

Corrales International School Governing Council

Governing Council Regular Meeting

Corrales Community Library

84 W. La Entrada, Corrales, NM

Corrales, New Mexico 87048

August 1, 2012 – 5:00 p.m.

APPROVED Meeting Minutes

A. Call to Order

The meeting was called to order at 5:12 pm

B. Roll Call-

Present were Jennifer Salisbury (GC Co-chair), Heather Balas (GC Co-chair), Carl Grending (GC member), Yasine Armstrong (GC Secretary), John Emerson, Linda Parker (GC Treasurer)

Also present were Frank Volpe (CIS Assistant Principal), Marty Mathisen (CIS parent and prospective GC member), Kaaren Allen (prospective GC member), and Tara Armijo-Prewitt (minute-taker) arrived at 5:18pm

Absent were Nora Scherzinger (GC member) and Elsy Diaz (CIS Head of School).

C. Action Proposed – Adoption of agenda for August 1, 2012 meeting

Heather Balas proposed that the Head Administrator's Report be moved to the top of the agenda as the minute taker with the GC packets was running late to the meeting. Jennifer Salisbury requested that the recognition of Heather Balas be moved to the GC Comment section.

Yasine Armstrong moved to adopt the agenda as amended for the August 1, 2012 meeting. Jennifer Salisbury seconded. There was no opposition. **Action approved.**

D. Action Proposed – Approval of minutes for June 6, 2012 meeting.

John Emerson moved to adopt the minutes for the June 6, 2012 meeting. Jennifer Salisbury seconded. There was no opposition. **Action approved.**

E. Head Administrator's Report – Dr. Elsy Diaz, CIS Head of School, was absent from this meeting. CIS Vice-Principal, Frank Volpe, spoke in her absence.

i) Audit 2012—Frank Volpe reported that the APS pre-audit visit to CIS had concluded earlier that day and that the full audit was scheduled to begin on Aug 20th.

ii) NMSBA Results (see handout)

Frank Volpe reported that the overall school proficiency for CIS students in reading and math were 76% and 58% respectively. Math scores were in need of improvement, particularly in the MYP, and Frank Volpe reported that CIS is adding math sections to do some remedial work and make smaller classes. Frank Volpe further stated that even the lower score of 58% was enough to meet the State's expectation of what percentage of our students should be proficient. Heather Balas asked if there was a difference in overall scores between the MYP and the PYP. Frank Volpe reported that this year's 7th/9th grades scored 53% and 54% proficient, respectively in math which is just under proficiency while the other grades scored higher. Many of these students were new in our MYP and did not come through our PYP program. PYP proficiency scores are generally higher.

Kaaren Allen asked about the number of students with disabilities at CIS. Frank Volpe reported that CIS has approximately 52 students with IEPs in special education including students in the gifted program with approximately 25 gifted and 8 twice-exceptional students.

iii) NMPED CIS Report Card Grade (see handout)

6th grade and 8th graders had 53% and 54% nearing proficient in math, 7th and 9th/10th did really well. Frank Volpe reported that many of these students were in their first year at CIS, some in their second, and none had come through our PYP. PYP students did very well with a much higher level of proficiency.

Kaaren Allen asked how many special education students other than those in the gifted program are represented in these numbers.

Frank Volpe reported that CIS received a B for the growth of upper quartile students partly because we started out with an amazing crop of students at CIS and we have to maintain that level. Frank Volpe further stated that it is incumbent on CIS to provide the challenge needed to maintain increased performance in these high performing students' scores.

Frank Volpe reported that the lowest performing quartile growth represented the poorest score for CIS. School administration is putting more emphasis on instruction with those students, particularly in Math. Many of the students at CIS in this category are new to relatively new to CIS. This presents an issue when there is no 3 year historical data available for students that joined us in the MYP.

Frank Volpe reported that the Opportunity To Learn category and grade is based on attendance and CIS had a good score for that variable. The formula used to measure the variable Bonus Points is not clear. CIS provided the schedule of school events and activities with all new events denoted as PED based the score partly on increases in parent involvement. The list of activities was presented at the last GC meeting.

