Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, September 19, 2017, 6:00 pm
Jefferson Campus-Cafeteria

I. Call to Order, Confirmation of Quorum, and Roll Call
Meeting called to order at 6:02 pm
Quorum established – voting members present were Kyle Jones, Lisa Marbury, Nick Williams, Darrell Garcia, and Clifford Jake. Non-voting members present were Sam Obenshain, Michael Vigil, Ken Gant, and Lisa Wallhagen. Marta Bauman, PAC Co-chair was also present to fill-in for Louis Papponi.

II. Approval of Minutes: August 15, 2017
Minor name correction to Nick Williams. Motion to approve minutes from August 15, 2017 meeting; Lisa, Seconded by Kyle Jones. Passed Unanimously.

III. Public Comments
None at this time, some present to observe

IV. Reports
Executive Director's Report (Sam Obenshain)
- Sam discussed successful open house at the beginning of September.
- School funding is nine percent higher than the original projected budget due to higher student enrollment.
- PED’s overall grade for CCPS was moved back up to an ‘A.’ Graduation grade was a D even though CCPS exceeds graduation requirements. An appeal will be requested.
- Staff and community forums for authorizer renewal decision went very well.
- Land acquisition is moving along quickly. Bond folks want better estimate for construction and build-out. Still in talking stages. Deadline November 15th. Anticipate to have something to them by Oct 24th.
- School has added multiple clubs and activities to the offerings this year.

Treasurer’s Report (Nick Williams) with Michael Vigil
- Mike reviewed and discussed the BAR’s and Financials.
- CCPS is expecting an additional $150k funding due to higher enrollment.
- Last minute BAR was added to increase budget due a grant award.
- Good news; capital outlay assistance funding is approved 100%.
- Additional E-rate grant was also approved and a BAR will be forthcoming.
- Mike does not anticipate NM State budget cuts to education for the year.
- To prevent defaulting on bonds, Mike wants to propose a cash balance policy due to covenants set forth in the bond agreement. Mike and Nick agreed to work on a new policy for next meeting.

PTO Report (Ken Gant)
Nothing new to report

PAC Report (Marta Bauman)
Marta reported the PAC’s focus on the required parental support signatures for charter
renewal. PAC needs 85 additional signatures by September 27th and Marta is confident they will acquire necessary signatures.

Cottonwood Classical Foundation Report (Sam Obenshain)
Sam discussed various fundraising strategies. Expectation from purchasing agreements is to provide $10k in earnest money. Sam expects increases in fundraising this year.

CCPS Faculty and Staff Report (Lisa Wallhagen)
Lisa reported on a written exchange from Lynn Barr and a CCPS faculty member. The written exchange summarized Ms. Barr’s recommendation for CCPS to include clauses in the new contract for the charter renewal to protect CCPS' interests and preserve its autonomy.

V. Committee Reports
Executive Director Outcomes Committee (Darrell Garcia)
Darrell discussed prior year ED from 16-17 measurable outcomes. ED achieved 3 out of 5 measurable outcomes. 1 missed outcome missed goal by 1.1%. Kyle clarified last miss goal was unachievable due to unforeseen circumstances.

New outcomes for this year 2017-18. Sam issued a draft of new outcomes (see attachment). Darrell briefed on draft outcomes. Darrell, Clifford and Sam to finalize. Numerous inquiries from GC about student retention in regard to issue as to why 8th graders do not return for 9th. Sam clarified goal for all CCPS students to start in 6th grade and finish through 12th grade however there’s a noticeable attrition of students transitioning from 8th to 9th grade. Sam also mentioned his focus on retention of existing students and not just meeting student enrollment numbers. Lisa Marbury asked about wait list issue and an attempt to mitigate loss from wait list. Sam clarified CCPS is required to wait 5 consecutive absences before dis-enrolling a student is what contributes to the issue. Marta noted that PAC is working with Mr. McClair, IB Coordinator to address parent concerns about IB also to give IB information to students and parents so they’re more aware of IB program by the time they begin in 11th grade (to prevent students leaving prior to graduation). Ken Gant was confident that previous resources were doing a sufficient job of providing IB info prior to student reaching 11th grade.

Ken discussed concern over the timeline for a plan versus timeline to implement the plan and waiting too long to implement before it’s too late. Sam responded that there are already action plans in the works. Nick expressed concerns about grading item #4 and it being too broad. Sam laid out specifics for the plan. More discussion will occur during ED Outcomes committee meetings. Darrell requested comment to be e-mailed or in writing to get finalized prior to next meeting.

Strategic Planning Committee (Sam Obenshain)
Nothing new to report

Facilities Committee (Lisa Marbury)
Discussed additional estimating requirements for proposed construction.

VI. Action Items
Approval of BARs
002-IB Title 2 Professional
003-IB Resiliency project –
Motion to approve both BARs – Kyle, seconded from Nick. Passed unanimously.
Approval of Charter Renewal Authorizer
Sam discussed success of open forum meetings being very informative. Bond process and renewal process are coinciding but not an issue. Sam addressed the attached pros & cons and myths about APS/PED that occurred during open faculty and parent forums. After thorough evaluation and discussion, Sam recommends to go with APS as the authorizing body. Lisa Marbury addressed that we should do what’s best for the school and APS seems to be the right decision.

Lisa Marbury left during authorizer discussion; a quorum was still present.

Darrell praised Sam for proactive approach to informing students, teachers and faculty to the authorizer decision. Mike Vigil expressed a ‘no-vote’ either way due to unpredictable future administrations at both PED and APS.

Motion to approve application to APS as the re-authorizer; Nick Williams, Seconded from Kyle Jones. Passed unanimously.

Sam stated application will get submitted October 3rd. APS to provide feedback. Site visit will occur. Charter renewal has to occur by APS December board meeting. Required to be approved by January 1st, 2018. Contraction negotiations occur Jan 1 through June. Any changes, goals, material terms can be discussed. Darrell discussed potentially involving Lynn, President of GC, and potentially others be present during negotiations. Ken requested publishing negotiable parts of charter renewal to faculty, staff and parents.

Approval of New GC Voting Member Jill van Nortwick Consent to notify PED of membership changes
Darrell discussed nomination of Jill van Nortwick. See attached documents. Sam and Ken expressed positive impression of candidate. All present GC members signed consent to notify PED of membership changes for Jill

Motion to approve: Kyle, Nick seconded; Passed unanimously.

VII. New Business
None.

VIII. Old Business
Board Member Recruitment
Lisa Wallhagen discussed a faculty member mentioned Hart family member possibly joining GC. Darrell mentioned that Lisa Marbury also had a potential candidate. Sam mentioned a person reached out to him about joining and was referred to Darrell. Darrell and Nick are actively reaching out for potential board members.

Nick asked about training on required governing council training. Sam clarified there are no new sessions and all GC members must attend trainings in the annual schedule. Concerns were discussed about new board members and their training requirements.

IX. Executive session to discuss limited personnel matters
A vote to close the meeting and proceed in Executive Session to discuss limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978)
Vote and Roll call in: Kyle-yes, Nick-yes, Darrel-yes, Clifford-yes
A vote to re-open meeting and certify 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.
Vote and Roll call out: Kyle-yes, Nick-yes, Darrell-yes, Clifford-yes
No action was taken.

X. **Next Governing Council Meeting:** Tentatively set for October 17, 2017

XI. **Adjourn**
Motion to adjourn meeting at 8:03 pm; Kyle, Nick seconded. Passed unanimously.