**Assuring Reporting Requirements 2017-2018**

**Corrales International School will adhere to all state and authorizer reporting requirements. The school will assure that accurate and timely reporting in STARS, or other required systems, is completed in the timeline as set forth by PED and the authorizer. The school will hire and train adequate personnel to complete these functions. Signed this 8th day of March 2017**

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| **GC Member** | **Position** | **Date** |
| **Stacy Blackwell** | **Co-Chair** |  |
| **Justin Sawyer** | **Co-Chair** |  |
| **Rhonda Ledbetter** | **Treasurer** |  |
| **Joe Lopez** | **Secretary** |  |
| **John Emerson** | **Member** |  |
| **Robin Yoder** | **Member** |  |
| **Amanda Bassett** | **Member** |  |

**2017-18 Conflict of Interest (Section 6) Resolution**

**Public Office is a trust created in the interest of the common good and for the benefit of the people. It is the intent of these Bylaws to maintain public confidence and prevent the use of public office for private gain. Governing Council members shall disclose any known or potential conflicts of interest in writing to the Governing Council to the time set for voting on any such transactions and shall not vote on the matter. The written disclosures will be attached to the minutes of the meeting in which the Governing Council action occurred relating to the matter disclosed. No Governing Council member shall contract with the School or receive compensation from the School for services, other than reimbursement as set forth in Section 5 of the CIS Governing Council Bylaws.**

**Signed this 8th day of March 2017**

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| **GC Member** | **Position** | **Date** |
| **Stacy Blackwell** | **Co-Chair** |  |
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| **Rhonda Ledbetter** | **Treasurer** |  |
| **Joe Lopez** | **Secretary** |  |
| **John Emerson** | **Member** |  |
| **Robin Yoder** | **Member** |  |
| **Amanda Bassett** | **Member** |  |

 **2017-18 Volunteer Pledge**

**The undersigned regular members of the Corrales International School Governing Council, do hereby pledge that duties as Governing Council Members have been explained to them and they have agreed to follow the volunteer pledge as stated in Title 6, Chapter 50, Part 18, Section C of the New Mexico Administrative Code.**

**Signed this 8th day of March 2017**

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| **GC Member** | **Position** | **Date** |
| **Stacy Blackwell** | **Co-Chair** |  |
| **Justin Sawyer** | **Co-Chair** |  |
| **Rhonda Ledbetter** | **Treasurer** |  |
| **Joe Lopez** | **Secretary** |  |
| **John Emerson** | **Member** |  |
| **Robin Yoder** | **Member** |  |
| **Amanda Bassett** | **Member** |  |

**2017-18 Open Meetings Act Resolution**

**Corrales International School Governing Council (hereafter referred to as CIS Governing Council)**

**RESOLUTION NO. 1.10**

**WHEREAS, Section 10-15-1 (B) of the Open Meetings Act (NMSA 1978.Sections 10-15-1 to -4) states that, except as may be otherwise provided in the Constitution or the provisions of the Open Meetings Act, all meetings of a quorum of members of any board, council, commission, administrative adjudicatory body or other policymaking body of any state or local public agency held for the purpose of formulating public policy, discussing public business or for the purpose of taking any action within the authority of or the delegated authority of such body, are declared to be public meetings open to the public at all times; and**

**WHEREAS, any meetings subject to the Open Meetings Act at which the discussion or adoption of any proposed resolution, rule, regulation or formal action occurs shall be held only after reasonable notice to the public; and**

**WHEREAS, Section 10-15-1 (D) of the Open Meetings Act requires the CIS Governing Council to determine annually what constitutes reasonable notice of its public meetings;**

**NOW THEREFORE, BE IT RESOLVED by the CIS Governing Council that:**

1. **All meetings shall be held at Corrales International School, 5500 Wilshire Ave NE , Albuquerque, NM, 87113 at 5:00pm or as indicated in the meeting notice.**
2. **Unless otherwise specified, regular meetings shall be held each month on the second Wednesday. The agenda will be available at least seventy-two (72) hours prior to the meeting from the CIS Head of School, whose office is located at 5500 Wilshire Ave NE, Albuquerque, NM 87113. Notice of any other regular meetings will be provided 10 days in advance of the meeting date. The notice shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.**
3. **Special meetings may be called by the Chairperson of the Governing Council, or a majority of the members, upon (3) days notice. The notice shall include an agenda for the meeting or information on how members of the public may obtain a copy of the agenda. The agenda shall be available to the public at least twenty-four (24) hours before any special meeting.**
4. **Emergency meetings will be called only under unforeseen circumstances that demand**

**immediate action to protect the health, safety and property of citizens or to protect the public body from substantial financial loss. The CIS Governing Council will avoid emergency meetings whenever possible. Emergency meetings may be called by the**

**Chairperson of the Governing Council or a majority of the members upon twenty-four (24) hours notice, unless threat of personal injury or property damage requires less notice. The notice for all emergency meetings shall include an agenda for the meeting or information on how the public may obtain a copy of the agenda.**

1. **For the purposes of regular meetings described in paragraph 2 of this resolution,**

**notice requirements are met if notice of the date, time, place and agenda is posted on the school website, School social network site, or on the Announcement Board at 3821 Singer Blvd NE, Albuquerque NM 87109.**

1. **Telephone notice also shall be given to those broadcast stations licensed by the Federal Communications Commission and newspapers of general circulation that have made a written request for notice of public meetings.**
2. **In addition to the information specified above, all notices shall include the following**

**language: “If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the CIS Head of School at 505-344-9733 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the CIS Head of School at 505-344-9733 if a summary or other type of accessible format is needed.”**

1. **The CIS Governing Council may close a meeting to the public only if the subject matter**

**of such discussion or action is excepted from the open meeting requirement under Section 10-15-1(H) of the Open Meetings Act.**

**(a) If any meeting is closed during an open meeting, such closure shall be approved by a majority vote of a quorum of the CIS Governing Council taken during the open meeting. The authority for the closed meeting and the subjects to be discussed shall be stated with reasonable specificity in the motion to close and the vote of each individual member on the motion to close shall be recorded in the minutes. Only those subjects specified in the motion may be discussed in the closed meeting.**

**(b) If a closed meeting is conducted when the CIS Governing Council is not in an open meeting, the closed meeting shall not be held until public notice, appropriate under the circumstances, stating the specific provision of law authorizing the closed meeting and the subjects to be discussed with reasonable specificity, is given to the members and to the general public.**

**(c) Following completion of any closed meeting, the minutes of the open meeting that was closed, or the minutes of the next open meeting if the closed meeting was separately scheduled, shall state whether the matters discussed in the closed meeting**

**(d) Except as provided in Section 10-15-1(H) of the Open Meetings Act, any action taken as a result of discussions in a closed meeting shall be made by vote of the CIS Governing Council in an open public meeting.**

**Signed this 8th day of March 2017**

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| **GC Member** | **Position** | **Date** |
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