Jennifer Salisbury emphasized that it is important for CIS Administration to respond with a public explanation about what we think of these scores and what will be done to address the issues in the future. Frank Vollpe noted that the special education population at CIS has almost doubled this year because CIS has attracted many special education students whose families want small school and classroom size. Approximately 25 of the students are in the gifted program.

Linda Parker inquired about whether having a high percentage of gifted students skewed the proficiency scores on the NMSBA. Frank Volpe explained that you cannot bump up proficiency levels as it is an individual and not averaged measure. Frank Volpe further noted

that the NMPED is tracking not just proficiency but also how much progress students make over time, so it is really important that CIS continue to challenge and push those students so that they show progress.

Yasine Armstrong stated that she also feels there should be a public CIS response to the grade either in the Backpack Express Newsletter or on the CIS website and offered to help with messaging if needed.

F. Public Comment: There was no public comment.

G. Governing Council

- i) Recognition of Heather Balas for her leadership as founder and member of the GC
This section was moved to the GC Comment section of the agenda.
- ii) Second two-year term for Linda Parker, John Emerson, Carl Grending, and Yasine Armstrong
 - a) **Action Proposed** - Approval of Linda Parker, John Emerson, Carl Grending, and Yasine Armstrong for a second two-year term (2012-2014)
Jennifer Salisbury moved that all members be approved for another two year term. There was no opposition. **Action Approved.**
 - b) New Members
 - (1) Marty Mathisen: **Action Proposed** – Approval of Marty Mathisen as GC Member for a two-year term (2012-2014)
Marty Mathisen serves on the audit committee and the CIS Foundation and has a 5th grade daughter at CIS.
 - (2) Kaaren Allen: **Action Proposed** – Approval of Kaaren Allen replacing Nora Scherzinger for a two-year term (2012-2014)
Jennifer Salisbury moved to approve Marty Mathisen and Kaaren Allen each for a two-year term on the GC. Heather Balas seconded. There was no opposition. **Action approved.**

ii) Update and revision of goals in Strategic Plan (see handout)

Jennifer Salisbury met with Dr. Diaz regarding potential revisions to the Strategic plan and Dr. Diaz created the handout for review. Jennifer Salisbury reported that for the last 3 years the CIS GC has had a strategic plan with 7 objectives. At the last meeting of the GC it was agreed to keep all 7 goals, and the GC success measures previously list. In the future the document will be split in two: the 2011-12 school year Strategic Plan reflecting that year's progress will be archived and the remaining document will be working document used throughout the 2012-13 school year. CIS staff will review the strategic plan on Aug 7th.

Goal One—No changes suggested.

Goal Two—Yasine Armstrong requested that an additional success measure be included to state “Ensure that staff reports quarterly on roll out of new Spanish language model.”

Goal Three—Struck item #1 because the GC member training was completed.

New additions to goal three include additional IB training for new members, ongoing IB training for all GC members of at least one hour and to work with NMCCS to provide IB workshops for GC members at training workshops they provide. Frank Volpe reported that CIS has two on-site IB trainings planned. A teacher at The International School at Mesa del Sol will be offering a refresher training for PYP teachers and CIS was informed that candidacy for MYP was accepted by IB and part of what the IBO provides is one on-site workshop. Frank Volpe reported that Dr. Diaz requested that he invite all GC members to participate with the staff in either or both of these trainings.

Frank Volpe further reported that he and Lynn Barr (founder of Cottonwood Classical) have cofounded the NM International Baccalaureate Association and that Lynn Barr is the president and Frank Volpe is the president-elect of this organization. Frank Volpe stated that IBO is coming in August to speak to this group of schools to help address lobbying plans for more support locally to promote IB in New Mexico.

Linda Parker inquired what it would take to change name of CIS to Corrales International Baccalaureate School. Frank Volpe reported that there may be a copyright issue with using IB in the name.

Heather Balas suggested changing objective number 1 to “maintain high IB standards for PYP reauthorization”. Frank Volpe suggested changing objective number 2 to include 2014 as IB now requires a 2 year candidacy for the MYP.

