

## Governing Body Member Change Notification Form

Submit this form and all supporting documents to [charter.schools@ped.nm.gov](mailto:charter.schools@ped.nm.gov)

The Charter Contract was entered into by and between the New Mexico Public Education Commission (PEC) and Cottonwood Classical Preparatory Charter School, hereafter "the school," effective on 7/1/2023.

**Current Governing Body Members and Positions:** Holly Siebert – President; Ray Campos – Vice Chair; Tyrell Gaines – Secretary; Phillip Walck – Treasurer; Kathy Alexander – Member; Dee Dee Sanders – Member; Kadeem Ladoo – Member;

**Governing Body Member(s) Resigning or Removed:** Tyrell Gaines – Secretary

**New Governing Body Member(s) and Position(s):** N/A

**Contact information for New Governing Body Member(s) (phone, email):** N/A

**Is the school requesting an extension to fill a vacancy:** ☐ yes ☒ no

**If so, provide date of vacancy:** [Click or tap here to enter text.](#)

**Number of personnel changes (Head Administrator/Business Manager/Procurement Officer, Governing Board Member), including this change, submitted to PEC in the last 12 months:** 1

**Effective Date:** 5/24/2025

The school's notification is hereby submitted by:

**Signature of School Representative:**  **Date:** 05/27/2025  
John J Binnert (May 27, 2025 07:59 MDT)

**Signature of Governing Board Chair:**  **Date:** 05/27/2025  
Holly J Siebert (May 27, 2025 11:34 MDT)

---

**For PEC/CSD use only**

---

**PEC Meeting Date:**

**Agenda:** ☐ Consent (typical) ☐ Regular (unusual circumstance)

**The school's notification was:** ☐ Accepted ☐ Rejected (provide reason)

**Electronic signature of CSD Director:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Holly Siebert**

Chair, Governing Council Board  
Cottonwood Classical Preparatory School  
7801 Jefferson St NE  
Albuquerque, NM 87109  
May 25th, 2025

Dear Governing Council Board,

I hope this letter finds you well. It is with a heavy heart that I submit my resignation from the Governing Council Board of Cottonwood Classical Preparatory School, effective 5/25/2025.

Serving on this board has been an incredible privilege, and I am deeply grateful for the opportunity to contribute to the school's mission and growth. Cottonwood Classical's dedication to academic excellence and student development is truly inspiring, and I will always cherish the time I spent supporting its cause.

Unfortunately, due to increasing personal responsibilities, I am no longer able to dedicate the time and effort that this important role deserves. While I regret having to step away, I remain committed to the school's success and will continue to support its mission in any way I can.

I want to extend my sincere appreciation to you and the entire board for your collaboration, guidance, and dedication. I look forward to seeing Cottonwood Classical continue to thrive and make a lasting impact on students and the community.

Thank you again for the opportunity to serve. Please let me know how I can assist in ensuring a smooth transition.

Warm regards,

**Tyrell Gaines**

Cottonwood Classical Preparatory School Governing Council Meeting  
Tuesday, May 20th, 2025  
Virtual Meeting (at Video Conference via Google Meet) 5:00pm – 6:30pm

5:03 I. Call to Order, Confirmation of Quorum, Roll Call

Voting members present:

Holly Seibert  
Dee Dee Sanders  
Ray Campos  
Phillip Walck

Non-voting members present:

Kai Frick  
John Binnert  
Mike Vigil

Members of the public present:

Jonathan Rodriguez  
Carisa Petrie

5:01 II. Approval of Minutes from April Minutes

Motion to approve Minutes from April by Phillip Walck and Seconded by Ray Campos

Votes For:

Holly Seibert  
Dee Dee Sanders  
Ray Campos  
Phillip Walck

Votes Against:

None

5:02 III. Congratulations & Announcements

- April minutes approved unanimously after motion and second.
- Graduation scheduled for Friday at 4:00pm; GC members asked to RSVP for reserved seating.
- State track meet and Asian Student Union recognized for achievements; theater group won best ensemble and best supporting actress at Enchantment Awards.

#### 5:07 IV. Public Comments

No public comments

#### 5:07 V. Stakeholder Reports

Foundation - Keith Jordan

*No Report*

- *Foundation annual retreat scheduled for June 5; Dan Weems elected incoming president, Curtis Holloway to remain as VP.*
- *Foundation and PTO exploring formal partnership for next year.*

PTO - Jennifer Boyd

*No Report*

SLC - Shane Yara, Madison Seidel, Isabella Serbin

No Report

PAC - Louis Griego

No Report

Faculty - Kai Frick

- Faculty shout-outs for community tech fair and innovative social studies attendance activity.
  - Faculty received recognition for their contributions to the second community tech fair, showcasing student work and preparing them for future opportunities.
  - The social studies department implemented an engaging attendance activity where students label countries on a map while learning about cultural landmarks and demographics.
  - This innovative approach not only keeps students engaged during attendance but also fosters global awareness and interest in international education.

#### 5:11 VI. Standing and Ad Hoc Committee Reports

- Net revenues up by ~\$140,000; progress on PO cleanup.
- Awaiting invoices for GEO bonds; IB test assistance reimbursement pending proof of payment upload.
- Capital outlay projects: prior year (HVAC) awaiting wage rates resolution; current year project facing contractor sourcing challenges.

