

Cottonwood Valley Charter School
Governing Council Regular Meeting Minutes –FINAL APPROVED
September 13th, 2017

1. Call meeting to order (President)
 - Meeting called to order 5:20pm
2. Pledge of Allegiance (All)
3. Ascertain quorum (Secretary)
 - Quorum ascertained: Adrian, Karen, Brianne, Nancy
4. Reading and Approval of Agenda (Secretary)
 - Motion to approve agenda as presented from Nancy, seconded by Karen; motion carried unanimously (Brianne abstained)
5. Reading and Approval of August 16th, 2017 minutes (Secretary)
 - Amend to clarify wording; motion to approve minutes as amended from Nancy, second from Karen; motion carried unanimously (Brianne abstained)
6. Public Forum
 - Stephanie Bunning, Amanda Crespin, Beth Cadol representing PTO came to report new structure and organization
 - Made a budget (see attached) and fundraiser plan
 - T-shirt sale (see attached design) to sell for \$15 for kids to wear on Fridays (from local vendors)
 - Give out popcorn/popsicle to kids
 - Council members voiced concerns about how to make sure they were available to kids whose parents might have trouble affording it
 - Way to reduce number of small fundraisers
 - Breakfast with Santa (last year raised \$250-350)
 - Trash pickup through Socorro Chamber of Commerce (\$300/site)
 - Rodeo – tickets, parking, etc.; over age 15?
 - Aiming to raise \$1000 for teacher birthdays, PARCC testing snacks, classroom needs, teacher appreciation, teacher supplies, refrigerator is coming from general funds (raised by PTO)
 - Claes Hansen, came to observe
7. Correspondence and Announcements
 - Regina Wheeler – report about private party that would like to purchase solar panels on the school
 - School would not own or maintain panels, but would save \$442 in year one, over 20 years \$14,000 assuming SEC rates rise
 - Other options are grants – as part of a larger project
 - Fundraising committee will continue to look at grant possibility; and review SunPower solar grant possibility
 - Budget – see if the PPA numbers bear out – not very exciting
 - Facilities – look at this also
8. Teacher Representative Report (5 min)

- Denise Gilson – 3rd grade did apple day Aug. 30th; Ms. Haworth had 5 stations with cross-curriculum activities. Sorting and labeling, taste tests and descriptions, food safety, cider press, composting, made apple crisp and ice cream; 5 parent volunteers and 8th grade helpers
9. Business Manager's Report (10 min)
 - a) Approval of BARs (5 min)
 - See online report
 - Motion to approve BARs as presented from Adrian, second from Karen; motion carried unanimously (Brianne abstained)
 10. Administrator's Report (Kim) (I, 15 min)
 - See online report
 11. Committee Reports
 - a) Accountability/Advisory (Watkins, Timmons)
 - Did not meet
 - b) Budget (Morris, Timmons)
 - See attached report
 - c) Fundraising (Hofmann)
 - See attached minutes
 - See about updating bylaws to
 - d) Discipline/Safety (Ocampo)
 - Nothing to report
 - e) Facilities (Walsh, Timmons)
 - No report
 - f) Special Education/Gifted (Bailey-Bowman)
 - Set for October
 - g) Technology (Morris, Watkins)
 - Has not met
 - 45 chromebooks/year (3rd-8th +art) (with a 40-year cycle)
 12. Old Business
 - a) Guidance for sub-committee priorities
 - Will keep discussing in subcommittee
 13. New Business
 - a) Consideration of Lease Agreement with Socorro County and Delegation of Authority to Kim Schaffer to Take Any and All Actions Necessary to Approve, Modify and/or Effectuate the Agreement
 - Delilah Walsh and Adren Nance will present to the state board of finance
 - Motion to Delegate Authority to Kim Schaffer to Take Any and All Actions Necessary to Approve, Modify and/or Effectuate the Agreement from Karen, second from Adrian; motion carried unanimously (Brianne abstained)
 - b) Update on GC training opportunities and NMCCS Conference
 - Conference dates not posted yet
 14. Schedule Next Month's Regular Meeting – October 11th
 - Next meeting is scheduled for October 11th, 5:15pm
 15. Adjourn
 - Motion to adjourn from Adrian, second from Karen; Meeting adjourned at 7:06pm

CVCS PTO

Board Members

President - Crystal Dillon

Vice President - Amanda Crespín

Treasurer - Stefanie Bunning

Secretary - Jessica Griffith

Teacher Rep - Maggie Olguin

The PTO will meet every second Tuesday of the month in the Multipurpose Room at 8:15 am.

