rule. We are still waiting on additional information and the new calendar template to be provided by NMPED on how the new rule will be implemented.

IV. ACTION ITEMS

A. Piña presented the following Budget Adjustment Requests (BARS):

570-000-2324-0026-I – SB-9 State Match – Increase in the amount of \$2,340

570-000-2324-0027-D – Operational – Decrease in the amount of \$8,441

570-000-2324-0028-D – Title IV – Decrease in the amount of \$735

570-000-2324-0029-I – Title I - Increase in the amount of \$464

Griffin made a motion to approve the BARS as presented. Motion was seconded by Anderson. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye.

B. Piña presented the payroll and accounts payable vouchers for January and February 2024. Griffin made a motion to approve the payroll and accounts payable vouchers. Motion was seconded by Anderson. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye.

C. After discussion of the roles and time commitment required for committee membership, the following motions were made to appoint members to the facilities, finance and audit committees. Griffin made a motion to appoint Victor Castillo to the facilities committee. Motion was seconded by Diaz. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye. Griffin made a motion to appoint Odalys Diaz and Victor Castillo to the finance committee. Motion was seconded by Anderson. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye. Griffin made a motion to appoint Odalys Diaz and Elizabeth Anderson to the audit committee. Motion was seconded by Castillo. Roll call vote: Griffin – Aye, Anderson – Aye, Castillo – Aye, Diaz – Aye.

V. CLOSING BUSINESS

A. Agenda Items for Next Meeting – None currently. Items to be sent to Orris for next month.

B. Next Meeting – April 16, 2024 at 5:30 pm

C. Meeting was adjourned at 6:47 pm