

New Mexico Public Education Commission (PEC)

Governing Body Member Change Notification Instructions

Purpose: To notify the Public Education Commission (PEC) of a change in a member or members of the school's Governing Body. The school may report multiple member resignations/removals and designations on the same form.

Submission Deadline: Changes to the Governing Body membership do not require prior approval of the PEC; however, notice must be received within 30 calendar days of the change. Vacancies must be filled within 45 days; one 30-day extension may be requested.

Notifications completed 14 days prior to the next PEC meeting will be placed on the next agenda. Notifications of this type are typically placed on the consent agenda; however, any notification may be removed from the consent agenda and moved to the regular agenda for full discussion and possible action by the PEC.

Meeting minutes of the governing board of the school and the PEC will serve as an amendment to, or compliance with, the charter contract regarding this membership change. The documentation will be added to the board of finance documentation on file with CSD.

The school must provide:

XFully completed form

X Approved board minutes or certification of the board's vote accepting the new member

XResignation Letter or board meeting minutes removing the previous member

XStatement of Governing Body Member to Consult with PED

X Affidavit of Governing Body Member

XAssurances of Governing Body Member

Contact charter.schools@ped.nm.gov with questions about completing or submitting documents.

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** 7/1/2023.

Current Governing Rody Members and Positions: Tyrell Gaines President: Holly Siebert

Vice President; Phillip Walck, Treasurer; Jennifer Raven, Member; Kathy Alexander, Member; Dee Dee Sanders, Member; Kadeem, Ladoo, Member			
Governing Body Member(s) Resigning or Removed: N/A			
New Governing Body Member(s) and Position(s): Ray Campos, Member;			
Contact information for New Governing Body Member(s) (phone, email): email: rayjcampos@gmail.com; phone: (505) 610-8391			
Is the school requesting an extension to fill a vacancy: ☐ yes X 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 FY4			
Effective Date: 8/16/2024			
The school's notification is hereby submitted by:			
John J Binnert Signature of School Representative: John J Binnert (Aug 16, 2024 08:40 MDT) O8/16/2024 Date:			
Signature of Governing Board Chair: Tyrell Gaines (Aug 20, 2024 18:49 CDT) Date: 08/20/2024			
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:			

ASSURANCES

My name is	Ray Campos	and I reside in	Rio Rancho, NN	.11
am a member of the governing body for _ which is located at 7801 Jefferson St NE, Albuquerque, NM 87109		Cottonwood Classical Prepa	ratory School	a charter school
		I assure that in my capa	city as a membe	er of the governing
body, the CHAR	TER SCHOOL complies wit	th all applicable federal and	state laws gove	erning the
organizational.	programmatic, and finance	cial requirements applicable	e to charter sch	ools, including:

- The CHARTER SCHOOL'S admission processes are in compliance with Sections 22-2-4(A)-(D) and 22-8B-4.1 NMSA 1978.
- 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.
- 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.
- 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.
- The governing body does not and will not contract with a for-profit entity for the management of the CHARTER SCHOOL
- The CHARTER SCHOOL complies with all applicable state and federal laws and rules related to identifying and providing special education services.
- 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.
- 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.
- 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.
- The CHARTER SCHOOL provides equitable access to and participation in its federally assisted program for students, teachers, and other program beneficiaries with special needs.
- 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.

- 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.
- 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.
- The Governing Body or head administrator of the CHARTER SCHOOL recognizes and works with employee labor representatives, if any.
- The CHARTER SCHOOL has and will develop personnel policies that comply with all applicable federal and state labor laws, regulations and rules implementing them.
- 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.

Ray Campos	Ray J Campos (Aug 15, 2024 20:09 MDT)	08/15/2024
Printed Name	Signature	Date

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

	We, the undersigned, mak	e up the governing body of the lexico.
		4.16 NMAC, we agree to consult with the New Mexico Public tter not covered by the manual of accounting and budgeting before neld as a board of finance.
Comm		part of [insert name of school]'s application to the Public Education of finance under 6.80.4.16 NMAC.
of hiri	ial feasible and, thereafter, n	ust retain or hire a Licensed School Business Manager as soon as otify the New Mexico Public Education Commission within 30 days censed School Business Manager for the school, and a new, signed must be submitted.
Educa		ust submit an Affidavit of Governing Body Member to the Public days of a change in membership of our governing body. Cottonwood Classical Preparatory School MBERS OF THE
FORE	GOING STATEMENT THI	
1.	Holly J Siebert	
	[signature]	
2.	Holly Slebert [print] Klades Radeen Lades (Aur 23, 2024 28-52 MOT)	
	[signature] Kareem Ladoo	
3.	[print] GUAUG PHID Works (Mag 21, 2004 3854 MOT)	
	[signature] Phillip Walck [print]	
4.	Divisione Hatch Sanders. Divisions Hatch-Sanders (Aug 19, 2024 0025 NOT)	
	[signature] Dee Dee Sanders	
	[print]	
5.	Ray Landson (Aug Feb., 2004) Steads MGET)	
	[signature] Ray Campos	

Attach additional pages if membership exceeds five.