September 12, 2017

October 10, 2017

November 14, 2017

December 12, 2017

January 9, 2018

February 13, 2018

March 13, 2018

April 10, 2018

May 8, 2018

PTO Fundraising Activities & Goals

2017-2018 PTO Fundraising Goal \$1000

2017-2018 PTO Actual funds needed \$912

PTO Balance of Funds raised 2016-2017

*General funds balance **\$224.18**

Activity funds balance **\$90.64**

*Campbell card - **\$106**

*Labels for education card - **\$224.18**

***Will be used for refrigerator in Teacher Lounge**

PTO funds raised will support the following:

1. Teachers' Lounge – Need new refrigerator
2. Teachers Birthday – Birthday cup and smoothie - \$162
3. PARCC Testing – Snacks - \$400
4. Teacher Appreciation- Snacks and Potluck \$150
5. Classroom Needs – Items left on giving tree - \$100
6. Miscellaneous – Gift cards, prizes, and popcorn/ popsicle \$100

PTO Fundraising Activities

1. **T-shirt sales**
 - a. Students can wear t-shirts on Friday to demonstrate school pride. Once a month PTO will hand out a small popcorn or popsicle to students wearing t-shirts.
2. **Pick up trash**
 - a. PTO will pick up trash in the community
3. **Breakfast and picture with Santa**
 - a. Pancake breakfast and picture

PTO Sponsored Events

1. Orientation
2. Literacy night
3. Classroom Giving Tree
4. T-shirt Sales
5. Trash Pick-up
6. Breakfast with Santa

COTTONWOOD VALLEY CHARTER SCHOOL



COYOTES

2017-2018



Nancy Hofmann <nhofmann@cottonwoodvalley.org>

Fwd: Opportunity for Solar via PPA

Kim Schaffer <kschaffer@cottonwoodvalley.org>

Wed, Sep 13, 2017 at 6:05 PM

To: Adrian Morris <amorris@cottonwoodvalley.org>, Brianne Watkins <briannewatkins@cottonwoodvalley.org>, Damien Ocampo <damien.ocampo.d91q@statefarm.com>, Damien Ocampo <docampo@cottonwoodvalley.org>, Denise Gilson <dgilson@cottonwoodvalley.org>, Dennis Walsh <dwalsh@cottonwoodvalley.org>, Emil-Ivan Heagy <mheagy@cottonwoodvalley.org>, Eric-Scott-Kyle Hofmann <nhofmann@cottonwoodvalley.org>, karen bailey-bowman <kbailey-bowman@cottonwoodvalley.org>, Maggie Olguin <molguin@cottonwoodvalley.org>, Mary Cox <mcox@cottonwoodvalley.org>, Mike Timmons <mtimmons@cottonwoodvalley.org>

----- Forwarded message -----

From: Regina Wheeler <regina.wheeler@positiveenergysolar.com>

Date: Wed, Sep 13, 2017 at 9:36 AM

Subject: Re: Opportunity for Solar via PPA

To: Kim Schaffer <kschaffer@cottonwoodvalley.org>

Hi Kim,

Looks like rate Cottowood is paying SEC now is 12.5/kwh. Our proposal is for 88,483 kwh per year so it would be a savings of \$442.42 in year one. Over 25 years it is \$14,300 in savings assuming 2.5%/year escalation of SEC rates.

