



**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, July 14, 2020
Virtual Meeting**

I. Call to Order, Confirmation of Quorum, and Roll Call

5:01pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rathi Casey (absent beginning at 5:31pm, returned at 6:57pm), Connor Brashar, and Susan Labarge. Non-voting members present were John Binnert, Louis Papponi, Peter Lukes, Liz Titus, and Michael Vigil.

II. Approval of Minutes: June 16, 2020

Motion to approve meeting minutes for June 16, 2020 by Susan. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rathi Casey, Connor Brashar, and Susan Labarge. Votes Against: None

III. Public Comments – (GC policy is to make available 3-5 minutes of public comment per person at the beginning of each meeting. Once this portion of the meeting has ended, the GC will generally not entertain public comments for the remainder of the meeting)

- Tony - Was concerned that the only option for opening consideration is remote. Also, curious as to the decision behind moving to block scheduling and how that improves student workload. Had a question about the extra 10 days and why CCPS had to accept those.
- Chyna Westfall – Question about new curriculum related to equity, would like info.
- Mary Matteuci – Voiced concern about juniors and seniors needing in-person class time. Wondered if they could have priority for in-building time allotment.
- Igor Dernov – Wanted to suggest 4 things to the school: Ventilation (could we open windows during breaks?); for the new building, can better ventilation be considered; is there a way to create a trace log in case a positive Covid case happens during the school year; would like the mask policy to be clear, including all times they will need to wear them.
- Cricket Bates – wanted to voice her support for the school to start school online until numbers improve.
- Guest Attendees numbers were approximately 51

IV. Standing and Ad hoc Committee Reports

Finance (Wes Burghardt)

- Cash position still really strong, however funds could be strained with any costs for opening the school. Most of our cash balance is in capital funds.
- New budget will need to be submitted in August, including a new salary schedule to reflect increases required by the State.



- School's annual audit will begin in August.
- Excess technology assets will attempt to be sold, the list will go to the State Auditor to provide comments, if any.
- Michael highlighted that we'll need to hold off as long as possible to close our books to best balance how we classify our excess funds. It's possible this will result in a finding in the upcoming audit, but this risk is worth allowing CCPS time to make the best decision.

ACTION: Motion to have list of technology assets sent to the State Auditor for approval by the Finance Committee. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rathi Casey, Connor Brashar, and Susan Labarge. Votes Against: None

Facilities (Update given by John Binnert)

- The roof is 3 weeks ahead of schedule, as part of 70 percent replacement of the entire roof. Expected to be completed by July 27.
- Our capital outlay project was unfrozen by the Legislature, but may be September until we get it. This was to be used for parking lot expansion.
- Still considering timing of how we look into a debt carveout for Phase 1 of the Master Plan, dependent upon the market.

Policy Review (Susan LaBarge)

- ACTION: Motion to approve CCPS Tobacco Policy as presented by the Policy Review Committee– Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rathi Casey, Connor Brashar, and Susan Labarge. Votes Against: None

Strategic Planning (Andrew Bundy)

- No questions, Andrew noted a scenario planning exercise will be performed by members of this Committee in advance of the next stakeholder meeting on the Strategic Plan update.

ED Outcomes (Connor Brashar)

- No Update

V. Executive Director's Report (John Binnert)

- John clarified that block scheduling is for remote/hybrid learning as opposed to when we open back up fully.
- John noted CCPS had to add 10 learning days or create some other justification and plan for how the time from last year is made up (for which no guidance was provided). As such, the school chose adding the days.
- Enrollment is at 783 currently, and waitlists exist in grades 6-11.
- A slew of reports will have to be redone and resubmitted as budget numbers are finalized for the school.
- Unsure about CCPS's fiduciary responsibility regarding school lunches in the fall.



- John noted on the schedule presented that includes extra instructional days, some vacation days were sacrificed in order to keep student/staff end of year as close to normal as possible.
- ACTION: Motion to approve the 2020-2021 school calendar requested by the Legislature by Susan. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Connor Brashar, and Susan Labarge. Votes Against: None
- John thanked Carisa Petrie, Ray Wang, Alejandro Torres, and Jackie Geertz for the hard work in helping to create the responses to the Assurances document, and preparing for the Schoology rollout.
- ACTION: Motion to approve plan for remote learning and have it signed off by Jill as the GC President by Susan. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Connor Brashar, and Susan Labarge. Votes Against: None
- GC members held a lengthy discussion around options/plans for reopening in the fall, including the points below among others:
 - o John noted how much “grey area” there is regarding guidelines for reopening at any capacity of students. He went through a list of current guidelines and noted the challenges with complying with many of them. For example, there are many requirements for plexiglass, and getting these orders filled in time would likely be challenging. There also are changes happening constantly, making it difficult to know how CCPS would need to proceed in order to meet requirements.
 - o John noted the school does not have an isolation room at this time, which would be required in the event a person did not pass screening requirements or were to develop symptoms while in the school.
 - o With regard to busing, CCPS is really at the whims of the transportation company and APS, and these entities haven’t provided concrete plans for how to move forward with transporting students.
 - o John noted policies will need to be developed regarding hybrid instruction from teachers who cannot be in the building due to health risk reasons.
 - o Currently, there are plans being developed for some portion of students that need to be in-school, but even that plan needs heavy consideration on things like ventilation and bathroom usage before it can be promised. Middle school students will likely be prioritized for this.
 - o It was noted that survey feedback from parents indicated a relatively small percent of parents would consider dis-enrolling if CCPS were to open using remote only learning; however it was noted that the survey was sent before NM Covid cases had begun climbing and this could change parents’ outlook. Additionally, if some students were dis-enrolled, waitlists exist in all grades except 12.



- It was discussed that our performance markers with APS regarding IB graduation rates could be modified given the Covid crisis, as we're unsure how the IB governing body will treat testing, etc.

- ACTION: Motion to begin the 2020-2021 school year in the remote-only format for the first Quarter of the school year, and revisit the decision to open the school or move to the hybrid model at the September GC meeting by Wes. Votes For: Jill van Nortwick, Andrew Bundy, Rathi Casey, Wes Burghardt, Connor Brashar, and Susan Labarge. Votes Against: None

VI. New Business

- N/A

VII. Stakeholder Reports

PTO Report (Liz Titus)

No Questions

Foundation Report (Jennifer Dryfoos)

- No questions

Faculty Report (Peter Lukes)

No questions

PAC Report (Louis Papponi)

- First general attendance meeting will be August 10 online.

VIII. Unfinished Business

GC Pulse



- IX.** Vote to close the meeting and proceed in Executive Session
Discussion and determination where appropriate of Administrative
Deliberations as permitted by Section 10, Article 15, NMSA (1978) –

- X.** Vote to re-open meeting and certification that only those matters described in Agenda Item
IX were discussed in Closed Session and if necessary, final action with regard to those
matters will be taken in Open Session. –

XI. Next Governing Council Meeting: August 11, 2020

XII. Adjourn

Motion to adjourn meeting at 7:37 pm by Jill. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rathi Casey, Connor Brashar, and Susan Labarge. Votes Against: None