



**Cottonwood Classical Preparatory School  
Governing Council Meeting Minutes  
Tuesday, January 19, 2020  
Virtual Meeting**

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

5:02 pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Wes Burghardt, Connor Brashar, Rahni Kellum (joined at 5:05pm), Rathi Casey, Susan Labarge (joined at 5:10pm), and Yuiria Morales. Non-voting members present were John Binnert, Louis Papponi, Peter Lukes, Liz Titus, Andrew Foster, Ray Wang, and Michael Vigil.

**II. Approval of Minutes: December 15, 2020**

Motion to approve meeting minutes for December 15, 2020, by Andrew, seconded. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Yuiria Morales, 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)

- Kim Haag noted she was curious to hear the plans for opening the school, even in a hybrid format.
- The following virtual attendees were noted:
  - o Annette Rodden
  - o Annette Kaare-Rasmussen
  - o Arian Roeffs
  - o Brian Verardo
  - o Carisa Petrie
  - o Catrin Hasselgren
  - o Denise Lozoya
  - o Julie Green
  - o Geroge Nathanson
  - o Jennifer Dennison
  - o Jessica Brooks
  - o Monica Huff
  - o Kimberly Haag
  - o Meghan Lowe
  - o Patricia Spitz
  - o Robert Deleon
  - o Alejandro Torres
  - o Richard Hielkema



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

- John noted PCSNM announced Jill van Nortwick was awarded the 2020 Public Charter Schools of New Mexico Excellence in Governance. Congratulations Jill!
- John was recently interviewed by state auditor Brian Colon about the school
- At this time, the school's 90-day plan for graduation is pretty much on track for where the school needs to be. A few seniors will be receiving letters indicating how they can get their progress back on track.
- John noted CCPS was recently awarded a grant to provide Chromebooks to every student.

##### **GoGuardian Discussion**

- It was noted that the GoGuardian tool is the same tool implemented by all of APS for use during remote learning.
- John noted subsequent to the implementation of GoGuardian, a petition was signed by 200 + students on the use of this software. John and other staff met with the creators of the petition to discuss the reasons for implementing this tool and how to best move forward.
- John noted that there is a level of trust with students at CCPS, and the GoGuardian policy was written to reflect that.
- For grades 6-7, GoGuardian will be used during school time. For 8-12, it will be used during assessments.
- John noted that part of the impetus of utilizing GoGuardian was a recommendation from the school's auditors that there should be a way to track loaned school property (i.e., the Chromebooks given to many students during remote learning).
- Liz asked about the ability to lock down the use of the software to only school hours, and the ability for it to use webcams. John noted the webcam feature isn't turned on, so activation of those isn't possible for staff.
- John and his staff will create a procedure for students to report misuse of the GoGuardian so any issues can be dealt with. John noted there is some level of logging for administrators to be able to verify issues raised by staff/students.
- John noted the use of GoGuardian is widely voluntary by staff. The exception is IB exams when monitoring is required. Other computer-based college assessments may also require such a tool to be used.
- John mentioned that staff who had experience using GoGuardian at other school's generally found it to be helpful.
- John noted he is committed to working with all stakeholders on the procedural rollout of the policy.
- **Action:** Motion to adopt the Go Guardian policy as presented by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Rahni Kellum, Yuiria Morales, Susan Labarge, and Rathi Casey. Votes Against: None

##### **Reopening Discussion**

- With regard to reopening, John walked through the data collected through the latest survey. While students/parents responses were mostly aligned, the staff responses heavily favored committing to online for the remainder of the semester.
- John noted teachers were moved up into Phase 1b of vaccine distribution in NM, which is already in effect. However, only 1 teacher at CCPS has received the first dose. It doesn't appear teachers in APS are being prioritized at this time.



