

**Cottonwood Valley Charter School  
Governing Council Regular Meeting Minutes  
December 11, 2013**

- |       |  |                   |
|-------|--|-------------------|
| I.    | Call meeting to order<br>President Ephraim Ford presiding.   | President         |
| II.   | Pledge of Allegiance   | All               |
| III.  | Ascertain quorum<br>Present: Susan Loveland, John Benson, Ephraim Ford, Amy Mioduszewski,<br>Kim Linker (Karin Williams, Mary Cox)   | Secretary         |
| IV.   | Reading and Approval of Agenda as modified<br>Change Item V, add 'Approve Minutes from October 23 <sup>rd</sup> Meeting'.<br>Moved: Ephraim, Kim all ayes  | Secretary         |
| V.    | Reading and Approval of November 13, 2013 minutes as modified<br>Changed Administrator Report, 'one of the two teacher vacancies will<br>filled by a long-term sub'.<br>Moved: Ephraim, Susan all ayes | Secretary         |
|       | Reading and Approval of October 23 <sup>rd</sup> minutes.<br>Special GC Meeting – Administrator Search Committee<br>Moved: Ephraim, Susan, all ayes  |                   |
| VI.   | Public Forum<br>None   |                   |
| VII.  | Teacher Representative Report<br>None  | Kate Burleigh     |
| VIII. | Student Report<br>None   | Student Body Rep. |
| IX.   | Department Reports<br>A. Administrator's report  | Karin Williams    |
|       | Current enrollment: 170 students for December 2013, waiting list: 160.   |                   |
|       | There was a surprise inspection by the Fire Marshal on December 6 <sup>th</sup> . No<br>major problems, the student egress plan looked good.   |                   |
|       | Karin attended a webinar on Chrome Books in education. Chrome Books have<br>been used in schools in Alberta very successfully. The Chrome Book programs<br>look very promising.                        |                   |
|       | Applications have been coming in for the Administrator position.   |                   |
|       | Raise the Roof evening is scheduled. Family Literacy Night was held, grades<br>K-3, 25 families attended.  |                   |
|       | B. Business managers report  | Mary Cox          |
|       | The Budget Committee met on Monday.  |                   |

Three BARS submitted for approval.

|                      |          |  |
|----------------------|----------|--|
| 074-003-1314-0019-IB | \$ 1,979 | Fund 11000-41920: Initial Budget for "Activities Fund"; will be used for silent auction/raffle to help CVCS employee and for 8 <sup>th</sup> grade trip fundraising. |
| 074-003-1314-0020-I  | \$ 116   | Fund 11000-41922 : Library fundraiser: used book sale; proceeds will go towards purchase new library books   |
| 074-003-1314-0021-I  | \$ 219   | Fund 11000-41920: Operational Budget donations and miscellaneous receipts for Science Olympiad program.  |

Motion to approve BARs: Ephraim, John all ayes

Motion to create a Non-Instructional Support Fund: Ephraim, John, all ayes

X. Correspondence and announcements  
None

Open

XI. Old Business

A. Karin described the Discovery Testing session. There will be another testing Session in February 2014.

XII. New Business

A. New Buildings Scope of Work, RFP Plans

The architect that was employed by CVCS for the Multi-Purpose Building Project still holds the contract for future campus planning. He has released CVCS from that contract. Socorro County may include campus planning requirements in the RFP's for the new building project.

B. Review Organizational Goals

Part of the CVCS Organizational Goals are to maintain parent participation to 80%. The school has met that goal for the past 5 years. This year the parent participation was 82%.

C. Develop Parent Survey

The GC discussed how and when to distribute the Parent Survey. We might use SurveyMonkey or provide the parents with hard copies.

D. Develop Teacher Survey

Table this topic until the January 2014 Meeting.  
Moved: Ephraim, Amy, all ayes

E. Technical Committee Membership

The committee membership will be: Ephraim Ford, Eileen Ryan, Adrian Morris.  
Ruth Milner.

Motion to approve: Ephraim, Amy, all ayes

XIII. Committee updates

A. Budget/Fund Raising  
none

B. Accountability/Advisory

The committee is finalizing the draft of the new Charter. Kim Schaffer submitted several paragraphs for the material terms for the teachers section of the charter renewal document, and Mary Cox submitted a paragraph covering the School Delay in Audit section of the charter application. The committee focused on finalizing the supplementary academic performance indicators of the performance framework.

After Susan completes the recommended changes to the supplementary academic performance indicators, the committee feels that the charter application is ready for review by a wider audience.

C. Discipline/Safety  
No report

D. Facilities

The Socorro County Procurement Officer has received proposals from three architectural firms. They will be reviewed and graded by the end of December 2013.

E. Technology/Computing  
No report

F. Administrator Search

Four candidates will send in application packets. All four learned of the position on NM Reap. The candidates are registered on NM REAP with vita descriptions on the NM REAP system,

The deadline for accepting applications is January 18, 2014.

XIV. Items for next months' agenda

A. Check calendar for next month's items

Secretary

XV. Scheduling next meeting, January 8, 2014

President

XVI. Executive session

President

In accordance with the Open Meetings Act, NMSA 10-15-1, the Governing Council may enter into Executive Session to discuss personnel or legal matters. No actions are taken in Executive Session.

No Executive Session was held.

XVII. Adjourn

President

Motion to adjourn: Ephraim, second by Susan, all ayes