

Governing Body Member Change Notification Form

Submit this form and all supporting documents to charter.schools@ped.nm.gov

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Cottonwood Classical Preparatory School, hereafter "the school," effective on July 1, 2023.

Current Governing Body Members and Positions. Rahni Kellum - President; Jennifer Raven - Member; Tyrell Gaines - Member; Kathy Alexander - Member; Dee Dee Sanders - Member;

Governing Body Member(s) Resigning or Removed: Rahni Kellum - 06/30/2024; Jennifer Raven - 06/30/2024

New Governing Body Member(s) and Position(s): Holly Siebert - Member; Phillip Walck - Member; Kadeem Ladoo - Member

Contact information for New Governing Body Member(s) (phone, email):

holly.siebert@gmail.com; phillip.walck@cottonwoodclassical.org;
kadeem.ladoo@cottonwoodclassical.org;

Is the school requesting an extension to fill a vacancy: yes no

If so, provide date of vacancy: N/A

Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months: 3 changes in FY24

Effective Date: 05/24/2024

The school's notification is hereby submitted by:

Signature of School Representative:  **Date:** 05/24/2024
Sarahna Goines, DMH Law llc

Signature of Governing Board Chair:  **Date:** 05/24/2024
Rahni Kellum, Board Chair CCPS

For PEC/CSD use only

PEC Meeting Date:

Agenda: Consent (typical) Regular (unusual circumstance)

The school's notification was: Accepted Rejected (provide reason)

Electronic signature of CSD Director: _____ **Date:** _____

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, PHILLIP WALCK, after being duly sworn, state:

1. My name is PHILLIP WALCK and I reside in RIO RANCHO, New Mexico.

2. I am a member of the governing body of the [insert name of school] in ALBUQUERQUE, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Phillip Walck
[Signature]

4/22/2024
Date

PHILLIP WALCK
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 22 day of April, 2024

[Notary Seal:]

Cathy M. Gutierrez
NOTARY PUBLIC

My commission expires: 11/16, 2024

STATE OF NEW MEXICO
NOTARY PUBLIC
Cathy M Gutierrez
Commission No. 1116374
November 16, 2024

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Kadeem Ladoo, after being duly sworn, state:

1. My name is Kadeem Ladoo and I reside in Albuquerque, New Mexico.

2. I am a member of the governing body of the [insert name of school] in Cottonwood Classical Preparatory School, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

K Ladoo
[Signature]

4/12/24
Date

Kadeem Ladoo
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 12 day of April, 2024.

[Notary Seal:]

Cathy M. Gutierrez
NOTARY PUBLIC

My commission expires: 11/16, 2024

STATE OF NEW MEXICO
NOTARY PUBLIC
Cathy M Gutierrez
Commission No. 1116374
November 16, 2024

AFFIDAVIT OF GOVERNING BODY MEMBER

STATE OF NEW MEXICO)

COUNTY OF)

I, Holly Siebert, after being duly sworn, state:

1. My name is Holly Siebert and I reside in Albuquerque ^{CCPS} New Mexico.

2. I am a member of the governing body of the [insert name of school] in Albuquerque, New Mexico.

3. I attest that I am currently not a current governing body member of any other charter school authorized in the state of New Mexico.

4. I have never been a governing body member of a charter school that was suspended or failed to receive or maintain their board of finance designation.

5. I understand that as a member of the [insert name of school]'s governing body, I am entrusted with oversight of expenditure of public funds in accordance with all applicable laws, regulations and rules, including but without limitation any laws or rules pertaining to conflicts of interest, public school finance, and procurement.

Holly Siebert
[Signature]

4/16/24
Date

Holly Siebert
[Print]

VERIFICATION

The forgoing Affidavit of Governing Body Member was subscribed and sworn to before me, this 16 day of April, 2024

[Notary Seal:]

Cathy M. Gutierrez
NOTARY PUBLIC

My commission expires: 11/16, 2024

STATE OF NEW MEXICO
NOTARY PUBLIC
Cathy M Gutierrez
Commission No. 1116374
November 16, 2024

ASSURANCES

My name is Holly Siebert and I reside in Albuquerque, NM. I am a member of the governing body for Cottonwood Classical Preparatoy School a charter school which is located at 7801 Jefferson St NE, Albuquerque, NM 87109. I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Holly Siebert
Printed Name

