

Corrales International School
Governing Council Regular Meeting
April 10, 2013 – 5:00 p.m.
Corrales Senior Center
4320 Corrales Rd.
Corrales, NM 87048
APPROVED MEETING MINUTES

- A. Call to Order
The meeting was called to order at 5:07pm by GC Treasurer, Marty Mathisen
- B. Roll Call
Present were Carl Grending (GC Co-Chair), Jennifer Salisbury, Kaaren Allen, John Emerson, Marty Mathisen.
Linda Parker arrived late at 6:42 pm.
Absent was Yasmine Armstrong.
Also present were Dr. Elsy Diaz (CIS Head of School), Diane Gunn Miles (CIS Business Manager), Tara Armijo-Prewitt (minute-taker), Gaby Escobedo (CIS Kindergarten teacher), Dr. Nicole Montague (CIS 1st grade teacher), and Shellee Bratton (CIS 2nd /3rd grade teacher)
- C. **Action Proposed** – Adoption of agenda for meeting April 10, 2013.
Jennifer Salisbury moved to adopt the agenda for the April 10, 2013 meeting. John Emerson seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for March 20, 2013
Jennifer Salisbury moved to approve the minutes for the March 20, 2013 meeting. John Emerson seconded. There was no opposition. **Action approved.**
- E. Public Comment: Dr. Montague and Gaby Escobedo both thanked the GC for the work they do and expressed appreciation for all of the work Dr. Diaz does for CIS.
- F. Finance
- i) 2012-13 Budget Update – Diane Gunn Miles, Business Manager
Dr. Diaz noted that the finance committee met April 9th to go over the budget. Marty Mathisen noted that it was a good meeting of the finance committee and further noted that priorities were foremost in guiding the process. Dr. Diaz reported that Diane Gunn Miles went through the budget with a fine-toothed comb and identified a carryover amount of \$172,571, all of which is used in the proposed 2013-2014 budget. Diane Gunn Miles noted that SEG and fund balance to carryover cash are the only amounts that can be budgeted at this point and that salaries and benefits comprise a large portion of our budget and include 2 more CIS instructors (one replacement, one new position) as well as a 1% salary increase for teachers. Diane Gunn Miles further noted that instructional costs, including fees for IB, Powerschool (SIS) and textbooks are budgeted and that ancillary/support staff were budgeted high, given the amount spent on SPED services this school year in order to comply with the Maintenance of Effort. Diane Gunn Miles noted that \$13,000 is set aside for an architect in anticipation of the proposed move. The Head of School, Dr. Diaz, has waived the 1% raise proposed for her this year and Dr. Diaz noted that she is already very well compensated. Jennifer Salisbury noted that she feels very uncomfortable with not increasing Dr. Diaz's salary. Dr. Diaz reported that she has included J&J Technical Services in our budget as our technical needs are so great and the service provided is complete. Kaaren Allen inquired why there was no employee travel allotted in the budget. Dr. Diaz noted that the proposed budget does not allow for travel and all Professional Development for teachers will be local. Diane Gunn Miles noted that if the Direct Buy facility becomes our permanent facility, the electricity costs will go up significantly due to an increased square footage, as well as the presence of a refrigerated air system instead of a swamp cooler system.
Diane Gunn Miles noted that CIS will definitely receive unspecified funds from SB-9, SB-9 State Match, Instructional Materials, Title 2 Funds, IDEA-B Funds, Library GO Bonds. Marty Mathisen noted that CIS received ~\$78,000 for these grants this year and expressed hope that CIS will be awarded at least similar amounts for the upcoming year. Diane Gunn Miles further noted that she submitted the Puente Para Los Ninos grant for special education costs and is hopeful that we will receive funds for this.
- ii) **Action Proposed** – Approval of BARS
Marty Mathisen reported that the BARS are for 59 and 60 are for reclassified entries and 58 represents an additional compensation of ~\$4,000 for a new teacher with a bilingual certification.
Jennifer Salisbury moved to approve BARS 58, 59 and 60. John Emerson seconded. There was no opposition. **Action approved.**
- iii) **2013-14 Budget**--The budget was adequately discussed previously in the meeting.
- iv) Discussion to schedule special meeting to approve budget and calendar
- a) **Action Proposed** – Approval of Special Meeting to approve budget, calendar and salary schedule for 13-14

Jennifer Salisbury moved to approve a Special Meeting on April 25, 2013 at 830am to be held at Corrales International School, 3821 Singer Blvd NE, Albuquerque NM 87109 to approve the 2013-2014 budget, the 2013-14 calendar and the salary schedule. Marty Mathisen seconded. There was no opposition. **Action approved.**

G. Governing Council

i) GC Member Comments

There was no GC member comments offered.

ii) J&J Technical Services Contract \$22,500/ 12 months

John Freienmuth, of J&J Technical Services, addressed the GC describing the flat rate services with unlimited remote and on-site IT support for the entire staff at a fixed fee and includes a virtual CIO.

