



Board Members in Attendance: Nicole Steele, Janice Spillman, Scottie Draper, Patty Rigby, Theresa Martinez

RUCD Staff in Attendance: Keri Allred and Nicky Vogrinec

Last Meeting Follow-up

The DRS Grant has been added to DOMO.

New Business

1. **Welcome:**

Patti Rigby welcomed everyone to the meeting.

2. **Quorum Declaration:**

Quorum Declared.

3. **Conflict Declaration:**

1 conflict declared.

4. **Agenda Approval:**

Patty Rigby asked for a motion to approve the December 19, 2019 Board Agenda. Nicole Steele made a motion to approve the December 19, 2019 Board Agenda. Theresa Martinez seconded the motion. All approved, motion carried.

5. **November 07, 2019 Approval of Minutes:**

Patty Rigby asked for a motion to approve the November 07, 2019 minutes. Janice Spillman made a motion to approve the November 07, 2019 Board Minutes. Scottie Draper seconded the motion. All approved, motion carried.

6. **Monthly Reports:** ERSEA, Health, School Readiness, Fiscal, Directors Report

Patty Rigby asked for a motion to approve the Monthly Reports. Theresa Martinez made a motion to approve the Monthly Reports. Janice Spillman seconded the motion. All approved, motion carried.

Agenda Items:

1. **Compliance Notice:** This document was shared in the Board of Directors drive. The Office of Head Start has delayed the comprehensive background check procedures by two years. RUCD has already completed the FBI fingerprint and background checks and will continue with all new hires.
2. **Insurance Rate Approval:** Keri Allred provided the Board with a copy of the new insurance rates provided by Banasky Insurance. Open enrollment will begin in January 2020. Patty Rigby asked for a motion to approve the insurance rates. Scottie Draper made a motion to approve the insurance rates. Janice Spillman seconded the motion. All approved, motion carried.
3. **Fiscal Manual:** The fiscal manual has been revised by making the job duties more general instead of appointed to a specific person. Patty Rigby asked for a motion to be made to approve the Fiscal Manual. Theresa Martinez made a motion to approve the Fiscal Manual. Nicole Steele seconded the motion. All approved, motion carried.
4. **CFO Model:** Darin Lancaster, an employee at the Carbon School District, has accepted terms to fill in as interim CFO (conflict of interest made aware by Patty Rigby). The position will be opened through an RFP (contracted position preferred). Patty Rigby asked for a motion to approve the CFO Model. Nicole Steele made a motion to approve the CFO Model. Janice Spillman seconded the motion. All approved, motion carried.

Next meeting is scheduled for Thursday, February 13th at 11:00 am.

Meeting adjourned at 1:00pm