DocuSigned by:
Holly Siebert
7F474B994960426...
Signature

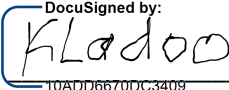
05/01/2024
Date

ASSURANCES

My name is Kareem Ladoo and I reside in Albuquerque, NM. I am a member of the governing body for Cottonwood Classical Preparatory School a charter school which is located at 7801 Jefferson St NE, Albuquerque, NM 87109, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
6. The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL.
7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
12. The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
13. Meetings of the CHARTER SCHOOL Governing Body comply with the New Mexico Open Meetings Act, Sections 10-15-1 et seq., NMSA 1978 and the Inspection of Public Records Act, Section 14-2-1 et seq., NMSA 1978.

14. The CHARTER SCHOOL complies with all requirements of The Family Educational Rights and Privacy Act (FERPA) 20 U.S.C. § 1232g; 34 CFR Part 99.
15. The CHARTER SCHOOL has and will adopt all policies and procedures required by the Public School Code, the New Mexico Administrative Code, and the Public Education Commission.
16. The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

<u>Kadeem Ladoo</u> Printed Name	 <small>10ADD6670DC3409...</small> Signature	<u>05/01/2024</u> Date
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ASSURANCES

My name is Phillip Walck and I reside in Albuquerque, NM. I am a member of the governing body for Cottonwood Classical Preparatory School a charter school which is located at 7801 Jefferson St NE, Albuquerque, NM 87109, I assure that in my capacity as a member of the governing body, the CHARTER SCHOOL complies with all applicable federal and state laws governing the organizational, programmatic, and financial requirements applicable to charter schools, including:

1. The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
2. The CHARTER SCHOOL'S admission process do not discriminate against anyone regarding race, color, age, religion, national origin, ancestry, sex, sexual orientation, gender identity, spousal affiliation, physical or mental disability, or serious medical condition.
3. The CHARTER SCHOOL is a nonsectarian and non-religious public school.
4. Except as otherwise provided in Section 22-12-5(C) NMSA 1978 the Public School Code, the CHARTER SCHOOL does not charge tuition or have admission requirements.
5. The CHARTER SCHOOL complies with all state and federal health and safety requirements applicable to public schools, complies with Sections 22-8B-4.2(A), (C), and (D) NMSA 1978, and must produce an E-Occupancy certificate for all school facilities.
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7. The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
8. The CHARTER SCHOOL complies with provisions regarding public property identified in the Public School Code, the New Mexico Procurement Code, and the New Mexico Prohibited Sales Act, the Internal Revenue Code, and other applicable federal and state regulations.
9. The CHARTER SCHOOL ensures that criminal background checks are conducted on all employees and applicable reporting is completed in accordance with Section 22-10A-5 NMSA 1978.
10. The CHARTER SCHOOL ensures that it complies with state regulations regarding the use of volunteers set out in Section 6. 50.18 NMAC.
11. The CHARTER SCHOOL complies with the Age Discrimination Act of 1975, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendments of 1972, Section 504 of the Rehabilitation Act of 1973, and the Individuals with Disabilities Education Act.
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17. The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
18. The CHARTER SCHOOL had and will develop a curriculum that is aligned to the New Mexico State Standards found in Title 6 Chapter 29 of the New Mexico Administrative Code, as amended.

Phillip Walck
Printed Name

DocuSigned by:
Phillip Walck
4EA8296A9ED7405...
Signature

05/01/2024
Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the ^{Cottonwood Classical Preparatory School} [redacted] located in Albuquerque, NM, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed “Affidavit of Financial Custodian” must be submitted.

We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 1st DAY OF May, [redacted] 2024

1. ^{DocuSigned by:} Holly Siebert
[signature]
Holly Siebert

2. ^{DocuSigned by:} K Ladoo
[signature]
Kareem Ladoo
[print]

3. ^{DocuSigned by:} Phillip Walck
[signature]
Phillip Walck
[print]

4. ^{DocuSigned by:} Dee Sanders
[signature]
Dee Dee Sanders
[print]

5. ^{DocuSigned by:} Rahni Kellum John
[signature]
Rahni Kellum John
[print]

Attach additional pages if membership exceeds five.

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

We, the undersigned, make up the governing body of the ^{Cottonwood Classical Preparatory School} [redacted] located in Albuquerque, NM, New Mexico.

