

Cottonwood Valley Charter School
Governing Council Regular Meeting Minutes- FINAL APPROVED
January 11th, 2017

1. Call meeting to order (President)
 - Meeting called to order at 5:20pm
2. Pledge of Allegiance (All)
3. Ascertain quorum (Secretary)
 - Quorum ascertained: Mike T., Karen, Dennis, Damien, Mike H., Nancy, Adrian
4. Reading and Approval of Agenda (Secretary)
 - Motion to approve agenda as presented from Karen, seconded by Dennis; motion carried unanimously
5. Reading and Approval of December 14th, 2016 minutes (Secretary)
 - Fix one spelling error
 - Mike H. moved to approve minutes as changed, Adrian seconded; motion carried unanimously
6. Public Forum
 - Nothing discussed
7. Correspondence and Announcements
 - None discussed
8. Teacher Representative Report (I, 5 min)
 - Mr. Schrack: spelling bee ongoing; wondering about 1st aid/CPR training
 - 5th grade book of autobiographies (K made one) hardcover book
 - Kids are learning how to fold flag now that the flagpole is up
9. Student Report (I, 5 min)
 - None presented
10. Business Manager Report (Mary)
 - See online report
 - Still more cuts to school funding proposed in state budget
 - 4 BARs presented, see details attached
 - After these adjustments, rents and leases has only ~\$20,000 remaining
 - Motion to approve bars from Dennis, seconded by Adrian, motion carried unanimously
11. Administrator's Report (Kim) (I, 15 min)
 - See online report
 - March 17th is PLP day districtwide
12. Committee Reports
 - a) Accountability/Advisory (Heagy)
 - Met yesterday
 - Requests edits to draft enrollment policy
 - b) Budget (Morris, Timmons)
 - See Budget Manager's report
 - c) Fundraising (Karen)
 - Have not met, but Karen met with manager of Bosque del Apache about development strategies – he's offered to give a seminar on this at retreat
 - Would like to think more about development for long-term

- d) Discipline/Safety (Ocampo)
 - Did not meet; drip edges still not fixed
 - The water fountains were supposed to be frost-free, but they are not
- e) Facilities (Walsh, Timmons)
 - Need to add backflow prevention and possibly valves to water fountains
 - Should follow up on water fountains
 - Have not met as committee
- f) Special Education/Gifted (Hofmann)
 - Have not met; will meet in Feb.
- g) Technology (Morris)
 - Will meet soon

13. Old Business

- a) Update on Lease Purchase Agreement approval process
 - Have talked to Mathews Fox regarding how to speed up the process, but we have to wait for PED
 - Mathews Fox suggested we consider the possibility of using a lease instead of LPA
- b) Update on Parent and Teacher surveys
 - State produces a teacher survey that Kim will send out to teachers
 - Parent survey has been used for a while; could add questions, but want to send it out Monday – want at least one survey per child
- c) Review and approve agreement for legal services (Matthews Fox)
 - Karen moved to approve agreement, Adrian seconded; motion carried unanimously

14. New Business

- a) Discussion and potential approval of enrollment policy amendment
 - See accountability comm. notes above
- b) Discuss and approve purchasing guidelines
 - Current purchasing policy was last reviewed in 2012
 - In 2014, state statutes governing procurement changed (raised thresholds; loosened some requirements)
 - Proposing changes to align purchasing authorization with current state statutes, see attached proposal
 - Mike H. moved to approve the proposed purchasing policy change, Adrian seconded; motion carried unanimously
- c) January 21st GC Retreat reschedule and discuss
 - Strategic look at fundraising and teacher priorities
 - Cancelling the Jan. 21 date and looking for early Feb. dates

15. Schedule Next Month's Meeting – February 8, 2017

- Next meeting scheduled for Feb. 8th, 2017 5:15pm

16. Adjourn

- Motion to adjourn from Mike T., seconded by Adrian; adjourned at 7:10



Cottonwood Valley Charter School

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January 11, 2017

To: Governing Council

From: Mary Cox

Budget Adjustment Requests (BAR's) for approval at the January 11, 2017 meeting:

074-003-1617-0019-D	\$ (14,657)	Fund 11000: Operational SEG reduction for 2016-2017 due to State budget shortage
074-003-1617-0020-I	5,005	Fund 31300: Facilities Improvements Socorro County – extra construction budget
074-003-1617-0021-I	1,285	Fund 23000: Student Raised Funds Science Olympiad, 8 th grade trip
074-003-1617-0022-I	802	Fund 11000: Operational \$ 250 science room donation 214 PTO fundraising 338 Box Tops for Education