Marty Mathisen inquired whether there are tiers of service/rates. John Freienmuth noted that there is only one level of support for a flat fee. Marty Mathisen queried whether J&J offers training. John Freienmuth noted that training is not common, though they can help train staff to use Mimio products as they are a Mimio partner.

Kaaren Allen suggested that Dr. Diaz contact ATT (Academy of Trades and Technology) to inquire about their satisfaction with J&J. Carl Grending noted that his company uses J&J and has been very impressed with their services. John Emerson inquired whether J&J can help identify communication needs in a potential permanent facility site. John Freienmuth noted that this service would be provided by the virtual CIO.

John Freienmuth reported that J&J contract is a 1 year contract with the option to be released 30 days after of receipt of a letter of dissatisfaction from the client.

a) **Action Proposed** – Approval of J&J Technical Services Contract for 1 year

Jennifer Salisbury moved to approve the J&J Technical Services Contract pending the 2013-14 Budget approval and pending a review by Susan Fox, CIS Attorney. John Emerson seconded. Carl Grending abstained from voting due to his current business relationship with J&J through his current employer. There was no opposition. Mary Mathisen requested periodic discussion and assessment of performance. **Action approved.**

(1) **Stipulation** – Pending 2013-2014 Budget Approval

iii) GC Meeting dates and times for June and July

a) **Action Proposed** – Approval of changes to dates and times for GC meetings in June and July

Carl Grending requested that July 10th date be maintained as facility, construction or move issues may require GC attention. Dr. Diaz noted that the GC retreat is normally held in June. Jennifer Salisbury suggested the retreat be held on June 22nd at 9:00am to 1:00pm at Corrales International School, 3821 Singer Blvd. NE, Albuquerque NM 87108 and that the June 12th meeting be canceled.

Marty Mathisen moved that the changes as discussed be approved. Jennifer Salisbury seconded. There was no opposition. **Action approved.**

iv) Facility Search Update

Carl Grending noted that the negotiation process is ongoing and is 95% complete for the Direct Buy facility and that there is another possible location in the works that he will discuss during closed session.

v) Closed Session to discuss Head of School's 2012-2013 evaluation report

a) **Action Proposed** – Approval of renewal of Head of School's Contract

Marty Mathisen moved to enter into closed session. Jennifer Salisbury seconded. Closed session was entered into at 6:21 pm.

Linda Parker moved to come out of closed session at 6:57pm. Marty Mathisen seconded. There was no opposition. Action approved.

Marty Mathisen moved that Dr. Diaz's current 2 year contract be extended for one year through June 30, 2015. Linda Parker seconded. There was no opposition. **Action approved.**

H. Head of School's Report – Dr. Elsy Diaz

i) Update on Charter Reauthorization-Contract and Charter Amendment

a) **Action Proposed** – Approval of Charter Reauthorization Contract

Jennifer Salisbury moved to approve the Charter Reauthorization Contract. Marty Mathisen seconded. There was no opposition. **Action approved.**

ii) MYP UPDATE

Dr. Diaz reported that she has met with parents as well as teachers to get feedback on the status of the MYP.

Dr. Diaz noted that the feedback included important changes such as shorter and more frequent periods for mathematics and language with fewer teachers for students, more consistent discipline plans, smaller mentoring clusters, recess/break opportunities and more prep time and fewer course loads for teachers.

iii) Update on 2012-13 Strategic Action Plan

Dr. Diaz suggested that the update on the strategic action plan be discussed at the May meeting.

iv) Upcoming school events

Dr. Diaz encouraged the GC members to attend some of the spring events at CIS and to buy a brick to support the CIS Foundation.

I. Other Business/ GC Member Comment: There was no GC comment offered.

- J. Closed session: Update on facility search.
Linda Parker moved to enter into closed session at 7:21pm. Jennifer Salisbury seconded. There was no opposition.
Action approved.
- K. The next regular meeting of the Governing Council will be on May 8, 2013 at 5:00 pm and will take place at the Corrales Senior Center, 4320 Corrales Rd., Corrales, NM 87048.
- N. Adjournment
Linda Parker moved to adjourn the meeting. Marty Mathisen seconded. There was no opposition. **Action approved.** The meeting was adjourned at 7:55pm.