- John reiterated that no middle or high school has been authorized to reopen at this time (nor was allowed in the fall), per the Governor. At this time, only elementary schools that had already opened are allowed to open, or a county that is “green” (only 1 in the state at this time).
- John noted CCPS can currently meet all the requirements for reopening when possible (this list was just recently released), however it will be quite restrictive.
  - o Maintaining 6 ft distance in the already small school is challenging
  - o The PED-approved cohorting plan section is particularly tricky
  - o Length of teacher workday, and additional duties are difficult to deal with and may increase burnout
- With regard to some private schools with middle/high school students, there’s not one that really compares to the restrictions (particularly facility size) CCPS has. Also, they’ve had to close/re-open a few times which is challenging.
- John discussed the plan for prioritized, small groups being on campus. However, none of the plans have any approval by the State.
  - o With regard to small groups, John talked about M-Th could be prioritized students who are struggling or alone at home, M/W late-day could be a mixture of academic and social/emotion time for small groups, and Friday would likely be dedicated to Seniors.
- Jennifer Dennison, CCPS school nurse, noted that if a positive case were to occur within the school, entire classrooms wouldn’t necessarily have to close but targeted contact tracing would need to be done to determine who needs to stay home.
- John noted staff responded positively to an asynchronous week to kick off this semester, and that extra async days during the more challenging weeks of this semester might be helpful for teacher burnout.
- Peter had a question about failure rates, and how that situation improved by the end of the 1<sup>st</sup> semester. John said he would have more concrete data at a future meeting, but anecdotally his understanding was most grade levels saw improvement. Carisa Petrie also noted improvement in large part, but some students are still struggling. Particularly, if there isn’t a parent in the home with them during the day.
- Peter also wondered if small groups (if allowed) would be best primarily focused on providing the social/emotional learning time for students.
- On the subject of reopening, lots of discussion across the GC regarding all of the possible options for allowing students back in the building, and the pros and cons across the multiple stakeholder groups (students/parents/staff).
- While the GC understands that the commitment to full online learning through the end of the semester is consistent and helps focus our efforts on other programming, the GC wants the opportunity to revisit the reopening prospect in March and April in order not to lock ourselves into a decision in January that will impact the next 5 months. The GC is constantly looking at the conditions of health and safety in our surroundings to provide the best possible outcome for our students and staff
- **Action:** Motion to remain online for core content until the end of the semester, utilizing the small group plan as soon as allowed; however the GC will revisit the reopening decision in March and April to assess possible changes by Susan, seconded. Motion was amended to remove April from the wording: Votes For motion’s amendment: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Rahni Kellum, Yuiria Morales, Susan Labarge, and Rathi Casey. Votes Against: None



Votes For revised motion: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Rahni Kellum, Yuiria Morales, Susan Labarge, and Rathi Casey.  
Votes Against: None

## V. Standing and Ad hoc Committee Reports

### Finance (Wes Burghardt)

- Wes noted that the Finance Committee met 1/12/21 and reviewed each of the reports noted in the packet: "Dashboard 1" "Dashboard 2", "Revenue Report", "Expenditure Report", "Check Register", "Outstanding Checks", "Bank Reconciliation", and the December 2020 Bank Statement.
- Still behind on revenue collection, but in a great cash position, especially given lower expenses.
- Wes noted there was a fraud attempt on our bank account, however insurance will cover the amounts taken. Not expecting any loss due to this.
- Michael noted our financial statements have been released by the auditors. Additionally, only one minor finding in the audit.
- **Action:** Motion to dispose of obsolete equipment and to submit the required letter to the state auditor for disposition of the obsolete equipment by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Yuiria Morales, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None

### Strategic Planning (Andrew Bundy)

- Andrew addressed a few specific questions on the plan as presented.
- **Action:** Motion to approve the new Strategic Plan for 2021-2026 by Andrew, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Connor Brashar, Wes Burghardt, Yuiria Morales, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None

### ED Outcomes (Connor Brashar)

- No questions

### Academics (Rathi Casey)

- No questions

### Policy Review (Susan LaBarge)

- No report this month

### Facilities (Rathi Casey)

- No report this month

## VI. New Business

- N/A



## **VII. Stakeholder Reports**

### Foundation Report (Ray Wang)

- Jill confirmed with Ray that a capital campaign committee has been stood up on the Foundation. Official roles will be determined soon.

### PTO Report (Liz Titus)

- No questions

### Faculty Report (Peter Lukes)

- No questions

### PAC Report (Louis Papponi)

- No questions

### Student Rep Report (Andrew Foster)

- No questions

## **VIII. Unfinished Business**

- N/A

## **IX. Board Development**

- Rathi reminded everyone there's a signup sheet to join other committees for any given month.

- 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: February 15, 2021**

## **XIII. Adjourn**

Motion to adjourn meeting at 8:08 pm by Yuiria, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Connor Brashar, Yuiria Morales, Wes Burghardt, Rahni Kellum, Susan Labarge, and Rathi Casey. Votes Against: None