Cottonwood Valley Charter School
Purchasing Procedures

1. All Employees shall utilize the Requisition / Purchase Order process prior to obligating school funds. Items purchased without prior approval will be the responsibility of the employee.
2. Employees shall submit a Requisition to the School Administrator for approval. If approved, the Requisition will be forwarded to the Business Manager for further processing. The Business Manager will issue a Purchase Order only after ensuring that both the funds and the budget approval are in place to support the purchase.
3. Proposed purchases of goods and services with a value greater than \$2,500 will be discussed at the monthly meetings of the Budget Committee, which is authorized by the Governing Council to oversee the financial activities of Cottonwood Valley Charter School (CVCS).
4. Purchases for services, construction, or items of tangible personal property with a value in excess of \$10,000 must also have approval from the Governing Council, in addition to approval from the Budget Committee.
5. All procurement, regardless of the dollar amount, will be conducted so as to provide "maximum open free competition". Every effort will be made to obtain goods and services at the best possible prices. This will be accomplished by comparing catalog prices, obtaining phone or written price quotes from vendors, or requesting competitive bids as applicable in accordance with NMAC regulations. CVCS is a member of Cooperative Educational Services (CES) and can participate in their approved vendor program and can also participate in other state-approved purchasing programs.
6. CVCS is authorized to issue Type 9 Nontaxable Transaction Certificates by the State of New Mexico. Type 9 certificates may be used for the purchase of tangible personal property only and may not be used for the purchase of services, for the lease of property or to purchase construction materials for use in construction projects, except as allowed for 501(c)(3) organizations organized for the purpose of providing home-ownership opportunities to low-income families. The Business Manager will make every possible effort to issue nontaxable certificates as allowed to vendors to take advantage of the cost savings.
7. The following levels of purchasing authorization are approved by the Cottonwood Valley Charter School Governing Council:
 - a. Direct Procurement: Goods and Services with a value up to \$2,500 can be procured using any reasonable criteria for selection. Documentation of prices checked is recommended, but not required.
 - b. Phone Quotations: Purchases for services, construction, or items of tangible personal property with a value in excess of \$2,500, but not exceeding \$5,000, shall be made at the best obtainable price by soliciting and documenting at least 3 telephone quotations. Pricing information from vendor websites or catalogs is acceptable in lieu of a telephone quote.
 - c. Written Quotations: Purchases of tangible personal property with a value in excess of \$5,000 but not exceeding \$10,000, or for services with a value in excess of \$5,000 but not exceeding \$20,000 shall be made at the best obtainable price by soliciting and documenting at least 3 written quotations from vendors. Quotations used should be on letterhead of the vendor.
 - d. Competitive Sealed Bids: Competitive sealed bids must be obtained for services or construction exceeding \$20,000 and tangible personal property exceeding \$10,000. Services, construction projects, or acquisition of tangible personal property cannot be artificially divided into smaller increments to avoid the above purchasing requirements.

Advertisements for competitive sealed bids will be published at least twice in the ten-day period prior to the proposed deadline for receipt of bids.

Advertisements will be published in local newspapers, and also in state-wide newspapers if deemed necessary to attract qualified bidders.

- e. Requests for proposals: RFP's for services in excess of \$20,000 will be published in local or state-wide newspapers as described above for competitive bids. Request for proposals for services of less than \$20,000 may

also be published in local or state-wide newspapers at the discretion of the Administrator or Governing Council to ensure that there is no evidence of favoritism in the awarding of a contract for services.

Proposed Revision:

7. The following levels of purchasing authorization are approved by the Cottonwood Valley Charter School Governing Council:
- a. Direct Procurement: Items of tangible personal property and services with a value up to \$2,500 can be procured using any reasonable criteria for selection. Documentation of price comparisons is required.
 - b. Informal Price Quotations: Purchases for services, construction, or items of tangible personal property with a value in excess of \$2,500, but not exceeding \$20,000, shall be made at the best obtainable price by soliciting and documenting at least three telephone, written, or electronic quotations. Pricing information from vendor websites, including shopping cart screen shots, or catalogs is acceptable documentation of price comparisons.
 - c. Written Quotations: Purchases of tangible personal property, professional services or construction with a value in excess of \$20,000, but not exceeding \$60,000 shall be made at the best obtainable price by soliciting and documenting at least 3 written quotations from vendors. Qualifications can also be considered as part of the selection process for professional services. Quotations used should be on the vendor's letterhead. Responses such as "does not carry" or "didn't return my phone call" do not qualify as valid quote responses.
 - d. Competitive Sealed Bids / Request for Proposals: Competitive sealed bids must be obtained for items of tangible personal property and construction exceeding \$60,000. Formal sealed competitive proposals will be used for professional services exceeding \$60,000. Advertisements for competitive sealed bids or requests for proposals will be published at least twice in the time period prior to the proposed deadline for receipt of competitive bids or requests for proposals. Advertisements will be published in local newspapers, and also in state-wide newspapers if deemed necessary to attract qualified bidders. Notices can also be posted on professional associational websites.
8. Purchasing Card: While every effort is made to establish vendor accounts as needed, some companies will not accept purchase orders, or may otherwise require prepayment, preferably with a credit card. A credit card is also generally needed in order to make travel arrangements. CVCS has one purchasing card that is kept secured by the Administrator or Business Manager at all times. No additional cards will be obtained and issued to individual staff. The purchasing card can only be used after all other purchasing procedures are followed (i.e., the requisition and purchase order procedures detailed above).
9. Employee Reimbursements: With prior approval only, and if all other applicable purchasing procedures are followed, CVCS will reimburse employees for authorized school purchases that are paid by an employee. This type of reimbursement is to be the rare exception, not a common occurrence, and will generally be eliminated by approved use of the purchasing card. Employee reimbursements will generally be for travel expenses that have not been prepaid by CVCS. Reimbursements to employees are limited to the actual or allowable amount of the expenditure, and will not include payment for interest, late fees, or other penalties incurred by the employee. Purchases made directly by employees for school purposes will not be eligible for any gross receipts tax exemption that would otherwise be available if the purchase had been made directly by CVCS.

Notes:

All dollar amounts included in this purchasing policy are for costs prior to the inclusion of any applicable gross receipts tax.

This policy will be reviewed periodically to ensure ~~that dollar amounts are in~~ compliance with current state laws and guidelines.