Regina

Regina Wheeler | Chief Executive Officer | Employee Owner
 Regina@PositiveEnergySolar.com | cell 505.690.4197
www.PositiveEnergySolar.com

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On Tue, Sep 12, 2017 at 10:26 PM, Regina Wheeler <regina.wheeler@positiveenergysolar.com> wrote:

Hello Kim,

As I said today, a private investor is interested in purchasing the solar for Cottonwood Valley Charter School. The investor (system owner) would sell electricity to the school through a Power Purchase Agreement (PPA). This is a very common structure for solar projects with non profit entities like schools.

1. Initial proposal for PPA rate: \$0.12/kWh with an annual escalation of 2.5%.
2. The proposed term of the PPA is 20 years.
3. The school would have the opportunity to buy the system from the owner at year 7 and other years as agreed upon. The cost of the system at these times would be the calculated Fair Market Value (FMV).
4. The owner of the system would be responsible to pay for all maintenance of the system.

I need to verify what price Cottonwood is currently paying to SEC for electricity - cost/kWh and see if I can quantify savings to the school of this approach. I will send that to you Wednesday.

The attached document is a draft of the Power Purchase Agreement through which the agreement between the school and the owner is defined.

The proposed system is essentially the same as I presented to the Governing Council at the planning session. The presentation is attached for your reference.

I may be able to attend your meeting via telephone depending on the time. If that would be helpful, please let me know.

Feel free to call or write with questions or comments anytime!

Regina

[Regina Wheeler](#) | Chief Executive Officer | Employee Owner
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Cottonwood Valley Charter School
Business Manager's Report
September 12, 2017

The Budget Committee met on September 11, 2017 to review the August reports and budget updates.

Members attending: Kim Schaffer, Mary Cox, Denise Gilson, Ruth Milner, Ronnita Montoya, Jenilyn Rincones, Jeanne Johnston.

August Receipts:

102,149.63 Fund 11000: State Equalization Guarantee
52.48 Fund 11000: Amazon – marketplace shopping
107.50 Fund 11000: Amigos de la Sevilleta (field trip reimb from May 2017)
150.00 Fund 11000: Donation – reupholster chairs donated by VLA
54,085.65 Fund 11000: Socorro County – operational expenses (from remaining construction funds)
6,665.00 Fund 11000: NFL Ticket Raffle
250.00 Fund 23000: Science Olympiad Team (solar glasses)
15.00 Fund 23000: Yearbook Sales

September Receipts (to date):

4,575.00 Fund 11000: NFL Ticket Raffle
125.00 Fund 11000: Webb Photography (spring picture commission)

For the benefit of our new budget committee members, we thoroughly reviewed our current budget for the year and discussed all of the many underfunded areas in our budget.

Now that we have received the reimbursement from Socorro County, plus the proceeds from the NFL Ticket raffle, we will be able to properly budget for the PE position and the newly hired educational assistant, plus increase the amount budgeted for employee health insurance:

48,000 PE / health instructor
7,225 Instructional Assistant (operational funds, remainder of position paid with Title 1 funds)
10,100 Health Insurance (teaching staff)

This windfall from the County & the raffle will help offset the severe decline of our cash balance from last year to this year, down from \$115,709 to \$32,000. The funds from the County are one-time only and we need to proactively work on a solution for next year.

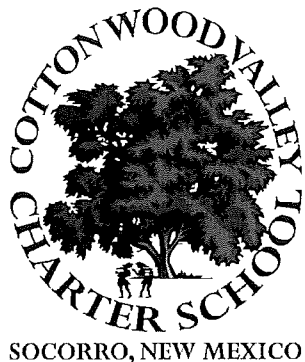
The Socorro Electric Coop replaced our three transformers the last week in July. The billing for the middle of July through the middle of August was \$500 less than the bill for a similar period last year. We hope that this decrease will continue for the rest of the year, generating a \$5,000 - \$6,000 savings for electricity.

We are also now able to bring our IDEA allocation into our budget: \$38,502 that will be used for Occupational Therapy and Speech services. This will only cover about 60% of the cost of these therapy services; the remainder will be paid with operational funds, another one of the severely underfunded areas in our budget. We do have an agreement to reimburse the District for using their diagnostician to do required testing of our students. Service providers are very scarce and it was difficult to fill these positions.

