

**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes
Tuesday, September 18, 2018, 5:00 pm
Jefferson Campus-Cafeteria**

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

Meeting called to order at 5:04 pm.

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

II. Approval of Minutes: August 21, 2018

Motion to approve minutes from August 21, 2018 meeting; Lisa, Danielle seconded. Passed unanimously.

III. Public Comments

No comments from the public.

IV. Report and Committee Questions

Executive Director's Report (Sam Obenshain)

Sam discussed Christopher Ruskowski's positive visit to CCPS.

- He also discussed numerous issues facing CCPS to see if he could help from the PED

Jill asked some questions about the new open house format

- Is there plan to have different meet and greet with teachers
 - o Response: Not at this time
- Any lessons learned
 - o There plans to receive feedback from parents through the PAC
 - o Already heard feedback from staff and leadership team

Treasurer's Report (Nick Williams) with Michael Vigil

Michael clarified numerous items regarding the financial reports

PTO Report (no rep)

Ana discussed the virtual meeting

- Looking for a different type of virtual network but overall it was successful

Ana believes next general meeting is in January.

- PTO Board meetings are monthly

PAC Report (Louis Papponi / Marta)

No questions regarding to the PAC.

Cottonwood Classical Foundation Report (Sam Obenshain)

Conflict of interest question was raised

- Sam talked to the auditor about it however no action has occurred.
- The COI will have an issue next year and not this year.

Faculty and Staff Report (Peter Lukes)

Mr. Lukes asked the question about the expectations from him.

- Jill stated that it will be put on the agenda for new business next month

Strategic Plan (Andrew / Danielle)

Andrew plans to have more written details

- They plan to lay out items that are operational vs. oversight
- This ties into goals related to ED outcomes
- More meetings with Sam will occur

Facilities Report (Lisa Marbury)

Lisa discussed not being successful in securing financing or methods to get financing to move forward with land purchase / construction.

- Journal Center is working with CCPS
- Sam is looking for alternative options for funding including talking to APS
- A 4th deadline is approaching for the end of the month

Michael clarified that the foundation cannot issue funds for this facility / property because the original bond investors will not allow the foundation to take on additional debts.

Jill and Sam discussed exploring options with APS and board members.

ED Outcomes (Clifford)

Meeting set for next week between Sam and Clifford.

V. Invited Speakers

Prior to speaker, Jill and Clifford discussed possible options for future invited speakers

- Look into recordings or get synopsis.
- Bullet point main topics covered
- Sam mentioned we can upload WAV files to the website.

Dr Hugh Prather, Consultant and Executive Coach at Prather Consulting:
Management Models at Top-performing NM Charter Schools

Topics discussed

- Leadership that focuses on
 - o Developing staff and maximize work with kids
 - o Student outcomes
 - o (mentioned Wallace model and foundation)
- Effective vs. ineffective schools
 - o Productive boards
 - o Strong positive supervisory position
 - o Focusing on strategic issues vs. tactical issues
 - o Utilizing the best support team to offset workload
 - o Hiring strong staff and sharing vision between staff and management
 - o Overall quality / school climate
 - Board self evaluation

VI. Action Items

Increasing GC membership – Alex Tavarez, GC Member

In Alex's place, Jill discussed to last month's topic about needing to increase our membership in order to establish a sustainable succession and rotation plan.

- Motion as per the ByLaws, Article II, Section 2, item (d) to add additional new GC members up to 12 members
- Lisa motioned, Nick seconded. Passed unanimously

VII. New Business

Audit forms / Conflict of interest sign-off

Jill passed around the annual conflict of interest form required from the PED for voting members to sign. No discussion or issues were presented.

VIII. Old Business

none

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

Discussion and determination where appropriate of limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978)

Roll call vote; Jill-yes, Danielle-yes, Lisa-yes, Nick-yes, Jill-yes, Andrew-yes, Clifford-yes

X. Vote to re-open meeting and certification that only those matters described in Agenda Items IX were discussed in Closed Session and if necessary, final action with regard to those matters will be taken in Open Session.

Roll call vote; Jill-yes, Danielle-yes, Lisa-yes, Nick-yes, Jill-yes, Andrew-yes, Clifford-yes

XI. Next Governing Council Meeting: Next meeting October 16, 2018 at 5:00 pm.

XII. Adjourn

Motion to adjourn meeting at 7:12 pm; Lisa, Nick seconded. Motion passed unanimously.