- April food program expenditures were less than reimbursement, resulting in a \$5,000+ surplus; strategies included staff reduction, field trip meals, breakfast initiatives, and menu adjustments based on student feedback.
- Operational fund increased by \$30,000 due to PO cleanup; CSP grant and below-the-line functions on track except Innovation Zones, which needs additional spend-down to meet 90% threshold.
- Innovation Zones spend-down plan includes summer internships and counselor SEL workshop.
- Uncertainty over next year's grant funding (Innovation Zones, high dosage tutoring, OST, NextGen, Perkins); contingency plans limited due to budget constraints.
- Check register shows positive cash flow: 1.2M deposits, 1M withdrawals.
- PO report reduced by two pages after cleanup; shout-out to Kathy and Mike for efforts.
- Bank reconciliation aligns with ledger; account balance at \$1.086M

BARs 0034IB (CSP grant), 0035IB (Excellent Schools NM grant), 0036I (We the People collections), and 0037IB (Title II carryover) presented:

BAR 0034IB establishes a budget for the CSP grant, totaling \$1.5 million, aimed at expansion-related activities, with initial expenditures focused on playground equipment.

BAR 0035IB relates to the Excellent Schools New Mexico grant, which involves a flow-through acceptance with the foundation, ensuring that funds are used according to an approved budget plan.

BAR 0036I adjusts collections from families participating in the We the People program, with costs exceeding \$2,000 per student, while providing a 50% reduction for eligible families.

BAR 0037IB addresses Title II carryover funds, allowing for professional development for teachers and principals, particularly for IB training, as part of the school's commitment to enhancing educational quality.

Finance Votes

BAR 0034-IB: Establishing a budget for the CSP Grant 1.5 Million Dollars

BAR 0035-IB: Excellence Schools New Mexico Grant transfer in funds

BAR 0036-I: Adjust from the collections from we the people group

BAR 0037-IB: Cash Carry over from the board letter (Professional Development)

Motion to approve BAR 0034-0037 as presented by Phillip Walck and Seconded by Ray Campos

Votes For:

Holly Seibert

Dee Dee Sanders

Ray Campos

Phillip Walck

Votes Against:

None

Next Committee Meeting - 2nd Tuesday of each month

Policy Committee - Kathy Alexander

No Report

Next Committee Meeting

Policy Votes: none at this time

ED outcomes - Kadeem Ladoo

ED outcomes survey tabulated, contract formalization pending.

Next Committee Meeting:

ED Votes: none at this time.

Academics Committee - Dee Sanders

No Report

Next Committee Meeting:

Academics Votes: none at this time

Strategic Planning - Refer to ED Report

Review Report

Next Committee Meeting

Strategic Planning Votes: none at this time

Equity Council - Ray Campos

Report in the GC packet

Next Committee Meeting  
Equity Council Votes: none at this time

Facilities - See ED Report  
Review Report  
Next Committee Meeting  
Facilities Votes: none at this time

## VI. Executive Director Report - John Binnert

### Review Report

#### Facilities Report:

- Facilities Master Plan draft to be reviewed and voted on June 17; architects finalizing design, funding sources still uncertain.
- Grass field completed; end-of-year celebration planned for May 30.

#### IB Focus

- IB testing concludes with record participation; results expected mid-June, with detailed report in September/October.
- Highest full diploma status in our population

#### Diversity and Inclusion

- Graduation rate back in state top 10; 100% graduation for students with disabilities and economically disadvantaged students.
- New data dashboard (Top Minnow Dashboard) to be presented at next GC meeting, enabling detailed student performance analysis.

#### Other

- Robing and Graduation this week, Robing this Thursday the 22nd all about them as individuals. Graduation is more so all about the group.
- Strategic plan completed five years early; new planning process to begin in fall, requiring broad stakeholder involvement.
- Upcoming policy work includes student water safety, lottery policy, and budget advocacy.
- Strategic plan finished 5 years early, trying to see what will be the next 5-10 years. Should start the fall semester before thanksgiving and wrap up the end of the school year next year.
- Upcoming policies: student water safety, lottery policy, chromebook acceptable use, GASB 101 Leave Policy, Cell Phone Policy.
- Resolution drafted to address at-risk funding cuts; GC discussed adding specific achievement data and language on impact of funding.
- Resolution to be finalized and submitted to legislative bodies before June 17 to influence interim committee work plans.
- Resolution was presented - Holly and John will sign



Motion to approve the resolution with additional comments by Ray Campos and Phillip Walck

Votes For:

Holly Seibert

Dee Dee Sanders

Ray Campos

Phillip Walck

Votes Against:

None

- Special education (IDEA B) and DASH plan reports shared for compliance and transparency; high student retention rates noted (92-95%+).

6:20 VII. New Business

- Tyrell's resignation to be formally recorded; need to recruit two new GC members for next year, especially for strategic planning.
- Next GC meeting scheduled for June 17

6:21 VIII. Unfinished Business

- None

6:21 IX. Board Development

Training hours must be complete by June 30, 2025

[https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/FY24 -Annual-Schedule-7.13.23-MB.pdf](https://webnew.ped.state.nm.us/wp-content/uploads/2023/07/FY24-Annual-Schedule-7.13.23-MB.pdf)

PED Conference

6:21 X. Next Governing Council Meeting: June 17, 2025 at 5PM

6:22 XI. Adjourn

Phillip Walck and Seconded by Dee Dee Sanders

Votes For:

Holly Seibert

Dee Dee Sanders

Ray Campos

Phillip Walck

Votes Against:

None