[print]

STATEMENT OF GOVERNING BODY TO CONSULT WITH PED

	We, the undersigned, make up the suquerque, NM , New Mexico.	governing body of the located in
Education		MAC, we agree to consult with the New Mexico Public covered by the manual of accounting and budgeting before board of finance.
	We make this statement as part of [ssion for status as a board of financ	insert name of school]'s application to the Public Education e under 6.80.4.16 NMAC.
financia of hirin	l feasible and, thereafter, notify the	n or hire a Licensed School Business Manager as soon as New Mexico Public Education Commission within 30 days school Business Manager for the school, and a new, signed e submitted.
		nit an Affidavit of Governing Body Member to the Public change in membership of our governing body.
	THE FOLLOWING MEMBERS OING STATEMENT THIS 15 D	
1.	[signature]	
2.	[print] [signature] Tyrell Gaines	
3. ;	[print] Control Contr	
	[print]	
4.	[signature]	
	[print]	
5	[signature]	

Attach additional pages if membership exceeds five.

[print]

<u>AFFIDAVIT</u>	OF GOVERNING BODY MEMBER	
STATE OF NE	W MEXICO)	
COUNTY OF	}	
I,	J. Campos, after being duly sworn, state:	
1. My na	me is Ray J. Campor and I reside in Rio Rancho	, New
Mexico. 2. I am a	me is <u>Ray J. Campor</u> and I reside in <u>Rio Rancho</u> CoHonwood Classical member of the governing body of the [insert name of school] in <u>Albog</u> New Mexico.	ve qve
authorized in tl	that I am currently not a current governing body member of any other charne state of New Mexico.	
	never been a governing body member of a charter school that was suspended aintain their board of finance designation.	1 or failed
 I under with oversight rules, includin 	stand that as a member of the [insert name of school]'s governing body, I am of expenditure of public funds in accordance with all applicable laws, regular but without limitation any laws or rules pertaining to conflicts of interest and procurement.	ations and
72/	Signature] Date 24	
	[Signature] Date	_
Ray J.	[Print]	
	<u>VERIFICATION</u>	
The for this <u>/5</u> day	going Affidavit of Governing Body Member was subscribed and sworn to before of <u>August</u> , 20 24	
[Notary Seal:	10 11 No Your	
My commissio	n expires: ///// , 20 ユヤ. STATE OF NEW MEXIC NOTARY PUBLIC Cathy M Gutierrez	0
	Commission No. 11163	74

November 16, 2024

June 18, 2024 5:00pm MDT|

CCPS Governing Council Meeting

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from Previous Month
5:02	III. Congratulations & Announcements
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, Phil Walck
	Review Financial Reports from Previous Month
	VOTE: Approval 2024-2025 Bus Contract
	Policy Committee, Kathy Alexander
	ED outcomes, Jennifer Raven
	Academics, Dee Dee Sanders
	Strategic Planning, Tyrell Gaines
	Equity Council, Rahni Kellum
	Facilities Committee, Holly Siebert
	VI. Executive Director Report, John Binnert
	VOTE: Approval of Enrollment cap increase
6:00	VII. Stakeholder Reports
	Foundation, Lexi Hartman
6:30	PTO, Marie Parkes
	SLC, Madison Seidel
	PAC, Louis Griego
	Faculty, Kai Frick

	VIII. New Business
	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
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	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
	VOTE: 2024-2025 Executive Director Contract
7:00	XIII. Next Governing Council Meeting: May 21th, 2023
7:05	XIV. Adjourn

May 21, 2024 5:00 PM MDT | ☐ CCPS Governing Council Meeting

GC Voting Members: Tyrell Gaines Rahni Kellum Holly Siebert Dee Sanders
Phillip Walck Kadeem Ladoo Jennifer Raven Kathy Alexander
GC Non-Voting Members: Kai Frick Marie Parkes Louis Griego John Binnert Mike Vigil Madison Seidel alexphartman@gmail.com

