



**Cottonwood Classical Preparatory School  
Governing Council Meeting Minutes  
Tuesday, September 21, 2021  
Virtual Meeting/CCPS Cafeteria**

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

5:03 pm start time.

Quorum established – voting members present were Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt (left at 6:19), Susan LaBarge, Yuriria Morales, Emily Wilson, and Rathi Casey. Non-voting members present were Curtis Holloway, Peter Lukes, Louis Papponi, John Binnert, Andrew Foster (joined 5:24), Mike Vigil, and Liz Titus.

**II. Approval of Minutes: August 17, 2021**

Motion to approve meeting minutes for August 17, 2021 with one minor change, by Jill, seconded. Approved with no updates. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, Yuriria Morales, Emily Wilson, 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 Arian Roefs
  - o Jennifer Dennison
  - o Joy VanMeter
  - o Gage Leonard
  - o Hannah Leonard

**IV. Standing and Ad hoc Committee Reports**

Finance Committee (Mike Vigil for Wes Burghardt)

- Wes noted that the Finance Committee met 9/14/21 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 August 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.
- HB-33 and SB-9 revenues are slow to come in, but that is normal for this time of the year.
- Maintenance BARS coming soon for funds that are showing negative.



- A question was asked about CSMI payments. Mike noted that due to the fraud attempts several months ago, “positive pay” was initiated which means vendor names must be exact for payment to take place. CSMI was an occurrence of a “doing business as” name which has been cleaned up to reduce these types of issues.
- A question was asked about construction expense which exceeds its budget amount, which was due to the overage costs for the portables. John noted the difference will be made up utilizing ESSRII funds.
- Mike noted a DocuSign will coming to voting GC members for the annual conflict of interest document.
- **Action:** Motion to approve BAR 001-769-2122-0003-IB by Wes, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

#### Strategic Planning (Andrew Bundy)

- Pete raised a question about having environmental issues considered in the Strategic Plan. It was noted this would be discussed at the next Strategic Planning Committee meeting.

#### Academics (Yuriria Morales)

- No questions

#### Policy Review (Susan LaBarge)

- No questions

#### ED Outcomes (Jill van Nortwick)

- No questions

#### Facilities (Rathi Casey)

- No questions

## **V. Executive Director’s Report (John Binnert)**

- John noted the transformers needed for the portables were delivered today, power could be ready in as little as a week.
- A question was asked about enrollment, and the drop particularly in 11<sup>th</sup> grade since school started. John noted one factor for this drop was a feeling for some students that due to online learning during Covid, they wouldn’t be ready for the DP. Mike noted CCPS shouldn’t be at risk of losing money due to lower anticipated 40-day number.
- Bids for phase 1 should be coming in second week of October. Depending on timing of the term sheet, moneys could be accessed for Phase 1 between the end of October and early December.
- Several questions were asked about the updated pricing, and the “lots”. John noted Lot 1 contains the primary costs to Phase 1, and contingency amounts have been increased to account for even more possible inflation of construction costs.
- John noted \$6.9-\$7.0 million will be available after fees and payback to the Foundation. The estimated debt service is expected to be about \$1.35 million. Lower interest rates have contributed to the allocation going up but the debt service staying basically flat to the estimates given back in February.
- A question was asked about the difficulty CCPS has had in attempting to re-finance debt in the past. John noted that under the terms, CCPS could refinance without any penalty starting in year 5 (of a 10-year bond). There is a covenant in the term sheet that any debt over \$10,000 taken on by the Foundation would require approval.



- A question was asked about how the other “Lots” will be funded if Lot 1 maxes out the amount being offered in the term sheet, given the covenant restriction on new debt. John noted additional funds from the school and the capital campaign from the Foundation would be planned to assist in those costs.
- **Action:** Motion to approve term sheet provided by NBH Bank with a debt service from the school not to exceed \$1.40 million annually by the Finance Committee, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Wes Burghardt, Susan LaBarge, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None
- With regard to the topic of the Enhanced COVID-safe practices document, John noted that 43 positive cases would be needed in a 14-day period to reach the 5% threshold that PED would require the school to close and go to remote learning. The most the school has had so far is 7, and none in September.
- A question was asked about the % of students fully vaccinated. Jennifer Dennison estimated the rate to be about 55%. It was noted the staff at CCPS are about 98% vaccinated.
- John noted he got clarification from the school’s attorneys that the school cannot go against the given Toolkit from PED.
- John noted the difference in calendar days of online school in the plan is due to infection timelines and the likely spread if the numbers were high enough to hit 3% or 5%.
- A question was asked about the 14-day period, and John noted it is a rolling period.
- **Action:** Motion to approve the remote learning plan portion of the Enhanced COVID-safe Practices (CSP) Plan as drafted by the ALC and John stating “At 3% of our staff and students infectious over a 14-day period, CCPS will move to fully remote learning for at least five (5) calendar days. At 5% of our staff and students infectious over a 14-day period, CCPS will move to fully remote learning for at least ten (10) calendar days. At the discretion of the Nurse and Executive Director, CCPS may move a subset, or the entirety of, students and staff to remote-only instruction for at least five (5) calendar days, based on granular data. In all aforementioned cases, both vaccinated and unvaccinated students and staff will be in remote learning.” by Susan, seconded. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Susan LaBarge, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None

## VI. Stakeholder Reports

### PTO Report (Liz Titus)

- Liz noted the PTO needs volunteers for the Fall Festival on October 30<sup>th</sup>.
- A question was asked about masks during this event, and John noted it would depend on how events are setup and if they are a “congregate setting”. This will be determined in advance.

### PAC Report (Louis Papponi)

- No questions

### Faculty Report (Peter Lukes)

- Rathi and the GC thank Pete for his service!

### Student Rep Report (Andrew Foster)

- No questions



Foundation Report (Curtis Holloway)

- No questions

**VII. New Business**

- N/A

**VIII. Unfinished Business**

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

**IX. Board Development**

- N/A

- 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: October 19, 2021.**

**XIII. Adjourn**

Roll call vote to adjourn the meeting at 6:45. Votes For: Jill van Nortwick, Andrew Bundy, Rahni Kellum, Susan LaBarge, Yuriria Morales, Emily Wilson, and Rathi Casey. Votes Against: None