Goal Four—move school to a Corrales location by 2013

Strike the words establish and add ‘continue to support’ CIS Foundation, and objectives 2 and 3 should read ‘continue to support facility committee’

Marty questioned if we should change 2013 to a later date. Carl Grending remarked that the date was not impossible. Jennifer Salisbury remarked that the GC has the current facility under lease until June 30th 2014 with an option to renew if negotiations for a new facility have not yet been initiated.

Under number 1, “including community outreach plan”

Goal Five—obtain charter school reauthorization

Struck objectives number 1 and 2 since those have been done.

Objective number 3 was added to read “obtain authorization from APS”

Establish reauthorization task force was struck as a success measure as that has already been done.

Goal 6—build and maintain strong school and local community relationships

Heather Balas recommended that a success measure be added to “complete 2-4 Corrales-related activities (editorials, community presentations, parades, etc) per year”

Goal 7—ensure that the school is financially stable and sound

Jennifer Salisbury suggested that objective 1 should be struck as it has been done. Carl Grending suggested

changing it from “eliminate the debt” to “remain debt-free”.

Success measure number 2 was struck because the GC has fully functioning finance and audit committees.

iii) Meeting Location

a) **Action Proposed** – Approval of GC meeting location during School Year 2012-2013

Jennifer Salisbury reported that the GC can no longer use the Corrales Council chambers as only governmental agencies have that option.

Jennifer Salisbury reported that the Corrales community center or senior center are available for use but there are rental fees of \$50 per meeting associated with each space and that the Corrales Library is available and free, however it closes at 7:00 pm. Linda Parker recommended using space owned by John and Sueann Dehr, as it is lent out as a meeting space for free to non-profits. Linda Parker reports that the CCAC uses this space for meetings and will look into the option of having the next GC meeting in that space. **The proposed action was tabled and will be revisited at the next GC meeting.**

iv) GC Annual Appreciation Party—This annual staff appreciation party will be held at 6-8pm on Saturday, August 25th at John and Cookie Emerson’s home. John reports that CIS faculty and staff are invited for an informal opportunity to meet and greet the GC. John Emerson’s address is 317 Parham in Corrales and that he will send Dr. Diaz an email with directions for staff. Kaaren Allen noted that she will not be available.

Jennifer Salisbury noted that Nora Scherzinger and Heather Balas will both be given a parting gift of an apple tree as a thank you for their service on the GC at this party as well.

Frank Volpe noted that the CIS Staff Team Building activity will be held on August 7th at 9:00 am – 3:00 pm at the Isleta Hard Rock and GC members are invited to participate.

H. Election of GC Officers and Committee Assignments for School Year 2012-2013

a) **Action Proposed** – Election of GC Co-Chairs, Secretary and Treasurer for School Year 2012-2013

Co-chairs—Yasine Armstrong and Carl Grending agreed to stand for election as co-chairs.

Secretary—Linda Parker agreed to stand for election for Secretary.

Treasurer—Marty Mathisen has agreed to stand for election for Treasurer.

Jennifer Salisbury moved to accept each of these members to the positions as requested. John Emerson seconded. There was no opposition. **Action approved.**

I. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment.

Jennifer Salisbury offered praise and recognition of Heather Balas as co-chair of the GC for the last 2 years, noting Heather Balas’ cheerfulness and vision and always putting CIS first. Heather Balas stated that it has been her pleasure to engage in this work.

Linda Parker stated that anyone looking for Lion King tickets at Popejoy should know that a new matinee performance has been added on Thursday, Oct 11th at 1pm.

Jennifer Salisbury remarked to Marty Mathisen that 2 CIS parents have agreed to serve on the GC audit committee.

Carl Grending remarked that GC committee assignments should be included in the next GC agenda. The GC has the facilities, audit, evaluation, finance committees.

Linda Parker inquired about a recent article in the Business Weekly and what potential impact would the information covered there may have on the CIS facility search. Carl Grending reported that it represents no change in CIS Foundation’s search for a permanent facility and that he could not discuss facilities further in open session.

J. The next regular meeting of the Governing Council will be on Wednesday, September 5, 2012 at 5:00 pm and will take place TBA.

K. Adjournment. Yasine Armstrong moved to adjourn. Jennifer Salisbury seconded. There was no opposition. **Action approved.** The meeting was adjourned at 6:25pm.