In accordance with 6.80.4.16 NMAC, we agree to consult with the New Mexico Public Education Department on any matter not covered by the manual of accounting and budgeting before taking any action related to funds held as a board of finance.

We make this statement as part of [insert name of school]’s application to the Public Education Commission for status as a board of finance under 6.80.4.16 NMAC.

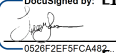
We understand that we must retain or hire a Licensed School Business Manager as soon as financial feasible and, thereafter, notify the New Mexico Public Education Commission within 30 days of hiring and/or changing in a Licensed School Business Manager for the school, and a new, signed “Affidavit of Financial Custodian” must be submitted.

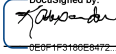
We understand that we must submit an Affidavit of Governing Body Member to the Public Education Commission within 60 days of a change in membership of our governing body.

THE FOLLOWING MEMBERS OF THE [INSERT NAME OF SCHOOL] GIVE THE FOREGOING STATEMENT THIS 1st DAY OF May, [redacted] 2024

1. DocuSigned by:

[signature]
Jennifer Raven
[print]

2. DocuSigned by:

[signature]
Tyrell Gaines
[print]

3. DocuSigned by:

[signature]
Kathy Alexander
[print]

4. _____
[signature]

[print]

5. _____
[signature]

[print]

Attach additional pages if membership exceeds five.

Dear Cottonwood Classical Preparatory School,

I am writing to formally resign as a member and president of the CCPS Governing Council, effective June 30th, 2024. My four-year term has now concluded, and it has been an honor to serve the Cottonwoods faculty, staff, students, and community.

I am grateful for the opportunity to work alongside such dedicated, passionate, and talented individuals over the years and have thoroughly enjoyed contributing to the governing council initiatives.

Thank you for your support and collaboration throughout my term.

Sincerely,

Rahni Kellum

May 16, 2024

Dear Cottonwood Classical Preparatory School Governing Council,

I am writing to formally resign from my position as a CCPS Governing Council Member, effective June 30, 2024.

It's been an honor to serve on the board for the last 2.5 years, and I am grateful for the opportunities and experiences I've had during my term. I appreciate being part of such a dedicated, hardworking group and have enjoyed continuing the development of the ED Outcomes Committee. CCPS is an educational pillar of the local community and I look forward to keeping up with all the great work and exciting progress happening.

Thank you for your support and collaboration.

Very Respectfully,

Jennifer Raven

Initial email was sent June 26, 2023, letting GC President know that the 23-24 school year would be my last with the CCPS GC.



Cottonwood Classical Preparatory School Governing Council Meeting
Tuesday, June 20, 2023
Virtual Meeting (at Video Conference via Google Meet) 5:00pm – 7:30pm

AGENDA

- 5:00 I. Call to Order, Confirmation of Quorum, Roll Call
- 5:01 II. Approval of Minutes from April 2023
- 5:02 III. Congratulations & Announcements
- Congratulations to the 2023 graduating class!
 - Please consider giving to the Capital Campaign to help us reach our fundraising goals: <https://bit.ly/3J6GYCX>
- 5:05 IV. Public Comments
- GC policy is to make available 3-5 minutes of public comment per person at the beginning of each meeting. This may be less depending on the length of the sign-up list. Once this portion of the meeting has ended, the GC will generally not entertain public comments for the remainder of the meeting.
- 5:10 V. Standing and Ad Hoc Committee Reports
- Finance Committee, Mike Vigil
Review June Reports
- VOTE:**
BAR 001-769-2223-0047
BAR 001-769-2223-0048
BAR 001-769-2223-0049 2023-2024
To-and-From Transportation Contract Approval
- Policy Review, Kathy Alexander- No Report
ED outcomes, Jennifer Raven
Academic, Dee Dee Sanders- No Report
Strategic Planning, Tyrell Gaines
Equity Council, Rahni Kellum – See ED report
Facilities- See ED Report
- 6:00 VI. Executive Director Report, John Binnert
- VOTE:**
Diversity Statement
- 6:30 VII. Stakeholder Reports
- Foundation, Lexi Hartman
PTO, Marie Parkes-No Report

Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



SLC, Shane Yara- No Report
PAC, Louis Griego – No Report
Faculty, Joy Van Meter – No Report

