

**Cottonwood Valley Charter School
Governing Council Regular Meeting Minutes
December 10th, 2014**

1. Call meeting to order (President) 5:37
2. Pledge of Allegiance (All)
3. Ascertain quorum (Secretary) – Kim, Ephraim, Chris, Amy present
4. Reading and Approval of Agenda (Secretary), Chris, Ephraim Approved
5. Reading and Approval of November 12th, 2014 minutes (Secretary), Made changed to Shelley request, approved with changes, Ephraim, Kim
6. Public Forum
 - Belle Rheder: K-3 Reads to Lead has been going very well.
7. Teacher Representative Report (Burleigh) (I)
 - a. No major issues or topics reported by teachers
 - b. 4th grade has NDI coming up on September 12th
 - c. 8th grade is having a large fundraising opportunity on Saturday's Lego Robotics competition by providing food. Located at Saracino, starting at 8am
 - d. There is a plan on student government formation and will be announced to the students on Monday. 3-4th will be selected by teachers, 5th-8 vote for kids.
8. Student Report (I) - None
9. Department Reports (I)
 - a. Administrator's Report (Barbara Trujillo)
 - Video presentation was provided for the Administrator's Report
 - Teacher evaluation training has been going on with an evaluator, using a calibrated evaluation technique.
 - An overview of the technique and method was provided.
 - Enrollment is at 170, waiting list is at 200.
 - **Enrollment policy may need revision**
 - Parent Involvement in Student Learning is lagging behind the goal of 80%. The beginning of year orientation is averaging 30%. PLP is averaging 92%.
 - Title I – funding to support disadvantaged children – information was covered and the steps the school is doing should be shared with parents and documented.
 1. Parent meeting
 2. Parent compact signed
 3. Parent letters to let parents know of any teachers not considered "highly qualified" and how the teacher will reach that rating
 - Tardiness has been an issue, a tardy policy needs to be cohesive with a Cottonwood-wide philosophy or agreement with families.
 - 26 students with 1 tardy, 8 with 2, 5 with 3, 4 with 4, over 25 with more than 4 (spread out). 73/170 kids have a tardy.
 - Discipline policy work is also needed.
 - 3rd grade and 4th grade Discovery testing. The 2nd round has completed.

1. 3rd grade reading showed a worsening trend. Is it computer based? Math showed great growth.
 2. 4th grade showed good growth for both.
- Professional Development Days are on January 5th and Parent conferences on the 22nd.
 - Dr. Trujillo emphasized time for teachers to work together.
- b. Business Manager's Report & Approve BARs (Mary Cox) (I,A)
- Now that the school is experiencing stability, the budget is in a better, even situation that allows for better budgetary planning for the rest of the year.
 - Dr. Trujillo asked whether there was a deadline for spending some funds. Mary answered yes for Title 1 and Title 2 and Reads to Lead.
 - Money will remain tight and Dr. Trujillo asked whether we can look into finding grants or even pay a part of a grant writer through ACES.

Action: BTrujillo

- 6 BAR's presented:

074-003-1415-0009-M	\$ -0-	Fund 11000: Re-budget teacher salary line items per teacher contracts & increase line item for substitute expense.
074-003-1415-0012-M	\$ -0-	Fund 11000: Re-budget savings from administrator's salary" for interim administrator (contract services) & other underfunded line items within function 2000
074-003-1415-0013-T	\$ -0-	Fund 11000: Rebudget savings from fringe benefits associated with former administrator's salary for stipends for head teacher & other staff for work done outside of their teaching contracts. (Line item adj from function 2000 to function 1000)
074-003-1415-0014-I	\$ 4,053	Fund 14000: Instructional Materials; Increase 6-30-14 cash balance
074-003-1415-0015-I	\$ 299	Fund 23000: Non-Instructional Support (Activity Fund) Increase 6-30-14 cash balance
074-003-1415-0016-I	\$ 363	Fund 23000: Non-Instructional Support (Activity Fund) Budget fundraising proceeds by 8 th grade for end-of-year educational trip.

