



**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, December 15, 2020
Virtual Meeting**

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

5:03 pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Rathi Casey, Yuiria Morales (currently non-voting until training is complete), and Susan Labarge. Non-voting members present were John Binnert, Louis Papponi, Peter Lukes, Liz Titus, Andrew Foster, Ray Wang, and Michael Vigil.

II. Approval of Minutes: November 17, 2020

Motion to approve meeting minutes for November 17, 2020, by Andrew. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. 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)

- No public comments given
- The following virtual attendees were noted:
 - o Annette Kaare-Rasumssen
 - o Arian Roefs

IV. Standing and Ad hoc Committee Reports

Finance (Wes Burghardt)

- Wes noted that the Finance Committee met 12/07/20 and reviewed each of the reports noted in the packet: "dashboard 1" "Dashboard 2", "Revenue Report", "Expenditure Report", "Check Register", "Outstanding Checks", "Bank Reconciliation", each of the BARs noted in the minutes, and the November 2020 Bank Statement.
- Financials will be posted to the CCPS website going forward.
- Revenues started to catch up last month, but we're still behind (about \$400K)
- Michael noted the lease assistance payments are lagging from the State.
- Most of the CARES money has been taken away from the school, even though we'd spent about \$50K. John noted the expenses have gone to making the school ready for students to be back, although more costs may need to be incurred once a final tool-kit is released. Our total allocation will be about \$23K down from \$192K.
- Wes discussed the debt projections given to CCPS by David Shin, which was far lower than our estimates from last year.



- Andrew B. noted that from the Strategic Planning Committee's perspective, phase 1 of the building is pretty important and hopes the Foundation will have a sense of urgency in obtaining financing for it.
- Ray noted the Foundation is thinking of considering other brokers to pursue besides Mr. Shin.

- **Action:** Motion to approve listed BARS by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None
 - o 001-769-2021-0011-D
 - o 001-769-2021-0014-D
 - o 001-769-2021-0015-M
 - o 001-769-2021-0016-I
 - o 001-769-2021-0017-I
 - o 001-769-2021-0018-I
 - o 001-769-2021-0019-I
 - o 001-769-2021-0020-M
 - o 001-769-2021-0021-M
 - o 001-769-2021-0022-I

Policy Review (Susan LaBarge)

- The GC expressed thanks to Francine Binnert for her experience and professionalism in creating the Library Policy. It will live far into the future because of her insight. Additionally, it was noted a set of library-related procedures will now be the responsibility of the leadership team.
- Discussion was had on the policies being presented for a vote. John noted in particular for the attendance addendum, the idea is, in part, to address disengagement issues more timely.
- The implementation of Go Guardian was noted by John which prompted significant discussion on the topic. In particular, Liz and Andrew F. noted some concerns from parents/students about Go Guardian and privacy concerns.
- It was noted that the grading policy adjustment is for this school year only (through Dec 2021), and only for seniors at this time.
- **Action:** Motion to approve the Library Policy presented to the GC, by Susan, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None
- **Action:** Motion to approve the proposed temporary addendum to the CCPS attendance policy, by Susan, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None
- **Action:** Motion to approve the proposed General Covid policy, by Susan, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None
- **Action:** Motion to approve the proposed 2021 grading policy adjustment, by Susan, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None



Strategic Planning (Andrew Bundy)

- No questions

Facilities (Rathi Casey)

- A question was raised as to the efficacy of having another RFP process for the Architects for Phase 1 of the Facilities Master Plan. Regardless of efficiency, an RFP is necessary to ensure that the school receives the best value it can since we are custodians of taxpayer funds.

ED Outcomes (Connor Brashar)

- No questions

Academics (Rathi Casey)

- The GC expressed a lot of interest in this committee and its work, particularly around student engagement.

V. New Business

- N/A

VI. Executive Director's Report (John Binnert)

- John talked about some of the schedule changes coming for next semester based on student/teacher feedback.
- It was noted CCPS should hear about the school's inclusion in the Harvard DEI data project this month.
- John noted the fall site visit from APS went very well, expecting to have all green measures by the final report in April.
- John noted the next survey about reopening will go out just after the winter break.
- John mentioned the school provided gift cards to all teachers as a small "thank you" for their work. Additionally, the GC provided some gift certificates for the faculty lunch in thanks for their continued dedication, and wished them all a restful break.

VII. Stakeholder Reports

Student Rep Report (Andrew Foster)

PTO Report (Liz Titus)

- Liz noted that Make a Wish raised over \$6,000 to grant a wish.

Foundation Report (Ray Wang)

No questions

Faculty Report (Peter Lukes)

No questions

PAC Report (Louis Papponi)

- No questions



VIII. Unfinished Business

- N/A

IX. Board Development

- N/A

- X.** 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)

- XI.** 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.

XII. Next Governing Council Meeting: January 19, 2021

XIII. Adjourn

Motion to adjourn meeting at 6:48 pm by Jill, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None