- 6:55 VIII. New Business
VOTE:
Holly Seibert New Board Member
- 6:57 IX. Unfinished Business
None
- 6:58 X. Board Development
Training hours must be complete by June 30, 2023
<https://webnew.ped.state.nm.us/wp-content/uploads/2022/08/FY23-Annual-Schedule-8.2.22-MB-BR-BR.pdf>
Self-paced option on Canvas
- 7:00 XI. **VOTE:** to close the meeting and proceed in Executive Session and determine where appropriate of limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978).
- 7:25 XII. **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
- 7:26 **VOTE:**
ED Contract
- 7:30 XIII. Next Governing Council Meeting: August 16, 2022
- 7:30 XIV. Adjourn

Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



Cottonwood Classical Preparatory School Governing Council Meeting
Tuesday, August 15, 2023
Virtual Meeting (at Video Conference via Google Meet) 5:00pm – 7:30pm

AGENDA

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from June 2023
5:02	III. Congratulations & Announcements
	<ul style="list-style-type: none"> • Welcome Back CCPS! • Please consider giving to the Capital Campaign to help us reach our fundraising goals: https://bit.ly/3J6GYCX
5:05	IV. Public Comments
	GC policy is to make available 3-5 minutes of public comment per person at the beginning of each meeting. This may be less depending on the length of the sign-up list. Once this portion of the meeting has ended, the GC will generally not entertain public comments for the remainder of the meeting.
5:10	V. Standing and Ad Hoc Committee Reports
	Finance Committee, Mike Vigil
	Review June/July Reports
	Policy Review, Kathy Alexander- No Report
	ED outcomes, Jennifer Raven- No Report
	Academic, Dee Dee Sanders- No Report
	Strategic Planning, Tyrell Gaines- No Report
	Equity Council, Rahni Kellum -No Report
	Facilities- See ED Report
	VI. Executive Director Report, John Binnert
6:00	VII. Stakeholder Reports
	Foundation, Lexi Hartman -No Report
6:30	PTO, Marie Parkes
	SLC, Shane Yara- No Report
	PAC, Louis Griego – No Report
	Faculty, Joy Van Meter – No Report
	VIII. New Business
	Governing Council Vice President
	VOTE:

Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



	Holly Seibert New Board Member Phillip Walck New Board Member
	IX. Unfinished Business None
6:55	X. Board Development Training hours must be complete by June 30, 2024 https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/FY24-Annual-Schedule-7.13.23-MB.pdf
	XI. VOTE: to close the meeting and proceed in Executive Session and determine where appropriate of limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978).
	XII. 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
7:00	XIII. Next Governing Council Meeting: August 16, 2022
7:05	XIV. Adjourn

Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

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**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes**

Aug 15, 2023

Location: Virtual Meeting

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

- Start time: 5:02pm
- Quorum established
 - Voting members present:
 - Jennifer Raven
 - Rahni Kellum
 - Tyrell Gaines
 - Dee Sanders
 - Kathy Alexander
 - Non-voting members present:
 - Mike Vigil
 - ~~John Binnert~~
 - Marie Parkes (PTO)
 - Alexandra Hartman
 - Joy Vanlief
 - Michael Zufall

II. Approval of Minutes:

- **Action:** Motion to approve meeting minutes for Jun 20, 2023 by Tyrell Gaines & seconded by Jennifer Raven
 - Votes For:
 - Jennifer Raven
 - Tyrell Gaines
 - Dee Sanders
 - Kathy Alexander
 - Rahni Kellum
 - Votes Against: None

Announcements notes:

- Welcome back to our Cottonwood Classical Students for the 2023-2024 school year!



- Welcome to Michael Zufall as he begins his start as Principal of CCPS.

III. Public Comments

- Joy Vanlief

Cottonwood Classical has several new faculty staff who will present this new school year. We encourage all GC members to meet with them and get to know them at our school events this year.

-

• IV. Standing and Ad Hoc Committee Reports

- Finance Committee

-Important things to note

- **GC's financial books closed June 30th, 2023 for the 2022-2023 school year**
- **Expenditures exceeding revenues 300k.**
- **SR3 funds were spent in total before the deadline and refunds received by APS (roughly 300k.)**
- **2.37M Capital funds leftover.**
- **11M currently in expenditures.**
- **Outstanding checks - \$185,382.63**

Question by GC Member : Now that we're out of the governmental pandemic crisis, do you see the only thing being different is SR3 funds not being available anymore?