- Motion to approve: Ephraim, Amy, all ayes.
- Kim Linker: Are there outstanding NMT Internet service costs unpaid? Mary explained history and that there are no invoices. No contract or other agreement has ever been found.

10. Correspondence and Announcements
11. Old Business

- a. Discuss Employee Manual and Student Handbook Overhaul (GC) (I)
 - i. No committee meeting and is waiting on teacher input. The teachers will create a committee to review this in the following week.
- b. Admin Eval Part 1 (Review Charter goals) (unassigned) (I)
 - i. Motion made to suspend Administrator Evaluation against goals made for 2014-2015. Ephraim, Kim, All ayes.
- c. New buildings update (Benson) (I)
 - i. There is a pre-bid meeting with potential bidders on campus, January 6th, 10 AM. Will meet in teacher's work room.
 - ii. **Action: Ephraim to ask what is needed from CVCS**
- d. Consider approval of expanded loan with county for new building (A)
 - i. The intent is to request a loan increase of \$500,000 over 5 years commitment to the existing \$1,000,000 ten year loan.
 - ii. Motion made to approve loan extension from \$1M to \$1.5M, Chris, Ephraim. All ayes **Action Ephraim to inform Delilah Walsh, Socorro County Manager of decision.**
- e. Discuss and approve annual GC retreat (A)
 - i. 24th of January.
 - ii. Motion made to hold retreat as a GC working meeting to address GC goals, policies, bylaws. Ephraim, Amy, All in favor.

12. New Business

- a. Review organizational goals #1, #2, #3, #4 (Schaffer, Trujillo)
 - i. #1 Parent engagement – 40 families and number of hours are needed.
 - i. **Action KIM to talk to Jill to better document forms. Kathleen H. may enter that.**
 - ii. #2 Parent Involvement in Student Progress
 - i. See above
 - iii. #3 (Every grade, K-8, will participate in at least 12 community experiences every school year as measured by the Community Connections classroom documentation form.)
 - i. **Incomplete summaries per grade provided.**
 - iv. #4 Community Participation in School
 - i. Over 200 hours through Sound Partners alone.
 - ii. The number of people involved has to increase.
- b. Develop annual parent survey (A)
 - i. Motion made to approve submitted parent survey, Ephraim, Amy. All ayes.
- c. Develop annual teacher survey (A)
 - i. Motion made to use the NM TELL survey, Ephraim, Amy. All ayes.
- d. Discuss committee meeting agenda notice requirements (I)
 - i. This will be addressed in the GC retreat under possible bylaw revision
- e. Discuss GC Annual Training Requirements (I)
 - i. **Action Amy M. to investigate online options.**

13. Committee Updates (I)

- a. Accountability/Advisory (Haworth/Kurtnaker)
 - i. None

- b. Budget/Fundraising (Ford/Morris)
 - i. Had a meeting on December 8th.
 - c. Discipline/Safety (Linker/Kurtnaker)
 - i. Met but decided to postpone decisions, including committee guidelines.
 - d. Facilities (Benson/Linker)
 - i. None.
 - e. Special Education/Gifted (Mioduszewski/Haworth)
 - i. None
 - f. Technology (Ford/Morris)
 - i. Met on November 19th and discussed Wifi coverage issues.
 - ii. Improved bandwidth is needed. More modems are likely needed per classroom.
14. Future Business
- a. Organization Goal #3 Update – (K Schaffer)
 - b. Review K-3 reading goal
 - c. Send out annual parent & teacher surveys
 - d. Review GC annual goals
 - e. Plan teacher evaluation of administrator
 - f. Review Discipline Plan
15. Schedule Next Month's Meeting: January 14th
16. Adjourn, Motion made to adjourn, Ephraim, Amy, all ayes. 7:57pm