



**Cottonwood Classical Preparatory School  
Governing Council Meeting Minutes  
Tuesday, August 20<sup>th</sup>, 2019  
Jefferson Campus-Boardroom**

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

5:00pm start time.

Quorum established – voting members present were Jill van Nortwick, Alexandria Hafler, Andrew Bundy, Wes Burghardt, Susan Labarge and Rathi Casey. Non-voting members present were John Binnert, Louis Papponi, Peter Lukes, Quinn Fekete and Michael Vigil.

**II. Approval of Minutes: July 16<sup>th</sup>, 2019**

Motion to approve meeting minutes with the correction below for the July 16<sup>th</sup>, 2019; Susan, Andrew (second), motion passed unanimously.

Update previous contract expiration date for the School Attorney from June 31<sup>st</sup> to June 30<sup>th</sup>.

**III. Public Comments**

- No comments

**IV. Guest Speaker - Greg Butz, Dean of Students, Social Studies Instructor**

- Also Director of Communications. Duties are to assist in streamlining communication to the community. Ie. Social Media, Spotlight Magazine.
- Vision: Shared-Joint
- Three Phase Plan
  - 1) Develop better ways to engage, inform, support, and transform our community
  - 2) Streamline communication inside the community
  - 3) Bold new marketing approach

The following questions were asked regarding the presentation:

- What is purpose of marketing?
  - o To build awareness for both current students/parents and potential students/parents
  - o Gain donations for Foundation
  - o Increase waitlist
- How do you choose the topics and teachers for the Spotlight?
  - o This is done via department.
- Will there be one central place for all of these items?
  - o Yes, via website. Also in the email signature lines.



- Have we re-built the email list?
  - o No, it will happen in the next week.

## V. Reports

### PTO Report (Quinn Fekete)

No questions.

### Foundation Report (Jennifer Dryfoos)

- A new treasurer is needed. If you know of anyone, please send to Jennifer/Antoinette.
- The "It's All About the Benjamin's" campaign has raised \$2600.
- The Committee for Grandparents Day will need to be in communication with PTO to assist with any financial need.

### PAC Report (Louis Papponi)

- Mentor/Parent program sends a wonderful message around not just supporting new students but new families.
- Homecoming is September 14<sup>th</sup>.
- There is a request from John that major events are schedule by April of next year.
- Meetings are held every 2<sup>nd</sup> Monday at 5:30pm.

### Faculty Report (Peter Lukes)

No report.

### Executive Director's Report (John Binnert)

- BIDSS
  - o NOTE: Still need to have an ED outcomes committee put together.
  - o Branding and Communications Plan
    - covered in Guest Speaker
  - o IB, Paideia, & Faculty Unity
    - Team was accepted for "Visible Thinking" program.
    - In-Service: most feedback was regarding the 3 seminars.
  - o Diversity and Inclusion
    - Organizational EQ Assessment - 81% participation rate (there will be another opportunity to complete assessment)
      - 1) Focus on Strengths 2) Build skills
      - As follow-up to the EQ Assessment, we will have a guest come talk and work with the teachers and staff
      - GOAL: Internal committee to review data of this and September 13<sup>th</sup> meeting followed by a 3<sup>rd</sup> party to come and assist us with the work.
        - o Long term goal - authentic diversity statement
  - o Safety and Security



- Have a meeting with the Journal Center to discuss the reconfiguration of the entrance/exit.
- What do we receive from our APS charter
  - We have a contact we can email with issues.
  - John is working on getting involved with the APS Charter Committee so we can have direct impact on the issues addressed.
- POMS
  - Need work with the security around exterior doors and “aggressive hospitality” procedures
- State of NM Assessment Results
  - These are the scores that are used to give our letter grade.
  - In regards to the results, we would like to be in level 3-5 for math.
  - Are these low math scores due to the turnover in the department?
    - John will continue his analysis on this factor.
- Staff Representative to the GC
  - What is the difference between:
    - Faculty Representative is teacher/instructional
    - Staff Representative is either teacher or non-instructional
  - Is this a volunteer or elected?
    - If there are multiple applicants, then there will be an election.
  - Having a student representative?
    - This has been attempted in the past and we will consider it again.

NOTE: This is not a part of the by-laws but it is a part of the charter.
- Medical Marijuana in Schools  
Moved to “New” Business on the next months agenda.

## VI. Standing and Ad hoc Committee Reports

### Strategic Planning, Andrew Bundy

- Will be much more information after the Facilities Report.
- Concern: This plan is highly focused on capital instead of instructional goals.
  - This report is just a snapshot. The overall strategic plan will be an inclusive process with multiple stakeholders focusing on strategic pillars of the school.

### Facilities, Rathi Casey, Vice President

- When the master planning exercise took place they did not include the school getting the land.
- There is a proposal to create an additional conceptual master plan to include both the plan with the land and assessment of the existing facility.
- Will have more information after the conversation with the Journal Center and receive an update on the status of the land.
- Another option would be to approach the project in phases
  - 1) Secure the land



2) Evaluate needs and review outcome from the next session and how any changes will affect our budget.

- The roof and the new security upgrades are our two maintenance priorities for this year.

#### Finance Committee, Wes Burghardt, Treasurer

- Good position at the start of the school year.
- The Finance Committee will meet every Tuesday before the GC.
- Audit starts September 3<sup>rd</sup>. 1<sup>st</sup> year that APS will be doing the audit.

#### ED Outcomes, Jill van Nortwick

- Need to put a committee together.

## **VII. Action Items**

- Approval of BAR 001-769-1920-0001-IB  
These additional funds are to “catch-up” the schools on the purchasing of instructional material

Motion to approve the above-listed BAR; Wes, Susan (second), motion passed unanimously.

- Vote- Connor Brashar, Governing Council Member

Motion to approve Connor Brashar as a new Governing Council Member; Andrew, Wes (second), motion passed unanimously.

- OMA Resolution.

Motion: To accept the OMA Resolution as written below:

We the members of the Cottonwood Classical Preparatory School Governing Council consent and agree that the following resolution was approved on August 20th at 5:00pm at a regular meeting of the council at Cottonwood Classical Preparatory School board room.

Whereas: Cottonwood Classical Preparatory School is an APS authorized public charter school,

Whereas: Cottonwood Classical Preparatory School governing body is subject to the provisions of the New Mexico Open Meetings Act NMSA10-15-1:

Therefore: Be it resolved that the Cottonwood Classical Preparatory School governing body will adhere to the requirements of the New Mexico Open Meetings Act NMSA10-15-1.

The members of the Governing Council are authorized to adopt this resolution.

Alex (moved), Jill (second),  
Motion passed unanimously.



## VIII. New Business

- NEXT MONTH: Staff Member Responsibilities
  - New policy discussion: Mandatory IB Testing
    - o Part of the impetus is that during our re-authorization with APS we stated that 75% or more of our students will obtain 3 or more certificates by 2022
    - o Proposed policy was discussed vigorously.
      - This discussion unearthed some systemic issues within the school that need to be addressed for the policy to be effective.
        - 1) Support of students, including mental health
        - 2) Financial impact to the parents
        - 3) Disbursement of DP testing data for teacher review
        - 4) Communicating the value of the IB diploma to the students and their families
        - 5) Graduation requirement impacts
- John will re-present the policy in a future meeting.

## IX. Unfinished Business

- School Attorney
- APS report card for CCPS
- Budget Adjustments

## X. Next Governing Council Meeting

Next Governing Council meeting September 16, 2019

## XI. Adjourn

Motion to adjourn the meeting at 7:35 pm. Andrew moved, Rathi seconded. Motion passed unanimously.