**SAN DIEGO RIVERSIDE CHARTER SCHOOL**

**PO Box 99/504 Mission Road**

**Jemez Pueblo, New Mexico 87024**

**Phone: 575.834.7419**

Minutes of the ZOOM ONLINE

**GOVERNING COUNCIL MEETING**

Thursday, December 9th, 2021

6:00 PM Online ZOOM Meeting

**I. Call Meeting to Order**

The meeting was called to order by Ms. Creel at 6:03 PM.

**II. Roll Call and Quorum Verification**

**Members Present: Members Not Present:**

Susan Bacca (joined at 6:05 PM) None.

Margie Creel

Dr. Justina Montoya

Bobbie Shendo

**Minutes:** John Rodarte

**Guests:**

John Rodarte, Principal Bernadette Garcia, Test Coordinator

Valerie Shaw, Vice Principal Pat Ferguson, Teacher (joined at 6:20 PM)

Jolene Jaramillo, K12 Accounting

Council members present were provided copies of all meeting documents prior to the meeting.

**III. Opening Activities**

**A. Approval of December 9, 2021 Agenda (Discussion/Action)**

Ms. Creel called for a motion to approve the Agenda. Ms. Bacca made a motion to approve the Agenda seconded by Dr. Montoya. No further discussion transpired. The motion carried unanimously.

**B. Approval of Meeting Minutes of November 10, 2021 (Discussion/Action)**

Ms. Creel asked for a motion to approve the Minutes. Ms. Bacca made a motion to approve the Minutes. The motion was seconded by Ms. Shendo. No further discussion transpired. The motion carried unanimously.

**IV. Finance Committee Report**

**A. Business Manager’s Report – Jolene Jaramillo (Discussion)**

Ms. Jaramillo provided an overview of all prepared reports.

**B. Approval of Cash Disbursements (Discussion/Action)**

Ms. Jaramillo provided an overview of funds spent in Cash Disbursements. Dr. Montoya made a motion to approve the cash disbursements. Ms. Bacca seconded the motion. No further discussion transpired. Motion passed unanimously.

**C. Approval of BARS (Discussion/Action)**

Ms. Jaramillo presented 7 Maintenance BARs for the approval of the Governing Council.

* BAR 2122-0024 M Operational – Adjusted Amount ($4923.00)
* BAR 2122-0025 M Operational – Adjusted Amount ($19,798.00)
* BAR 2122-0026 M Food Services – Adjusted Amount ($2,221.00)
* BAR 2122-0027 M CRRSA ESSER II – Adjusted Amount ($10,000.00)
* BAR 2122-0028 M Impact Aid Special Education– Adjusted Amount ($394.00)
* BAR 2122-0029 M Private Direct Grants– Adjusted Amount ($134.00)
* BAR 2122-0030 M Indian Education Act – Adjusted Amount ($3,591.00)

Ms. Bacca made a motion to approve both BARs under one motion. The motion was seconded by Dr. Montoya. No further discussion transpired. The motion carried unanimously.

**III. Opening Activities**

**C. Public Hearing of Black Education Act Excerpts into Student Parent Handbook (Discussion/Action)**

Mr. Rodarte proceeded with a review of HB43 of the Black Education Act and the requirement for policies passed by the Governing Council for inclusion into the SDRCS Student Parent Handbook and the requirement of the school to hold a Public Hearing of the Black Education Act. Mr. Rodarte informed the Governing Council that the Public Hearing was scheduled for December 20th, 2021 at 12:30 PM, with online participants logging in to Zoom and In-Person participants to meet in the School Cafeteria. Discussion immediately went to Items III. D. and III. E.

**D. Approval of Policy Prohibiting Racialized Aggression (Discussion/Action)**

Mr. Rodarte provided of draft policy Prohibiting Racialized Aggression as prepared and reviewed by the law firm of Matthews Fox. Upon approval by the Governing Council, policy excerpt will appear verbatim in the SDRCS Student Parent Handbook. Discussion immediately proceeded to Item III. E.

**E. Approval of Policy Prohibiting Discrimination for Race/Religion/Culture/Hair Policy Amendments (Discussion/Action)**

Mr. Rodarte provided of draft policy Prohibiting Discrimination for Race/Religion/Culture/Hair as prepared and reviewed by the law firm of Matthews Fox. Upon approval by the Governing Council, policy excerpt will appear verbatim in the SDRCS Student Parent Handbook.

