

**Corrales International School**  
Governing Council Regular Meeting  
Cooperative Educational Services  
4216 Balloon Park  
Albuquerque, NM 87109

December 11, 2013 – 5:00 p.m.

**APPROVED MINUTES**

- A. Call to Order  
The meeting was called to order at 5:16pm by Carl Grending (GC Co-chair)
- B. Roll Call  
Present were Carl Grending, Stacy Blackwell, Joe Lopez, John Emerson, Linda Parker (via conference call). Also present were Dr. Elsy Diaz, Diane Gunn Miles, Tara Armijo-Prewitt (minute-taker)
- Absent were Yasmine Armstrong, Jennifer Salisbury, Marty Mathisen
- C. **Action Proposed** – Adoption of agenda for December 11, 2013 meeting.  
John Emerson moved to adopt the agenda. Stacy Blackwell seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for November 13, 2013.  
Stacy Blackwell moved to approve the minutes for November 13, 2013. John Emerson seconded. There was no opposition. **Action approved.**
- E. Governing Council
- i) Facilities Update  
Carl Grending reported that the architect put the original bid out and some changes increased the amount to ~\$200,000 over budget and the plans were reassessed to be more realistic. Carl Grending noted that the out building will be used as a multi-purpose room as originally planned, and not remodeled to include classrooms within, saving a lot of cost.  
Joe Lopez inquired whether the contract agreements will include prohibitions against excessive change orders. Carl Grending noted that there will be limits included but that the building was renovated in 2007 so up to date plans exist and further noted that the hired architect was involved in that remodel. Carl Grending further noted that the building has an open floor plan so unexpected change orders should be minimal.  
Carl Grending reported that the CIS Foundation approved the check for \$20,000 toward the security deposit on the facility and that there is approximately \$37,000 in the CIS Foundation bank accounts currently.  
Carl Grending noted that the current owner will be giving notice to his tenants soon and the contractors can begin pulling permits in January. Carl Grending further noted that the elevator will be both expensive and will require significant ordering time and this will be ordered in January as well.
- ii) Appointment of Chief Procurement Officer  
Dr. Diaz noted that new legislation requires that we appoint a Chief Procurement Officer and she recommended appointment of the CIS Business Manager, Diane Gunn Miles.  
Carl Grending inquired whether there is any issue with appointing the business manager. Dr. Diaz reported that there is no conflict and that it makes the most sense for the responsibilities required.
- a) Action Proposed – Approval of appointment of Diane Gunn Miles  
Joe Lopez moved to approve the appointment of Diane Gunn Miles as Chief Procurement Officer. Stacy Blackwell seconded. There was no opposition. **Action approved.**
- F. Finance
- i) Budget Update – Diane Gunn Miles, Business Manager  
Diane Gunn Miles noted that CIS received \$40,000 reimbursement for PSCOC, and the regular monthly SEG amount.  
Diane Gunn Miles further reported that there are some Special Education cost increases for an increase in Diagnostician hours, some costs for the Drama Team attending the state competition, and some costs for PSAT's for students.

- ii) **Action Proposed** – Approval of BARS  
Stacy Blackwell moved to approve BAR's 35-40. John Emerson seconded. There was no opposition.  
**Action approved.**

G. Head Administrator's Report – Dr. Elsy Diaz

- i) Review of Parent Survey- proposed by SAC  
Dr. Diaz reported that the SAC reviewed the Parent Survey and edited the questions initially created by Dr. Hugh Prather after previously meeting with the SAC.
  - a) Action Proposed- Approval of Parent Survey  
Joe Lopez moved to approve the parent survey with some wording changes. John Emerson seconded. There was no opposition. **Action approved.**
- ii) Update on fundraising  
Dr. Diaz reported that the Read-a-Thon raised \$10,270 and CIS will receive 75% of those funds in approximately one month. Dr. Diaz reminded the GC that the Art Auction Preview/Dinner at Perea's on Thursday, December 12<sup>th</sup> at \$25/person with wonderful student art as well as donated professional art work. Dr. Diaz further reported that the winter performance will be this Saturday at South Broadway Cultural Center. Dr. Diaz also reported that the CIS Permaculture Club through PTA ran a pancake breakfast which raised \$272.
- iii) Upcoming events  
Dr. Diaz reviewed the CIS calendar and noted that the calendar is available on the CIS website, [www.corralesis.org](http://www.corralesis.org).

H. Other Business/ GC Member Comment: Linda Parker noted that she will not be at the January meeting.

I. There was no member of the public present.

J. The next regular meeting of the Governing Council will be on January 8, 2014 at 5:00 pm and will take place at Cooperative Educational Services, 4216 Balloon Park, Albuquerque, NM 87109

K. Adjournment

Linda Parker moved to adjourn the meeting at 6:04pm. Joe Lopez seconded. There was no opposition.  
Meeting adjourned.