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from Previous Month

5:02	III. Congratulations & Announcements		
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, Phil Walck		
	Review Financial Reports from Previous Month		
	VOTE: Approval for the Executive Director and the Business Manager to		
	enter and submit any final Budget Adjustment Requests (BARs) on behalf		
	of the school to maintain budgetary compliance for audit and other		
	regulatory purposes. This is done knowing that the BARs will not impact actual cash but only address budgets. In addition, any BARs submitted as		
	allowed under this approval will be brought before the GC at the next		
	meeting with review and detailed explanation		
	VOTE: Approval of BAR 502-000-2324-0032-IB		
	VOTE: Approve hotel night stay above \$215 for three CCPS staff		
	members, five nights each, to attend PSU Anaheim in June 2024. Each		
	room for each night should not exceed \$425 including all applicable taxes		
	and fees		
	VOTE: Approve hotel night stay above \$215 for three CCPS staff members, five nights each, to attend PSU Boston in July 2024. Each room		
	for each night should not exceed \$350 including all applicable taxes and		
	fees.		
	1663.		
	Policy Committee, Kathy Alexander		
	ED outcomes, Jennifer Raven		
	Academics, Dee Dee Sanders		
	Strategic Planning, Tyrell Gaines		
	Equity Council, Rahni Kellum		
	Facilities Committee, Holly Siebert		
	VI. Executive Director Report, John Binnert		
	VOTE: Travel Reimbursement: IB Global Conference		
6:00	VII. Stakeholder Reports		
	Foundation, Lexi Hartman		
6:30	PTO, Marie Parkes		
	SLC, Madison Seidel		
	<u> </u>		

	PAC, Louis Griego
	Faculty, Kai Frick
	VIII. New Business
	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. <u>VOTE</u> : 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: May 21th, 2023
7:05	XIV. Adjourn

May 7, 2024

CCPS Governing Council Meeting -SPECIAL MEETING

GC Voting Member:: Tyrell Gaines Rahni Kellum Holly Siebert Dee Sanders Phillip Walck Kadeem Ladoo Jennifer Raven Kathy Alexander

GC Non-Voting Members: Kai Frick Marie Parkes Louis Griego John Binnert Mike Vigil Madison Seidel alexphartman@gmail.com

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from Previous Month-Postpone to May 21st Meeting
5:02	III. Congratulations & Announcements-Postpone to May 21st Meeting
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, Phil Walck
	VOTE: Approval of the 2024-2025 Budget
	VI. Executive Director Report, John Binnert
	VOTE: Approve 2024-2025 Academic Calendar
	VII. New Business
	VOTE : Amend Article II Section 2a: Membership to increase voting members to no more than nine (9) "the Governing Council shall establish the number of voting members, which shall be set at no fewer than five (5) and no more than eight (8)"
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
7:00	XIII. Next Governing Council Meeting May 21st, 2024
7:05	XIV. Adjourn

Apr 16, 2024 5:00 PM MDT | ☐ CCPS Governing Council Meeting

GC Voting Member:: Tyrell Gaines Rahni Kellum Holly Siebert Dee Sanders Phillip Walck Kadeem Ladoo Jennifer Raven Kathy Alexander

GC Non-Voting Members: Kai Frick Marie Parkes Louis Griego John Binnert Mike Vigil Madison Seidel alexphartman@gmail.com

5:00	I. Call to Order, Confirmation of Quorum, Roll Call
5:01	II. Approval of Minutes from Previous Month
5:02	III. Congratulations & Announcements
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, Phil Walck
	Review Financial Reports from Previous Month
	VOTE: Approval of the Budget 2024-2025
	Part Time Employee Resolution 2024-2025
	Policy Committee, Kathy Alexander
	ED outcomes, Jennifer Raven
	Academics, Dee Dee Sanders
	Strategic Planning, Tyrell Gaines
	Equity Council, Rahni Kellum
	Facilities Committee, Holly Siebert
	VI. Executive Director Report, John Binnert
	VOTE: Travel Reimbursement: IB Global Conference
6:00	VII. Stakeholder Reports
	Foundation, Lexi Hartman
6:30	PTO, Marie Parkes

SLC, Madison Seidel
PAC, Louis Griego
Faculty, Kai Frick
VIII. <mark>New Business</mark>
VOTE: New Board Member Ray Campos- To begin Jul 1, 2024
IX. Unfinished Business
None
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
XIII. Next Governing Council Meeting: May 21th, 2023
XIV. Adjourn

Cottonwood Classical Preparatory School Governing Council Meeting Minutes April 16, 2023