Answer by Non GC Member : Correct, we won't see those funds, so we are working through other strategies on how that funding we see will be replaced to insure we can stabilize our system and make sure obligations are met.

- ED Outcomes (Jennifer Raven)

(none)

- Policy
(none)

- Academic Committee (Dee Sanders)



- (none)
- Strategic Planning (Tyrell Gaines)
 - (none)
- Facilities

Landscaping & Fencing project starting 06/26/2023. Rough completion date is August 31st.

V. Executive Director's Report (John Binnert)

- **New Attorney hired for the school**
 - John & GC President Rahni have selected a new attorney for Cottonwood, this person is Dan Gill. He does currently work for multiple other charter schools as well, and comes with much experience. He will be attending the GC policy meetings to assure we're on the right track with our policies.
- **Civics Committee Meeting**
 - The new roof over our school existing building has been completed. Though there were existing leaks that are now being figured out and handled.
- **BID LOT 4**
 - Quote finally reached for the new construction, which was unaffordable for the school. John will be working with the foundations on bringing other construction businesses in for new quotes. Also will be planning for future fund raising as well.
- **IB School Results & Additional IB Information**
 - 89% of students who attempted for a full IB diploma achieved it this school year.
 - University recognition for IB coursework has improved. 5 years ago, UNM is now offering the same if not more qualifying college credits for IB as offered for AP or other dual credit courses. This incentive will heavily increase interest in IB with students knowing their work can be counted towards their collegiate journey.
- **Diversity & Inclusion**
 - CCPS is able to take advantage of OST grants for innovation zones, which will be areas for students to explore different interests outside of school work. As well as using grant funding for DEI coordination for staff and implementing work that GC has been working on, including the DEI statement that has just been confirmed. More to come.
- **Operations**
 - CCPS affordable food program is doing well. There is more breakfast being served , lunch is being done well, and kids are eating for free. There is a noticeable change in quality, which is much better, and has more students being interested in trying it. We're still working on what that funding will look like going forward.



- Back to School Night - August 31st, 2023 -6:00PM-8:30PM @ the Cottonwood Gym.

Question by Non GC Member : Is there a plan for offering vegetarian options for lunch?

Answer by Non GC Member : Yes, we are working with the lunch staff on getting a vegetarian option every day for this. Staff is invested in making more options there as well as vegan options. More to come.

VI. Stakeholder Reports

- Foundation Report (Alexandra Hartman)
 - (none)
- PTO Report (Marie Parkes)
 - **Annual Uniform Exchange Event**
 - This year for the first time for our event, we gave away clothing options with a recommended \$3 donation. The parents really appreciate this gesture. PTO received \$1700 in revenue from this event.
 - **PTO Board Member Needed**
 - Please contact Marie with any questions or interest.
- Student Rep Report (Shane Yara)
 - Other notes: (none)
- PAC Report (Louis Papponi)
 - Other notes: None
- Faculty Report (Joy Van Meter)
 - **Other notes: None**

VII. New Business

- CCPS General Counsel is currently searching for a Vice President. Please contact GC President Rahni Kellum with any questions or interest.
- New Potential Members present in the GC meeting - Holly Sierbert and Phillip Walck, awaiting to be voted in.

Motion to vote in new members Phillip and Holly into the GC in their respective positions by Tyrell Gaines ▾, seconded by Dee Sanders

- .Votes For:

- Tyrell Gaines
- Dee Sanders
- Rahni Kellum
- Jennifer Raven



Kathy Alexander

VIII. Unfinished Business

X. Board Development

- GC Board Member Training Hours due June 30th, 2024.

