

**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, October 15, 2018, 5:00 pm
Jefferson Campus-Cafeteria**

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

Meeting called to order at 5:08 pm.

Quorum established – voting members present were Lisa Marbury, Jill van Nortwick, Andrew Bundy, and Clifford Jake. Non-voting members present were Sam Obenshain, Ana Sanchez, Peter Lukes, and Louis Papponi.

II. Approval of Minutes: September 18, 2018

Motion to approve minutes from September 18, 2018 meeting; Lisa, Andrew seconded. Passed unanimously.

III. Public Comments

No comments from the public.

IV. Invited Speakers

Joshua LeClair, IB Coordinator, Topic: *IB101*

10 learning traits - IB learning traits

- Caring individual
- Developing knowledgeable person
- Inquire deeply into subjects
- Communicators (both active listener and foreign languages)
- Risk takers
- Thinkers
- Open Minded
- Reflective
- Balanced
- Principled

V. Report and Committee Questions

Executive Director's Report (Sam Obenshain)

- Sam went into detail about the IB meeting with Navajo Prep School.
- Clarified trauma-informed student support practices program by Craig Pierce stated in the report

Treasurer's Report (Lisa Marbury)

- Nick and Michael were absent so Lisa filled in
- Jill asked a question about the retired fund and it was clarified

PTO Report (Ana Sanchez)

- No report

PAC Report (Louis Papponi / Marta)

- No report

Cottonwood Classical Foundation Report (Sam Obenshain)

- Deferred to the new business section under the facilities committee section.

Faculty and Staff Report (Peter Lukes)

- In Peter's report, there were some questions presented to the GC.
 - o Jill deferred to the search committee to answer Peter's questions

Strategic Plan (Andrew / Danielle)

- Deferred to the new business section under strategic planning committee

Facilities Report (Lisa Marbury)

- Lisa withdrew report due to changes occurring prior to GC meeting

ED Outcomes (Clifford Jake)

- Deferred to the new business section under the Executive Director Outcomes Committee.

Search Committee (Jill van Nortwick)

- Peter Lukes requested that we expand the search to the international level
- Jill discussed establishing stakeholder groups and leaders for each group
 - o Students
 - o PAC / PTO (to represent parents)
 - o Teacher
 - o Staff (beyond teachers)
- Jill mentioned the goals for this month and next that are stated in the reports
- Jill stated that she'll get the "search process" document up on the CCPS website for all to see

VI. Action Items

Approval of BAR 001-769-1819-0001 – IB for Dual Credit Instruction

Motion to approve BAR 001-769-1819-0001; Jill; Andrew seconded. Motion passed unanimously

VII. New Business

Facilities Committee

Journal center agreed to \$250k down payment as opposed to original \$500k down payment extension

- GC would have to vote to approve lease-purchase agreement
- Beginning in January 2019
- Possibly special meetings may have to occur in November-December
 - o Legal counsel working on negotiations and finance clarifications
 - o Roughly \$30k to make up capital funding

Strategic Planning Committee

Andrew discussed the plan moving forward with Strategic Plan

- Possibly developing key risk indicators (KRI) to inform the GC as issues or opportunities arise
- Next step would be to come up with metrics for the 3 organizational activities that GC prioritizes
- Putting yourself in the place of person applying for ED job, would you put your stamp on the strategic plan or would you attempt to change/update the plan.

- Another step is clean up SWOT analysis / or create a new/updated SWOT (2.0 version)
- Possibly using SWOT analysis for ED search advisory committee's
 - o Using capabilities audit to establish strengths and weaknesses
- External analysis
 - o PESTEL analysis is another option for analysis
 - Political, economic, social, technological, environmental, legal
- Andrew will work to come up metrics for bullet point 2
- For bullet point 3, have Sam develop operational activities

Executive Director Outcomes Committee

- Clifford discussed the ideas in the report to ensure these were sound ideas and any other thoughts
- Noted that these goals should and do align with the strategic plan
- We also wanted to vote on Sam measurable outcome goals for this year but that will happen at the next meeting as the outcomes were not ready yet.
 - o Sam mentioned the metrics may be different for this year because most of those measurable elements results occur the following year.
- Diversity may be a KRI related to the strategic plan
 - o Maintaining standards – looking at enrollments numbers as a KRI

Board Development

Books were purchased for strength's finders

- Homework for GC is to take the assessment online before next meeting

Need to decide on how much time to a lot during the meetings to learn, appreciate and utilizing talents and strengths.

VIII. Vote to close the meeting and proceed in Executive Session

Executive session did not occur in this meeting.

IX. Next Governing Council Meeting: Next meeting November 20, 2018 at 5:00 pm.

- Meeting has been changed to November 27th at the same time.

X. Adjourn

Motion to adjourn meeting at 7:45 pm; Lisa, Andrew seconded. Motion passed unanimously.