Dr. Montoya moved to approve both policies in one motion. Motion was seconded by Ms. Bacca. No further discussion took place. Motion passed unanimously.

**F. Approval of SDRCS Inventory List (Discussion/Action)**

Mr. Rodarte provided an inventory of items belonging to the school being stored in the Old Jr. High Building identified as eligible for disposal 30 Days after approval by the Governing Council. All items in the Jr. High Building must be disposed prior to the anticipated demolition of the building.

Ms. Bacca made a motion to approve the Disposal of the items on the list. Motion was seconded by Ms. Shendo. No further discussion took place. Motion passed unanimously.

**G. Approval of Technology Plan to Replace Phones and Upgrade Servers (Discussion/Action)**

Mr. Rodarte provided an estimate of cost for the replacement and updating of the school phone system as prepared by On Site Tech Support Jensen Fragua. Upgrades will position SDRCS to have full intercom capability and meet minimum school safety standards. Item did not require approval by Governing Council. Therefore, no action was taken. No further discussion took place.

**H. Approval of 2021-22 Updates to SDRCS Safety Plan (Discussion/Action)**

Mr. Rodarte provided a copy of the updated School Safety Plan. Changes included updates to school personnel and inclusion of COVID safety protocols as established by NMDOH and NMPED. Approval by Governing Council needed before submitting to NMPED and Charter Authorizor.

Dr. Montoya made a motion to approve the updated School Safety Plan. The motion was seconded by Ms. Shendo. No further discussion took place. Motion passed unanimously.

**I. Discussion of Current Enrollment and 2022-23 Budget (Discussion/Action)**

Mr. Rodarte provided a summary of the impact to next year’s budget resulting from low enrollment for the current year. Discussion included Ms. Creel asking if any Lease Reimbursement from last year or the current year had been received from Jemez Pueblo or from Title VI. Mr. Rodarte answered no regarding all sources. Dr. Montoya suggested a focus on community engagement and to take every opportunity before February 2nd to positively impact enrollment. Ms. Creel suggested using a mailing service as offered by Ms. Charlotte Romero Garcia to get word out to the community. No further discussion took place. No action was taken.

**J. Status of Annual Governing Council Mandatory Training (Discussion/Action)**

Ms. Bacca reported near completion with Mandatory Training. Ms. Creel and Dr. Montoya reported no training for the current year as complete.

**V. Principal’s Report**

**A. Principal’s Monthly Report – John Rodarte (Discussion)**

Copies of report provided to all Governing Council members prior to meeting. Mr. Rodarte commented about the contents of the report including enrollment, student attendance, and staff vacancies. Mr. Rodarte stood for questions. No further discussion transpired. No action was taken.

**VI. Public Comment**

Public comments submitted by guests and captured in on ZOOM Chat.

Ms. Creel inquired regarding the status of a school Essay Contest. Additionally, Ms .Creel requested cards be sent to the Beck Family.

**VII. Announcements**

The next meeting is scheduled for Thursday, December 9th, 2021.

**VIII. Consideration for Approval to Adjourn to Closed Session Pursuant to the Open Meetings Act NMSA 1978 (§ 10-15-1 (H)(2) (Limited Personnel Matters)**

A motion to move into Closed Session to discuss limited personnel matters was made by Dr. Montoya and seconded by Ms. Bacca. Motion passed unanimously. Closed Session began at 7:39 PM.

**IX. Reconvene to Open Meeting**

A motion to move out of Closed Session was made by Ms. Bacca and seconded by Ms. Shendo. Motion passed unanimously. Closed Session ended at 7:55 PM.

**X. Statement of Closure**

Governing Council asserts that only limited personnel matters were discussed during closed session in compliance with NMSA 1978 (§ 10-15-1 (H)(2) (Limited Personnel Matters).

**XI. Meeting Adjournment**

Ms. Creel called for a motion to adjourn the meeting. Dr. Montoya moved to adjourn the meeting. The motion was seconded Ms. Shendo. No further discussion transpired. The meeting ended at 7:57 PM.