

Corrales International School

Governing Council Regular
Meeting 5500 Wilshire Ave. NE
Albuquerque, NM 87113
April 17, 2018 – 5:00 p.m.

DRAFT meeting minutes: not the official minutes and are subject to approval by the public body.

A. Call to Order 5:12pm

B. Roll Call:

Justin Sawyer, Stacy Blackwell, Robin Yoder-Kear, Mark Tolley (HOS),
Rebekah Runyan (Business Office),
Kimberly Romero (Scribe)
Absent: Joe Lopez, Rhonda Ledbetter, Amanda Basset

C. Adoption of Agenda, April 17th, 2018 meeting with amendment: to move 'I', (GC Comment) to after public comment

Motion Stacy
2nd Robin
No Discussion
No Opposition
Passed

D. Approval of minutes for the March 14th, 2018 meeting.

Motion: Stacy
2nd Robin
No Discussion
No Opposition
Passed

- E. Public Comment:** This is an opportunity for members of the public to address the Governing Council ("GC") for up to 5 minutes with comments or issues, whether or not they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action or have any discussion or deliberation on any presentation made to it concerning an item not listed on the agenda. Any item presented may be noticed on a future agenda for deliberation or action.
Comments: No public present

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

Discussion: Discussion: Robin Yoder will resign as of June 30th. Who do parents express interest to: Stacy Blackwell. Board will request resume. Questions raised: why are we not doing a summer program...parents claimed the issue was using the building and not making money to run program.
PTA approached Mark regarding not having summer program as they were not making enough to run the program or break even. They have been losing money and the idea of charging more money was not well received by the community. Building was never an issue, building was offered as the school pays for utilities during the summer. Summer Spanish institute is offered at the availability of our trained bilingual teachers. Half day is the availability at this time. As of right now, Summer Spanish institute is running this summer. Any changes to the program will be communicated to parents through the school website or newsletter. Schedules for next year will be finalized once all next step plans are completed and the school will have a school calendar and schedules will be out before the years end.
Chinese: Waiting to hear from the Chinese Confucius institute. Chinese is not required by IB, it is written in our charter. The students have learned more this year, on RosettaStone, than with past teachers.

**F. Corrales International School
Financial Update**

1. BARs*

<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
a. 001-028-1718-0025-I	GO Bonds Increase	\$	3,023

2. Accounts Payable Payment Vouchers*

- a. March 2018

3. Financial Statement Reports - as of March 31, 2018

- a. Financial Reports
- b. Bank Reconciliation

4. Other

- a. Current Capital Resources for Building Purchase
- b. Journal Entries

5. School Calendar (2017-18)*

(Action)

6. Salary Schedule*

(Action)

7. Budget – School Year 2017-2018*

(Action)

* Requires board approval

<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
a. 001-028-1718-0025-I	GO Bonds Increase	\$	3,023

Approval of BAR 001-028-1718-0025-1 GO Bonds Increase of \$3,023

Motion: Stacy
2nd Robin
No Discussion
No Opposition
Passed

Approval of Accounts Payable vouchers for March 2018

Motion: Stacy
2nd Robin
Discussion
No Opposition
Passed

Discussion: What is Amazon portion? Page 6...the apple grant (broadcasting equipment). Amazon works with a PO system and Amazon sends a statement for all purchases (itemized in the report). American Museum of Natural History: Four teachers sent to an IB training covering different disciplines, covered by title II funding and allocating prior to end of school year.

Financial Statements: no action required

Shows where we are with revenue. Page 12 is the expenditures. The encumbrances include things like PO's or salaries that have not yet been paid out. Summer employee payout for salaries have not been decided. It will be decided prior to years end.

Approval of 2018-2019 School Calendar

Motion: Stacy
2nd Robin
Discussion
No Opposition
Passed

Discussion: Similar to APS with minor differences.

Approval of Salary Schedule

Motion: Stacy
2nd Robin
Discussion
No Opposition
Passed

Discussion: Legislative changes had to be taken into account. All teachers, on average, to be given 2.5% raise, 2% other staff. State not providing full amount to cover raises, therefore operational will have to include difference. Adjustments to all minimum salaries had to be adjusted prior to giving raises. Question of the difference of \$1 on schedule...is there a way to make a salary schedule for our school alone...it is very complicated to do with different levels and experience.

Approval of School Budget 2018-2019 conditionally pending final approval by the PED with possible budget changes

Motion: Robin
2nd Stacy
Discussion
No Opposition
Passed

Discussion: increase in salary schedule, reduction of an estimated 20% in lease reimbursement, some increases and decreases in health insurance options, unit values and 40th day count will affect our budget for next year. Since we have been fiscally responsible, we will be able to cover what is needed. We continue to be in good financial standing. We will not need to change what we already have. In addition we will be offering a traditional 9th grade track and will continue to offer our advance track for those students who are ready. We are required to follow the at risk index as provided under APS by PED. We have been fiscally responsible and happy with the smooth transition Mark has worked hard to provide.

* Requires board approval

G. GC Business

1. Board Member Training (update)
Schedule in GC packet for this meeting
2. Commercial Real Estate Representation agreement (discussion on requested changes)
Adjustments made as requested. No discussion.
3. Required Special Education Policy – Least Restrictive Environment (discussion/action).
Motion: Stacy
2nd Robin
Discussion
No Opposition
Passed

4. 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 (1) Discussion of the Head of Schools evaluation and Contract; (2) (Discussion/Action).

Motion that the governance council convene in closed session to discuss the Head of School yearly evaluation and 2018-19 contract, as authorized by section 10-15-1 of the open meetings act.

Motion: Stacy
2nd Robin

Roll Call: Justin Sawyer, Stacy Blackwell, Robin Yoder

5. Reconvene to Open Session/Statement of Closure
Motion that the Governance Council reconvene in open session and that all matters discussed in the closed

session were limited to only those specified in the motion for closure. (Action)

Motion Stacy

2nd Robin

Roll Call: Justin Sawyer, Stacy Blackwell, Robin Yoder

No Opposition

Passed

6. Recommendation to approve the Head of School contract for the 2018-2019 school year. (Discussion/Action)

Motion Robin

2nd Stacy

No Discussion

No opposition

Passed

H. Head of School update, Mark Tolley

1. Updates (discussion)

As noted in earlier discussions, Legislature changes had to be taken into account. All teachers, on average, to be given 2.5% raise, 2% other staff. We have been fiscally responsible, We continue to be in good financial standing. We will not need to change what we already have. In addition we will be offering a traditional 9th grade track and will continue to offer our advance track for those students who are ready.

I. Adjournment 7:58 pm

Motion Stacy

2nd Robin

No Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on May 9th, 2018 at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113

"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."