XIII. Next Governing Council Meeting: September 19th, 2023

XIV. Official Adjourn

Motion to adjourn the meeting at 5:54pm by Tyrell Gaines , seconded by Dee Sanders

- .Votes For:

- Tyrell Gaines
- Dee Sanders
- Rahni Kellum
- Jennifer Raven
- Kathy Alexander

- Votes Against: None



Cottonwood Classical Preparatory School Governing Council Meeting
Tuesday, September 19, 2023
Virtual Meeting (at Video Conference via Google Meet) 5:00pm – 7:30pm

AGENDA

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from June 2023
5:02	III. Congratulations & Announcements
	<ul style="list-style-type: none"> • Welcome Back CCPS! • Please consider giving to the Capital Campaign to help us reach our fundraising goals: https://bit.ly/3J6GYCX
5:05	IV. Public Comments
	GC policy is to make available 3-5 minutes of public comment per person at the beginning of each meeting. This may be less depending on the length of the sign-up list. Once this portion of the meeting has ended, the GC will generally not entertain public comments for the remainder of the meeting.
5:10	V. Standing and Ad Hoc Committee Reports
	Finance Committee, Mike Vigil/Phil
	Review August Reports
	<u>VOTE:</u>
	Capital Assets List
	Revised Transportation Contract
	IDEA-B Application
	Policy Review, Kathy Alexander
	<u>VOTE:</u>
	Academic Integrity Policy
	Revised Dress code policy
	ED outcomes, Jennifer Raven- No Report
	Academic, Dee Dee Sanders- No Report
	Strategic Planning, Tyrell Gaines- No Report
	Equity Council, Rahni Kellum
	Facilities- See ED Report
	VI. Executive Director Report, John Binnert
	<u>VOTE:</u>
	Outstanding travel request over threshold
6:00	VII. Stakeholder Reports
	Foundation, Lexi Hartman

Cottonwood Classical Preparatory School - 7801 Jefferson St, NE, Albuquerque, NM 87109

The governing board makes its decisions based on all laws, regulations, and policies keeping the educational welfare of the students at the forefront of all decision making.



6:30	PTO, Marie Parkes
	SLC, Shane Yara- No Report
	PAC, Louis Griego – No Report
	Faculty, Joy Van Meter – No Report
	VIII. New Business Governing Council Vice President VOTE: Kadeem Ladoo New Board Member
	IX. Unfinished Business None
6:55	X. Board Development Training hours must be complete by June 30, 2024 https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/FY24-Annual-Schedule-7.13.23-MB.pdf
	XI. VOTE: to close the meeting and proceed in Executive Session and determine where appropriate of limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978).
	XII. 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
7:00	XIII. Next Governing Council Meeting: August 16, 2022
7:05	XIV. Adjourn

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Cottonwood Classical Preparatory School Governing Council Meeting
Tuesday, October 17, 2023
Virtual Meeting (at Video Conference via Google Meet) 5:00pm – 7:30pm

AGENDA

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from September 2023
5:02	III. Congratulations & Announcements
	<ul style="list-style-type: none"> • Welcome Back CCPS! • Please consider giving to the Capital Campaign to help us reach our fundraising goals: https://bit.ly/3J6GYCX
5:05	IV. Public Comments
	GC policy is to make available 3-5 minutes of public comment per person at the beginning of each meeting. This may be less depending on the length of the sign-up list. Once this portion of the meeting has ended, the GC will generally not entertain public comments for the remainder of the meeting.
5:10	V. Standing and Ad Hoc Committee Reports
	Finance Committee, Mike Vigil/Phil
	Review September Reports
	VOTE:
	BAR- 502-000-2324-0002
	Policy Review, Kathy Alexander- No Report
	ED outcomes, Jennifer Raven- No Report
	Academic, Dee Dee Sanders- No Report
	Strategic Planning, Tyrell Gaines- No Report
	Equity Council, Rahni Kellum
	Facilities- See ED Report
	VI. Executive Director Report, John Binnert
6:00	VII. Stakeholder Reports
	Foundation, Lexi Hartman- No Report
6:30	PTO, Marie Parkes
	SLC, Shane Yara- No Report
	PAC, Louis Griego – No Report
	Faculty, Joy Van Meter – No Report
	VIII. New Business



	https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/FY24-Annual-Schedule-7.13.23-MB.pdf
	XI. VOTE: to close the meeting and proceed in Executive Session and determine where appropriate of limited personnel matters as permitted by Section 10-15-1.H(2), NMSA (1978).
	XII. 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
7:00	XIII. Next Governing Council Meeting: November 21, 2023
7:05	XIV. Adjourn



**Cottonwood Classical Preparatory School
Governing Council Meeting Minutes**

Sep 19, 2023

Location: Virtual Meeting

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

- Start time: 5:02pm
- Quorum established
 - Voting members present:

