**Cottonwood Classical Preparatory School**

**Governing Council Meeting Minutes**

**Tuesday, August 17, 2021**

**Virtual Meeting/CCPS Cafeteria**

# Call to Order, Confirmation of Quorum, and Roll Call

5:06 pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, and Rathi Casey. Non-voting members present were Curtis Holloway, Peter Lukes, Andrew Foster, John Binnert, Mike Vigil, and Liz Titus. Absent voting members were Wes Burghardt, Connor Brashar, and Susan LaBarge.

# Approval of Minutes: July 27, 2021

Motion to approve meeting minutes for July 27, 2021, by Yuriria, seconded. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

# 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:
  + Joy Van Meter
  + Jennifer Dennison
  + Meghan Lowe
  + Michael Santopolo
  + Monica Huff

# Standing and Ad hoc Committee Reports

Finance Committee (Mike Vigil for Wes Burghardt)

* Mike noted that the Finance Committee met 8/10/21 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 July 2021 Bank Statement. The disbursement listing was reviewed during the finance committee meeting, 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.
* Mike noted the SEG fund is expected to be higher this year and will be trued up after the audit.
* A question was asked about state matching revenues from SB-9. Mike clarified that the state has moved from spend-then-approve reimbursements to sending the money in advance.
* A question was asked about money in a fund related to vocational programs. Mike clarified these will likely be pulled back to allocate to schools with such programs.
* **Action**: Motion to approve BAR 001-769-2122-0001-IB and BAR 001-769-2122-0002-IB by Andrew, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

Policy Review (Jill van Nortwick for Susan LaBarge)

* It was noted that a law passed during the legislative session is why we are approving the new Dental policy this evening.
* Jennifer noted she has sent out a google form to parents to confirm dental exams, and so far she is receiving a good response.
* It was asked if this information is considered protected health information. John noted Jennifer is the only one allowed to receive the responses, even he doesn’t see specific responses.
* It was noted that the Equity Council could help ensure dental exams are available to all students (e.g., dental busses that visit other schools), particularly if the waiver rate is high from the new policy.
* **Action**: Motion that the GC approve the Dental Policy as provided in the packet, by Jill, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

Strategic Planning (Andrew Bundy)

* No questions

Academics (Yuriria Morales)

* Overall, positive feedback was noted about the return to school.
* At the last committee meeting, IB results were discussed and it was noted that there were improvements in scores and diplomas earned.
* It was noted that evaluations of teachers this year will contain additional CLR/DEI components.

ED Outcomes (Jill van Nortwick)

* No questions

Facilities (Rathi Casey)

* No questions

# Executive Director’s Report (John Binnert)

* John noted enrollment stands now at 791, above the target 40-day number of 783.
* All portable buildings have been delivered, and utility trenching will being 8/18/21.
* The costs for Phase 1 are now estimated to be 20 percent more expensive than originally planned due to materials/labor inflation.
* John noted Phase 1 was originally an 8-10 month project, but given delays this will likely take longer. Winter of 2022/2023 is more reasonable.
* A question was asked about the possibility of lower material prices in the future, and John noted this is partially mitigated by schedule/work flexibility built in with the construction general contractor.
* John noted the current policy of requiring masks indoors and not requiring them outdoors has gone well in the first 3 weeks of school. Additionally, the Governor has just amended the public health order to require mask wearing indoors until at least mid-September.
* Lots of discussion was had about developing a masking policy that would provide guidance and certainty for some amount of time, in the event the Governor’s order, NMAA, or other bodies have policies that lapse before the next GC meeting.
* **Action**: Motion to state that “While indoors, on or off campus as part of any CCPS-sponsored event, including NMAA-sponsored athletics and activities, every student, staff member, parent, visitor, and spectator MUST wear an approved mask at all times as mandated by State and Federal authorities. This part of our re-opening plan will be revisited in the next GC meeting, currently scheduled for September 21, 2021” by Jill, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

# Stakeholder Reports

Foundation Report (Curtis Holloway)

* No questions

PAC Report (Louis Papponi)

* No questions

PTO Report (Liz Titus)

* John thanked the PTO lunch volunteers for dealing with so much uncertainty to start the beginning of the school year, along with staff members performing duty over lunch.

Faculty Report (Peter Lukes)

* Thanks was given to Pete for collecting feedback continuously from teachers, as their perspective is important for the GC to hear.

Student Rep Report (Andrew Foster)

* No questions

# New Business

* Departure of GC Member Connor Brashar
  + Thank you for your service to the school, Connor!
* IB Self-Assessment – GC Portion (3 x 1 hour sessions from August to October)
  + Meghan will be leading these, and will be required of voting members (non-voting encouraged but optional).
  + Meghan walked through the goal of the IB-Self Study required by the IB governing body, and what will be required of stakeholders.
  + The first round questionnaire needs to be filled out before the next GC meeting in September.

# Unfinished Business

* N/A

# Board Development

* N/A

# 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) –

# 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. -

# Next Governing Council Meeting: September 21, 2021.

# Adjourn

Roll call vote to adjourn the meeting at 6:48. Votes For: Andrew Bundy, Rahni Kellum, Yuriria Morales, Emily Wilson, Susan Labarge, and Rathi Casey. Votes Against: None