



**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, May 18, 2021
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, Rahni Kellum, Susan Labarge, Connor Brashar (left meeting at 6:00), Yuriria Morales (joined at 5:05), and Rathi Casey. Non-voting members present were Ray Wang, John Binnert, Peter Lukes, Liz Titus, Michael Vigil, and Andrew Foster.

II. Approval of Minutes: April 20, 2021 and April 27, 2021

Motion to approve meeting minutes for April 20, 2021 and April 27, 2021, by Rathi, seconded. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, Connor Brashar, Yuriria 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)

- Michael Vigil introduced his son, whom he will be transitioning responsibilities to over time.
- The following virtual attendees were noted:
 - o Emily Wilson
 - o Olga Dernova
 - o Michael Vigil (Jr)
 - o Igor Dernov
 - o Curtis Holloway

IV. Standing and Ad hoc Committee Reports

Finance (Wes Burghardt)

- Wes noted that the Finance Committee met 5/10/21 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 April 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 them, they do ask questions and at times ask for support for items reviewed.
- Wes noted cashflow trending as expected for this time of year.
- Michael noted he's only had a few questions from PED since we submitted our budget.



- Request for reimbursement for parking lot will be submitted soon.
- Expenditures will be quite a bit less this school year overall, due to COVID (e.g., no travel).
- Still awaiting ARPA funds allocation. Initial estimate is that this will be greater than \$1 million.
- Michael noted the budget authority up for vote doesn't touch cash, just provides budgetary authority. Like in past years, any actions taken utilizing this authority will be reviewed at the subsequent GC meeting.
- A question was asked about the possibility of cash being clawed back by the State, Michael noted this isn't expected.

- **Action:** Motion to allow John Binnert and Michael Vigil to enter and submit any final Budget Adjustment Requests (BARs) on behalf of the school to maintain budgetary compliance for audit and other regulatory purposes. This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as allowed under this approval will be brought before the GC at the next meeting with review and detailed explanation. by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, Connor Brashar, Yuriria Morales, and Rathi Casey. Votes Against: None

Facilities (Rathi Casey)

- A question was asked about inflation in construction costs, and if that could shift the date of breaking ground on Phase 1. Rathi noted those involved are keeping an eye on this and adjusting schedules accordingly, ordering in advance, etc.

Academics (Rathi Casey)

- Rathi noted the conversations during these meetings have been wonderful, and encouraged all GC members to try and attend one.

ED Outcomes (Connor Brashar)

- No questions

Strategic Planning (Andrew Bundy)

- No questions

Policy Review (Susan LaBarge)

- No questions

V. Executive Director's Report (John Binnert)

- John noted a vaccination drive-thru clinic is being organized on campus. Between 40-60 students so far have indicated interest.
- A memo from PED related to the bell schedule was received last week, it provides flexibility to CCPS with regard to next year.
- John noted it's possible in 2022-2023 school year, a consortium could be built with other schools on a virtual option.
- For next year, CCPS will have a default of in-person learning, with a virtual option. John will be surveying students/parents on interest towards the end of the school year, and over the summer. Initial estimate is there could be 20% of students choosing virtual.



- John thanked Igor Dernov for his help in getting equipment set up to improve virtual learning in classrooms.
- MYP specific training being offered to teachers to pilot its benefit. CLR training is also being provided to about a dozen teachers thanks in part to a grant.
- John noted the school has been applying for any grant that CCPS is eligible for, there has been a lot of this money available thanks to COVID funding.
- John noted a student-led equity council will be in place next year, and will report into student government and the CCPS equity council.
- John walked through the APS performance framework (report card) which was received recently. For the first time John can remember, CCPS was all green for Special Education, which is a big accomplishment. The “red” in the financial section was actually on the Foundation, which was an issue with an amortization schedule (which has been fixed).
- John thanked his admin team for the praised received as part of the performance framework release.

VI. New Business

- Vote on Officers for 2021-2022 School Year
 - o President – Rathi Casey
 - o Vice-President – Yuriria Morales Sanchez
 - o Secretary – Andrew Bundy
 - o Treasurer – Wesley Burghardt
 - o **Action:** Motion to present this slate for approval by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, Connor Brashar, Yuriria Morales, and Rathi Casey. Votes Against: None
- Discussion of Sub-Grant for Expansion
 - o A Charter School Program (CSP) grant has been released on expansion. John noted CCPS qualifies because of the enrollment growth the school has had. Funds could be used to help furnish the kitchen and cafeteria in Phase 1, but other uses as well. Amount of funds depends on how many students are added over the next 2-3 years, but about \$1,800 per student.
 - 2 things needed to apply – Intent to expand (signed off by GC President) and a letter of support from our Authorizer along with a vote to increase our student cap (currently 800).
 - Ray noted he spoke with PED about the grant. For next year, close to 800 students being offered slots at the school. This is up from approx. 760 this year.
 - PED is willing to look at the application on a rolling basis, and could adjust amounts for the next 2-3 years.
 - John noted after the renovations and Phase 1, the building capacity would be around 1,000. The struggle will still be limitations of size on some classrooms.
 - A question was asked about the appetite of APS to allow us to increase our cap. John thinks a meeting in Spring of 2022 would be the earliest this could happen.



- In order to take advantage of the 3 years of funding, this would need to be voted/decided on at the June GC meeting.
- Lots of discussion points were raised, and it was recommended that stakeholders think about questions, and ask them to John in advance of the next meeting so that as much can be answered during the June meeting in case this something CCPS pursues.

VII. Stakeholder Reports

Foundation Report (Ray Wang)

- Ray noted that Curtis would serve as a liaison as part of the MOU which was voted on in the last meeting. It was asked if he would be replacing Ray as the Foundation GC Rep, and Ray said he would inquire and clarify, but yes, he thinks this is the intent.

PAC Report (Louis Papponi)

- No questions

PTO Report (Liz Titus)

- No questions

Faculty Report (Peter Lukes)

No questions

Student Rep Report (Andrew Foster)

- No questions

VIII. Unfinished Business

- N/A



IX. Board Development

- 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) – **Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, Yuriria Morales, and Rathi Casey. Votes Against: None**

- 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. - **Votes For: Jill van Nortwick, Andrew Bundy, Wes Burghardt, Rahni Kellum, Susan Labarge, Yuriria Morales, and Rathi Casey. Votes Against: None**

XII. Next Governing Council Meeting: June 15, 2021.

XIII. Adjourn

Vote to adjourn meeting at 7:28 pm. Votes For: Jill van Nortwick, Rahni Kellum, Susan Labarge, Andrew Bundy, Yuriria Morales, Wes Burghardt, and Rathi Casey. Votes Against: None