- Jennifer Raven
- Rahni Kellum
- Tyrell Gaines
- Dee Sanders
- Kathy Alexander
- Phillip Walck
- Holly Siebert

- Non-voting members present:

- Mike Vigil
- ~~John Binnert~~
- Marie Parkes (PTO)
- Alexandra Hartman
- Joy Vanlief
- Michael Zufall

II. Approval of Minutes:

- **Action:** Motion to approve meeting minutes for Aug 15, 2023 by Kathy Alexander - & seconded by Tyrell Gaines
 - Votes For:

- Jennifer Raven
- Tyrell Gaines
- Dee Sanders
- Kathy Alexander
- Rahni Kellum
- Phillip Walck



- Holly Siebert (dropped off the call momentarily)
- Votes Against: None

Announcements notes:

- -Congrats Cottonwood's Volleyball Team on the current season standings at 7-2. We're encouraging our community to support the team in future games!
- Back to School Night was a great turnout with over 600 parents that were able to engage with our teachers and staff.

III. Public Comments

- **Kai Frick (Teacher @ CCPS:)** Attending to meet GC and express her interest in being the teacher representative for the GC.

- **IV. Standing and Ad Hoc Committee Reports**

- Finance Committee

-Important things to note

- 300k in projected cash carryover.
- Transportation funding incoming for Cottonwood.
- Cash flow for September: \$855k in deposits, and \$924k in withdrawals.
- Bank reconciliation with PCards will be detailed in later meetings.
- Annual audit upcoming.

Question by GC Member : Any takeaways from your first finance meeting Phillip?

Answer by Non GC Member : Yes there was, there is a high level of details that was interesting to see. Looking forward to working with everyone.

- Items to be voted on:
 - Full Capital Asset List
 - IDEA B Application
 - Revised Fleet Service Contract

Question by GC Member :In regard to the Capital Asset List from items last year, when things fall off the capital assets list, does the GC need to be notified or is there another plan for this?



Question by Non GC Member : I know there was talks of getting additional buses. Will we be turning away students who are interested in riding the bus due to capacity, or will we be getting additional buses to avoid this?

Answer by Non GC Member : Yes we're looking for additional buses with herrera transportation as we have funding for another bus, as well as with other companies. Unfortunately we have had to turn away some students at this time, though we will be looking to have a solution for this soon.

- **Action:** Motion to approve the Full Capital Asset List, approval of the IDEA B Application, and Fleet Service Contract by Tyrell Gaines & seconded by Phillip Walck

- Votes For:

- Jennifer Raven
- Tyrell Gaines
- Dee Sanders
- Kathy Alexander
- Rahni Kellum
- Phillip Walck
- Holly Siebert

- Votes Against: None

(none)

- **Policy**
GC's Policy's team was able to cover the needed policies and rewrite them to best address the needs of CCPS and its students and staff at this time. The items covered were,
 - **Revisions to dress code policy:** Topics covered were professional dress, outerwear, headwear.
 - **Academic Integrity Policy:** Topics on AI and related software being used by students for course materials. As well as corrective measures for cheating.
 -



- Other notes: None
- Faculty Report (Joy Van Meter)
 - **Other notes: None**

VII. New Business

- GC is still looking to fill a vacancy for Vice President. Please contact President Rahni Kellum with any questions or interest that you all may know or have.
- Jennifer is bringing on a replacement for ED Outcomes Chair. The candidate is **Kadeem Ladoo**, who has been vetted by GC's President and the school's Director.
- **Action:** Motion to approve the nomination of **Kadeem Ladoo** as a GC Member by Tyrell Gaines - & seconded by Kathy Alexander
 - Votes For:
 - Tyrell Gaines
 - Dee Sanders (hopped off call)
 - Rahni Kellum
 - Jennifer Raven
 - Kathy Alexander
 - Phillip Walck
 - Holly Siebert
 - Votes Against: None

VIII. Unfinished Business

X. Board Development

- GC Board Member Training Hours due June 30th, 2024.

XIII. Next Governing Council Meeting: October 17th, 2023

XIV. Official Adjourn

Motion to adjourn the meeting at 6:22pm by Kathy Alexander - , seconded by Tyrell Gaines

- .Votes For:
 - Tyrell Gaines
 - Dee Sanders (hopped off call)
 - Rahni Kellum
 - Jennifer Raven