Another bright spot for our budget is that we will receive funding (\$44,000) from the Reads to Lead program for a part-time reading specialist who will be starting this week. Thanks to Kim for not taking no for an answer!

PSCOC will be meeting tomorrow to decide on the lease assistance grant funding for this year. This is another vital part of our budget that we can't afford to see reduced. Once this is determined, we will use funds from the \$121,275 line item in the operational budget to plug gaps and create a realistic budget for the remainder of the year.

BAR's: I will be at a training in Las Cruces the remainder of the week; Kim will bring several BAR's for the GC to approve at tomorrow's meeting.



Cottonwood Valley Charter School

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September 12, 2017

To: Governing Council

From: Mary Cox

Budget Adjustment Requests (BAR's) for approval at the September 12, 2017 meeting:

074-003-1718-0004-I	\$ 38,502	Fund 24106: IDEA-B Allocation from District \$ 28,000 Speech Language Services \$ 10,502 Occupational Therapy Services
074-003-1718-0005-I	\$ 1,646	Fund 14000: Instructional Materials Budget cash balance from 6-30-17 for additional instructional materials
074-003-1718-0006-I	\$ 349	Fund 23000: Student Fundraising \$ 334 Science Olympiad – solar glasses sale \$ 15 Yearbook Sales (library books)
074-003-1718-0007-I	\$ 65,503	Fund 11000: Funds from Socorro County, Football Ticket Raffle, Amazon, misc: \$ 48,000 PE position 7,250 Add'l EA position (partial salary, remainder paid with Title 1 funds) 10,076 add'l health insurance (instructors) 125 student field trips 52 classroom supplies

Cottonwood Valley Charter School

Fundraising Committee Meeting September 11, 2017

Minutes

1. Introductions, purpose of committee (present: Nancy, Laila, Lisa, Stephanie, Mallory, Libbey, Karen)
2. Review of past efforts, discussion of roles of committee vs. PTO in fundraising
 - Stephanie gave report of PTO's fundraising plans (see attached)
 - Stephanie reported results of NFL ticket raffle fundraiser (see attached)
 - Discussed need to use this committee for strategic large-scale (longer-term) campaigns for operational funds
3. Identification of targets, goals for this year
 - Fundraising ideas, schedules, needs (and methods for tracking)
 - i. Solar – update from Karen: is feasible as a long-term project to save electric costs, but charter schools are not eligible to apply alone; a project would need to be district/community wide
 - ii. Shade structure grant researched last year, through a dermatology group
 1. Lisa will follow up
 - iii. PE grants – there are some and we should apply for them
 - iv. Art/Spanish/Music – we should look for grants in these areas
 - v. Frost grant – we should apply
 1. NM-specific grant for lots of different things, December deadline
 - vi. We also have technology needs chromebooks, etc. (aiming to replace 20/year)
 1. We need to look for funding for this
 - vii. We should look through the set of grants Crystal found for matches (see attached list)
 - Division of labor with PTO/SciOly/8th
 - i. See attached plan for PTO
 1. \$1000 for teacher/student support, classroom needs, morale/ 5 events
 2. T-shirt sale; allowed to wear on Fridays (see about adding polo shirts)
 3. Popcorn/popsicle
 - ii. Nancy will contact SciOly/8th grade for their fundraising plans/needs
 - Infrastructure needs for larger campaigns
 - i. Research methods to received donations
 - ii. Research database contact management methods
 - iii. Decide on reasonable Website content, to drive traffic, calendar
 - iv. Mailings – decide on what types, how often etc.
 - v. Set up IRA deposits, defined giving
 - vi. Decide how to deliver updates on projects (brochures?)
 - vii. Decide places to aggregate content for all of the above
 - Other ideas/needs

- i. Have in mind website recommendations
 - ii. Fundraising ideas
- 4. Other thoughts