



**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, October 19, 2021
Virtual Meeting/CCPS Cafeteria**

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

5:05 pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, and Rathi Casey. Non-voting members present were Curtis Holloway, Joy Van Meter, Louis Papponi, John Binnert, Andrew Foster, Mike Vigil, and Liz Titus. Absent voting members were Yuiria Morales and Emily Wilson.

II. Approval of Minutes: September 21, 2021

Motion to approve meeting minutes for September 21, 2021, by Jill, seconded. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, 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. Virtual guest attendees included:
 - o Meghan Lowe
 - o Grace Wei
 - o Ray Wang
 - o Igor Dernov

IV. Standing and Ad hoc Committee Reports

Finance Committee (Wes Burghardt)

- Wes noted that the Finance Committee met 10/11/21 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 September 2021 Bank Statement. Wes noted the disbursement listing was reviewed during the finance committee, and questions were asked by members. While the committee doesn't approve the disbursements, they do ask questions and at times ask for support for items reviewed.
- Expenditures are exceeding revenues currently, with requests for reimbursement slow to be approved (typical this time of year).
- Expecting our revenues to catch up somewhat by the end of the year.



- A question was asked about Function 2600 and the “Other Charge” for about \$20k. Mike noted part of this was a one-time charge for deep cleaning over the summer. There was also a charge for common area maintenance related to the Journal Center.
- A question was asked about the \$550k budget (and planned overage) under capital outlay for the portables. John noted the overage is due to construction costs escalating for the project, but still will have ESSR III funds to cover this.
- Mike noted the biggest drop in the bank balance were the invoices related to the construction cost for the portables (nearly \$500k). The reimbursement request has already been submitted, and we’re assured the payment is on its way. This is expected to come in during October.
- Mike walked the GC through the BARs listed in the monthly packet. Mike clarified a question on the library funds being increased, and Ray noted some of the funds will go to expand the physical materials section of the library. Ray also mentioned the budget for the library may need to be increased in future years to accommodate the materials still being planned.
- **Action:** Motion to approve the five BARs listed by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, and Rathi Casey. Votes Against: None
 - o BAR 001-769-2122-004-I
 - o BAR 001-769-2122-005-M
 - o BAR 001-769-2122-006-M
 - o BAR 001-769-2122-007-IB
 - o BAR 001-769-2122-008-I

Strategic Planning (Andrew Bundy)

- Andrew noted that while there were some targets/activities noted in the report that will be delayed from the original timelines, they are still well within the overall 5-year target the current Strategic Plan addresses. These delays are more preferable than trying to rush activities through when staff are extra stressed.
- John noted his appreciation for the GC’s understanding and being receptive to reprioritization of some activities.
- It was noted that during the Strategic Planning Committee’s meeting, the idea of bringing in an external partner to help the Equity Council with crafting a Diversity Statement may be explored.

Policy Review (Susan LaBarge)

- A question was asked about the discipline policy included in the packet along with several others, and the gender identity language in them. John noted CCPS is open to adjusting the policies for this in future updates.

Academics (Yuriria Morales)

- No questions

ED Outcomes (Jill van Nortwick)

- No questions

Facilities (Rathi Casey)

- No questions

Equity Council (Rhani Kellum)



- No questions

V. Executive Director's Report (John Binnert)

- John noted the Speech and Debate Team, as well as Cross Country Teams, had excellent showings in events over the weekend.
- John noted the gas lines failed inspection on the portables, and even after digging up and fixing the anticipated issues, they failed again. More work will need to be done before those will be ready for re-inspection (and ultimate use).
- John noted that its been common for contractors to ask for more time to submit bids, so the selection of a Phase 1 contractor may be delayed a few days.
- John noted the 26 candidates who will be Diploma candidates was double the anticipated amount.
- A question was asked about the KPI with APS, which is that 75% of seniors will attempt 3 or more exams. John noted CCPS will be very close to this based on current feedback from students.
- CCPS is expecting a new Covid toolkit to come out any day.
- With regard to Phase 1 discussions, John noted the rent schedule in the resolution could change until the interest rate is locked in (after the GC approves the resolution). Then another vote will be needed to approve the finalized schedule.
- A question was asked about how the additional debt service amount will be covered above the 1.4 million previously approved. John noted SB9 and HB33 are likely to come in higher to cover this, along with increased enrollment. Additionally, very conservative numbers were used to draft these documents, and could bring the amount needed down. Lots of discussion was had about other possible increases in various funds from the State, potential money sources being lobbied for Charter Schools at the upcoming Legislative session, and the fact that some revenue amounts planned for this year are exceeding budget amounts.
- **Action:** Motion to approve the resolution "RESOLUTION DETERMINING THE NECESSITY FOR ACQUIRING BUILDINGS OR OTHER REAL PROPERTY THROUGH A LEASE-PURCHASE ARRANGEMENT; DETERMINING THE ESTIMATED COST OF THE BUILDING OR OTHER REAL PROPERTY NEEDED; APPROVING AN AMENDMENT TO THE LEASE WITH OPTION TO PURCHASE; APPROVING THE SOURCE OF FUNDS FOR THE LEASE PAYMENTS; AND OTHER MATTERS RELATED THERETO" by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, and Rathi Casey. Votes Against: None

VI. Stakeholder Reports

PTO Report (Liz Titus)

- No questions

PAC Report (Louis Papponi)

- No questions

Foundation Report (Curtis Holloway)

- No questions

Faculty Report (Joy Van Meter)



- No questions
- Student Rep Report (Andrew Foster)
- No questions

VII. New Business

- Discussion: In support of Secretary Designate Kurt Steinhaus' Year of Literacy, the Public Education Department invites all New Mexico school boards and governing boards to pass resolutions declaring this the Year of Literacy (example enclosed).
 - o An idea was discussed that the Academics Committee could take this up, and draft something for review. This could help tie the statement to other things the school is doing.

VIII. Unfinished Business

- IB Self-Assessment – GC Portion (3x1 hour session from August to October) – Last session
To be discussed after the meeting is adjourned

IX. Board Development

- Reminder to GC members to complete training hours

- 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: November 16, 2021.

XIII. Adjourn

Roll call vote to adjourn the meeting at 6:34 by Rahni, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan LaBarge, and Rathi Casey. Votes Against: None