

**Cottonwood Valley Charter School
Governing Council Regular Meeting Minutes
November 12, 2014**

- I. Call meeting to order President
President Ephraim Ford presiding.
- II. Pledge of Allegiance All
- III. Ascertain quorum Secretary
Present: John Benson, Ephraim Ford, Adrian Morris, Chris Kurtmaker, Autumn Haworth
(Barbara Trujillo, Kim Schaffer, Mary Cox, Kate Burleigh, teachers)
- IV. Reading and Approval of Agenda Secretary
Move the Facilities Update to after the Business manager's Report
Moved: Ephraim, John, all ayes
- V. Reading and Approval of October 8, 2014 minutes Secretary
Moved: Ephraim, John all ayes
- Reading and Approval of October 14, 2014 minutes
Moved: Ephraim, John all ayes
- VI. Public Forum
None
- VII. Teacher Representative Report Kate Burleigh
- Kindergarten reading levels show the following growth: 6 students reading at DRA A,
8 students reading at DRA C, 2 students reading at DRA G
- Fourth/Fifth Grades.
Ecosystems Poster Projects, designed and presented.
Over one half of the fourth graders made significant improvements in in Math DE testing.
The students are continuing experiences through the Watershed Watch and BEMP programs.
- Fourth Grade is creating a mural based on life in the Middle Ages.
- Fifth Grade is using primary sources to study the creation of the U.S. Constitution.
- Middle School Science. The 6th and 7th grades completed the Air Force Research Laboratory's
TECH Flight Program.
- Eighth Grade completed AFRL's Robot Systems Flight Program. It was a three week course.
- Eighth Grade Language Arts. Reading buddies with the 1st grade has been very successful.
- VIII. Student Report Faith, Riley
The students would like to start up a Student Council. It would include two teacher
representatives, Kate Burleigh and Jared Shrack, and one parent representative. There would be
one student per class starting at 3rd Grade.
- IX. Department Reports

A. Administrator's report

Barbara Trujillo
Kim Schaffer

Enrollment : 170, Waiting List : 192

We have a Scope of Work document for Barbara Trujillo, including specifications and limitations.

Kim Schaffer's role is now Head Teacher, and she will need appropriate compensation.

We have changed CVCS to an Option 3 School, meaning that an outside observer will do the teacher observations, and only two observations are needed this year. This means that the first round of formal evaluations for domains 1,2,3 will be completed by December 12th for all teachers.

We have hired a new Art teacher, Kathe Maclaren, for 4 days per week

Discovery B Testing has been completed. Data will be reviewed at tonight's meeting.

We sent in our Training and Experience Report to PED. This will impact next year's budget.

There is a proposal for extra support for the new Administrator transition period.

Second Grade teacher, Madison Hebert, will be out on maternity leave starting at any moment.

The Reads to Lead program will continue with Kim continuing with her reading students and supporting the reading tutors.

Kim may be interested in working on her administrative certificate.

B. Business Manager's report

Mary Cox

Mary attended the Audit Exit Conference. The audit is due on Monday, November 17th.

The general health of the budget is good.

Budget Adjustment Requests:

074-003-1415-0007-M	\$ -0-	Fund 24101: Title 1 Reallocate line items: reduce "other textbooks" by \$500; increase "supplies and materials: by \$1000
074-003-1415-0008-M	\$ -0-	Fund 24106: IDEA Reallocate line items: reduce "other textbooks" by \$1000; increase "supplies and materials" by \$1000.
074-003-1414-0010-i	\$ 2,540	Fund 11000: Budget \$2000 AreoJet STEM grant, Smith's Earn and Learn, and Amazon payments from marketplace shopping. Will be used for field trips, science materials, etc.
074-003-1415-0011-l	\$ 1,071	Fund 23000: Budget funds raised by 8 th grade for their end of year trip.

Motion to approve: Ephraim, Adrian, all ayes

IX.B Facilities Committee – The New Buildings Project

The Committee met on 2014-Nov-05. Present (Delilah Walsh, John Benson, Kim Schaffer)
An estimation of the project costs and expenses, and expected funding levels was presented.

Based on current cost estimates, the project cost exceeds our expected funding level by \$210K.

The council discussed cost reduction options.

The DM Architects will hire two building contractors to make more accurate cost estimates. The project will go out for bids in December and bids will be received in January. When we know the true project cost, we can revisit funding and cost strategies.

X. Correspondence and announcements

None

XI. Old Business

- A. Final PDFs of all charter goals documentations from the previous year are approved and posted on the website.
The PDFs are now on the website.
- B. Admin Evaluation Part I.
Motion to table: Ephraim, Adrian, all ayes
- C. Discuss Student Handbook and Employee Manual Overhaul.
Autumn H. and the Accountability Committee made changes to the document, the changes are in red. They will add the Discipline Policy and Dress Code. Give the teachers more time to look it over.
- D. Organizational Goal Performance
Motion to table: Ephraim, John, all ayes

XII. New Business

- A. Discuss the NMCCS Conference
The NMCCS Conference was attended by all but one GC member.
The change to the Hotel Albuquerque worked well. It was a very good conference.
- B. Review Short Cycle Data and Q1 Standards
K 62%, 1st 73%, 2nd 72%, 3rd 57% meeting proficiency
- C. Plan Annual Governing Council Retreat
We will hire Shelly Roberts to organize the retreat. It will be on January 24.
- D. Consider Approval of Administrator Search Process Plan
Upgrade with “hands on experience as an administrator”.
Motion to accept: Ephraim, Adrian, all ayes

- E. Discuss CPR Certification for Teachers.
CPR training will be offered to all CVCS staff members. The staff will attend the 'school oriented' CPR training and First Aid training.

XIII. Committee updates

- A. Budget/Fund Raising (Ephraim)
- B. Accountability/Advisory (Autumn)
Will finish the new Parent/Student Handbook.
- C. Facilities (John)
Report moved to Section IX.B
- D. Technology/Computing (Ephraim)
The committee has met. They are working on a draft of a new Technology Plan
- E. Special Ed/Gifted (Amy)
A written report was submitted to the Governing Council.

XIV. Items for next months' agenda

- A. Check calendar for next month's items Secretary

XV. Scheduling next meeting, December 10, 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 for reasons listed in the Open Meetings Act, 10-15-1 Section H. No actions are taken in Executive Session.

No Executive Session was held.

XVII. Adjourn President

Motion to adjourn: Ephraim, John, all ayes