**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

May 11, 2017 – 5:00 p.m.

DRAFT MEETING MINUTES

1. Call to Order

The meeting was called to order at 5:01pm by Stacy Blackwell.

1. Roll Call

Rhonda Ledbetter, Stacy Blackwell, Joe Lopez, Amanda Bassett, Jason Sawyer and John Emerson were all present.

Robin Yoder arrived late at 5:38pm.

1. Adoption of agenda May 11, 2017 meeting.

Joe Lopez moved to adopt the agenda. John Emerson seconded. There was no opposition.

1. Approval of minutes for the April 19, 2017 meeting.

Joe Lopez moved to approve the minutes. John Emerson seconded. There was no opposition.

1. Public Comment: No public comment was offered.

F. **Corrales International School Financial Update**

A. BARs\*

BAR # Fund Description Type Amount

1 001‐028‐1617‐0029‐T 2012 Library GO Bonds Transfer $ ‐

2 001‐028‐1617‐0030‐M Operational Maintenance $ ‐

3 001‐028‐1617‐0031‐M Operational Maintenance $ ‐

Rebekah Runyan presented the BARs, reporting that the Library bonds were transferred, one BAR was to clean up the 1000 function in operational and the final BAR and was to clean up the 2000 function.

Justin Sawyer moved to approve BARs 29, 30 and 31. Amanda Bassett seconded. There was no opposition.

B. Payroll & Accounts Payable Payment Vouchers\*

1 April 2017

Rhonda Ledbetter noted that there was nothing of concern listed and inquired about the Albuquerque Magazine expenditure. Mark Tolley noted that a quarter page ad was purchased for the school for a little over $600.

John Emerson moved to approve the payroll and accounts payable vouchers. Rhonda Ledbetter seconded. There was no opposition.

C. Financial Statement Reports ‐ as of April 30, 2017

1 Financial Analysis

2 Bank Reconciliation

Rebekah Runyan noted that there was nothing out of the ordinary and noted that end of year SB9 and HB33 funds are building up nicely. Stacy Blackwell inquired about possible building costs. Mark Tolley noted that the current facility is priced at approximately $3.5million and noted that another facility could run around $3million. Rebekah Runyan noted that the GC will need to meet before June 1st to approve the final allocations from APS.

D. Other

1 Projected Capital Resources for Building Purchase

2 Journal Entries ‐ None

\* Requires board approval

G. GC Business

1. Consideration for Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, § 10-15-1 (H) (2) (Limited Personnel Matters) for the Purpose of Discussion of the Head of Schools evaluation and Contract (Discussion/Action).

Justin Sawyer moved that the board go into closed session, pursuant to section 10–15–1 (H) (2) (Limited Personnel Matters) for the Purpose of Discussion of the Head of School evaluation and Contract. John Emerson seconded. There was no opposition. All members voted to approve the motion.

Closed session was entered into at 5:16pm.

2. Reconvene to Open Session/Statement of Closure (Action)

Stacy Blackwell, reported that the matters discussed in the closed meeting were limited only to those specified in the motion for closure. All members were in agreement.

3. Recommendation to approve the Head of School contract for the 2017-2018 school year. (Discussion/Action)

Amanda Bassett moved to table the recommendation in order to include the 2018-19 school year to offer a 2 year contract. John Emerson seconded. There was no opposition.

4. Recommendation for approval of the NMPED Reads to Lead request for application. (Discussion/Action)

Mark Tolley presented the Reads to Lead grant and reported that he has already submitted this. Mark Tolley noted that this grant funds the reading specialist working with k-3 struggling readers.

Joe Lopez moved to approve the NMPED Reads to Lead grant. Rhonda Ledbetter seconded. There was no opposition.

5. Recommendation for approval of the NMPED Bilingual Multicultural Education Program (BMEP) funding application. (Discussion/Application)

Mark Tolley reported that the bilingual grant funds our bilingual programs as well as supports the ESL students. John Emerson inquired about the Mandarin program. Mark Tolley reported that the Confucius Institute does not want to serve students below the high school level and noted that CIS may need to hire an instructor or find another option. Stacy Blackwell noted that this would be a good topic for the upcoming June retreat.

Amanda Bassett moved to approve the NMPED Reads to Lead grant. Justin Sawyer seconded. There was no opposition.

I. Head of School update, Mark Tolley

Mark Tolley reported that he and Robin Yoder and Stacy Blackwell attended the APS policy committee meeting and received approval for an enrollment increase to 300 and the APS board offered compliments about CIS’ programs. Mark Tolley noted that he expects 280 enrollment for the 2017-18 school year.

Mark Tolley presented the proposed rule change to double the governing council training requirements, noting that this would impose the requirement to have all training done before a member is allowed to vote.

Mark Tolley noted that CIS’ Awards ceremony will be held next Wednesday recognizing IB exemplars, perfect attendance and the honor roll students. Mark Tolley noted that the Graduation will be held on May 20, 2017 and extended an invitation to all GC members.

J. Other Business/ GC Member Comment: Robin Yoder presented some information from the training she recently attended.

K. Adjournment

Justin Sawyer moved to adjourn at 6:37pm. Robin Yoder seconded. There was no opposition.

The next meeting of the Governing Council will be a special meeting held on May 24, 2017 at 5pm. The next regular meeting of the Governing Council has been rescheduled and will be held on June 21, 2017 at 1:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113