Location: Virtual Meeting

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

Start time: 5:05pmQuorum established

- Voting members present:
 - Rahni Kellum
 - Tyrell Gaines
 - Phillip Walck
 - Dee Sanders
 - Kathy Alexander
 - Holly Siebert
- Non-voting members present:
 - John Binnert
 - Kai Fricke
 - Louis Griego
 - Alejandro Torres
 - Lexus Hartman
 - Marie Parkes
 - Alejandro Torres
 - Mike Vigil
 - Ray Campos

II. Approval of Minutes:

- **Action:** Motion to approve meeting minutes for March 19th 2024 by Holly Siebert & seconded by Phillip Walck
 - Votes For:
 - Dee Sanders
 - Rahni Kellum
 - Phillip Walck
 - Holly Siebert
 - Tyrell Gaines
 - Kathy Alexander
 - Votes Against: None

Announcements notes:

-

III. Public Comments

- None

IV. Standing and Ad Hoc Committee Reports

- Finance Committee (Philip Walck)
- -Important things to note
 - Budget Deficit decreasing (Capital Outlay funding transitioning in has helped greatly with this.
 - Increases in expenditures over this past year has been the trend and is continuing, though revenue is keeping up with it.
 - Deposits exceeded withdrawals over this past month

Items to be voted on:

- Part Time Employee Resolution
- Travel Cost Reimbursement
- Action: Motion to approve the Part Time Employee Resolution as written in the agenda by Tyrell Gaines & seconded by Jennifer Raven
 - Votes For:
 - Jennifer Raven
 - Rahni Kellum
 - Phillip Walck
 - Tyrell Gaines
 - Kathy Alexander
 - Votes Against: None
- Action: Motion to approve travel reimbursement for ED for IB global conference; this
 regarding food and hotel to not exceed \$400 by Phillip Walck & seconded by Tyrell
 Gaines & seconded by Jennifer Raven
 - Votes For:
 - Jennifer Raven
 - Rahni Kellum
 - Phillip Walck
 - Tyrell Gaines
 - Kathy Alexander
 - Votes Against: None
- Policy (Kathy Alexander)

- •
- ED Outcomes (Jennifer Raven)
 - None
- Academics (DeeDee Sanders)
 - None
- Strategic Planning (Tyrell Gaines)
 - None
- Equity Council (Rahni Kellum)
 - No Additional Comments
- Facilities (John Binnert)
 - No Additional Comments

V. Executive Director's Report (John Binnert)

CCPS Diversity Audit

CCPS Application Lottery

Lottery system for students applications went extremely well. Over 900 students offered enrollment.

Legislature statewide budget allocated for education this year was increased by 5.1%. Salaries were mandated at 3% increase. Though unit value is increasing by 3.2%. Which based on its impact and factors will tentatively put CCPS at a deficit for next year. Plans are currently being worked through with legislate finance committee to understand what can be done. More to come.

Question asked GC member : is there a timeline where PED is planning on making decisions?

Answered by Non GC Member: There are meetings coming up where decisions aren't required to be made, though there is expected to be discussion.

Question asked GC member : is there ways to leverage elements within Albuquerque community to lower expenses?

Answered by Non GC Member: There are cuts that can be made but it would contradict our investments to the school so options seem limited

VI. Stakeholder Reports

- Foundation Report (Alexandra Hartman)
 - Silent Auction -Thursday April 25th,2024 Items can be bidded on virtually. We're looking for support around the school and community!

- PTO Report (Marie Parkes)
 - No additional comment
- Student Rep Report (Madison Seidel)
 - Other notes: (none)
- PAC Report (Louis Papponi)
 - o Other notes: None
- Faculty Report (Kai Fricke)
 - Paideia Day was orchestrated well! Theme was centered around flight of Icuras.
 This sparked a lot of important conversations about responsibility and how to operate with wisdom.

VII. New Business

- Action: Motion to approve New board Member Ray Campos by Holly Siebert & seconded by Phillip Walck
 - Votes For:
 - Dee Sanders
 - Rahni Kellum
 - Phillip Walck
 - Holly Siebert
 - Tyrell Gaines
 - Kathy Alexander
 - Votes Against: None

VIII. Unfinished Business

- None

X. Board Development

- GC Board Member Training Hours due June 30th, 2024.
- New Legislation signed into law has decreased the amount of training hours from 10 to 5 hrs after year one. This will take effect July 1st, 2024

XIII. Next Governing Council Meeting: May 21st, 2023

XIV. Official Adjourn

Motion to adjourn the meeting at 6:18pm by Holly Siebert, seconded by Philip Walck

- .Votes For:
- Rahni Kellum
- Jennifer Raven
- Phillip Walck
- Tyrell Gaines
- Dee Sanders
- Kathy Alexander
- Votes Against: None