**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

November 9, 2016 – 5:00 p.m.

APPROVED Meeting Minutes

1. Call to Order

The meeting was called to order by Justin Sawyer at 5:14 pm.

1. Roll Call

Present were Stacy Blackwell, Justin Sawyer, Robin Yoder and Rhonda Ledbetter.

Absent were John Emerson and Joe Lopez.

Also present were Mark Tolley (CIS Head of School), Tara Armijo-Prewitt (minutes), Ana Perea, Kim Romero and Nicole Montague

1. Adoption of agenda November 9, 2016 meeting.

Stacy Blackwell moved to adopt the November 9, 2016 agenda. Robin Yoder seconded. There was no opposition. Agenda adopted.

1. Approval of minutes for the October 12, 2016 meeting.

Stacy Blackwell moved to approve the October 12, 2016 meeting minutes as presented. Rhonda Ledbetter seconded. There was no opposition.

1. Public Comment: No member of the public offered comment.
2. CIS Finance and Budget Report

Lee Blankenship, AptAbility Business Manager’s Assistant, reported that there are two BARs one for an increase in funding of $2811 due to an overestimated expenditure last year and one for the first half of the lease assistance payment.

**I. BUDGET \*** (Discussion/Action)

BARS

Stacy Blackwell moved to approve the BARs 0020D and 0021IB. Rhonda Ledbetter seconded. There was no opposition. Motion carried.

**II. FINANCIAL STATEMENT REPORTS AS OF OCTOBER 31, 2016**

\*Budget Analysis

\*Budget to Actual – Expenditure and Revenue

 Lee Blankenship presented the budget to actual charts and graphs.

\*Statement of Revenues, Expenditures and Changes in Fund Balance

Lee Blankenship presented the statement of revenues, expenditures and changes in the fund balance.

\*Balance Sheet

Lee Blankenship noted that the balance sheet is on page 17 of the finance packet.

**III. BANK RECONCILIATION REPORTS**

\*October 2016

Lee Blankenship reported that the bank reconciliation reports can be found on pages 19-27 and noted that there was less revenue than expenditures in the amount of approximately $1000

**IV. PAYROLL & ACCOUNTS PAYABLE PAYMENT VOUCHERS \***

\*Accounts Payable Listing – October 1, 2016 – October 31, 2016

\*Payroll Voucher Listing – October 1, 2016 – October 31, 2016

Robin Yoder moved to approve the payroll and accounts payable vouchers as well as the payroll voucher. Rhonda Ledbetter seconded. There was no opposition.

**V. OTHER**

\*Journal Entries – October 1, 2016 – October 31, 2016

Stacy Blackwell moved to approve the journal entries. Rhonda Ledbetter seconded. There was no opposition.

G. CIS Foundation Update

Stacy Blackwell reported that Lajean McCaig, CIS Foundation Chair, reported that the raffle fundraiser will be held on International Day, November 12, 2016 at that the sales have almost reached the point of covering the cost of the car.

H. GC Business

 Stacy Blackwell encouraged the group to identify good candidates to join the GC.

I. Head of School update, Mark Tolley (Discussion)

 Mark Tolley reported that he will present a testing update in January as we will have both short

cycle assessment data as well as I-Station. Mark Tolley suggested that the full GC meet to have a spring planning session retreat to discuss the goals and direction of the school’s development.

Mark Tolley noted that he has finished the first round of teacher observations for evaluations and reported that he wants it to be a useful tool for teacher growth but noted that 50% of the evaluations comes from student test scores.

 Mark Tolley further reported that the PSCOC reimbursement issue seems to be ok now.

Mark Tolley reported that the International Day festival will be held this Saturday and invited the GC members to attend.

Mark Tolley reported that he is not yet hearing anything about school issues in the upcoming Special Session of the NM Legislature but expressed concern that the public schools will take another budget hit during this session.

J. Consideration to Adjourn to Executive Session pursuant to the Open Meetings Act (Discussion) – Head of School Evaluation: Staff and Parent Surveys.

Rhonda Ledbetter moved that the Council convene to closed session as authorized by the personnel matters exceptions of the Open Meetings Act. Robin Yoder seconded. There was no opposition. Closed session was entered at 5:40 pm

Closed session was exited at 6:05 pm.

Justin Sawyer requested roll call confirmation that the only matters discussed in closed session were those set forth in the approved agenda. Stacy Blackwell, Rhonda Ledbetter, Robin Yoder, and Justin Sawyer confirmed.

K. Other Business/ GC Member Comment: No GC member comment was offered.

L. Adjournment

Rhonda Ledbetter moved to adjourn. Stacy Blackwell seconded. There was no opposition. The meeting was adjourned at 6:05 pm.

The next regular meeting of the Governing Council will be on December 14, 2016 at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113.