

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 9, 2017 – 5:00 p.m.

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

A. Roll Call

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

Present: Stacy Blackwell, Heather Basset, John Emerson, Robin Yoder, Joe Lopez, Rhonda Ledbetter.

Absent: Justin Sawyer

Also present were Mark Tolley (CIS Head of School), Rebekah Runyan (Business Manager, AptAbility), and Kimberly Romero.

B. Adoption of agenda August 8, 2017 meeting.

Motion to approve by Robin Yoder

Motion seconded by Joe Lopez

Motion passed unanimously

No opposition

Approval of minutes for the June 20, 2017 meeting.

Motion to approve by Joe Lopez

Motion seconded by Rhonda Ledbetter

Motion passed unanimously

No opposition

C. Public Comment: No public

F. **Corrales International School Financial Update**

1. BARs* (Action)

Rebekah Runyan presented three BARs;

BAR #	Fund	Description	Type	Amount
a. 001-028-1718-0001-I	11000	Operational Cash Carryover		\$ 15,299
b. 001-028-1718-0002-I	14000	Instructional Materials Cash Carryover		\$ 4,215
c. 001-028-1718-0003-I	21000	Food Services Cash Carryover		\$ 4,910
d. 001-028-1718-0004-I	23000	Student Activities Cash Carryover		\$ 6,097
e. 001-028-1718-0005-I	26116	Intel Foundation Cash Carryover		\$ 560
f. 001-028-1718-0006-I	29102	Private Grants Cash Carryover		\$ 65
g. 001-028-1718-0007-D	31600	HB-33 Cash Carryover		\$ (2,498)
h. 001-028-1718-0008-I	31701	SB-9 Cash Carryover		\$ 2,673
i. 001-028-1718-0009-IB	24175	Carl D Perkins PY Initial Budget		\$ 3,296

(Discussion) first 8 is cash carryover; last bar is for prior year award for unspent money

Motion to approve by Robin Yoder

Motion seconded by Rhonda Ledbetter

Motion passed unanimously

No opposition

1st 8 bars are cash carryover. There was one decrease in HB33, everything else is an increase for cash carry over. Last bar is for Carl Perkins grant. This is a prior year award for any un-spent money.

Discussion: Contracts paid out as of June 30th; money allocated through summer therefore cash value can look bigger when a snap-shop is taken at end of year, cash balance appears larger. PED took snapshot of cash balance prior to outstanding payroll liabilities through. Fund balance would have been more accurate than cash balance when snap shot was taken.

2. Payroll & Accounts Payable Payment Vouchers

a. June 2017

Motion to approve by Robin Yoder

Motion seconded by Joe Lopez

Motion passed unanimously

No opposition

No Discussion

3. Financial Statement Reports - as of June 30, 2017 -CIS Treasurer (Discussion)

Overall expenditure report referenced from financial summary report.

Revenue for the year referenced (pg.28)...carryover compared to revenue.

4. Other

a. Projected Capital Resources for Building Purchase

b. Journal Entries - None

Discussion: Referenced financial summary report. HB33 or SB9 cannot be taken at this time.

Journal entries referenced as part of report.

* Requires board approval

G. GC Business

Parent/Student Handbook (Discussion/Action)

Discussion: updating/re-organizing...

Parking to be added.

School hours adjusted: PYP 3:10 (Kinder/1st); 3:15 (2-6th); 3:30 (MYP) putting times closer together. This gives PYP a little more instructional time.

Wednesday Early release: 12:30 (all students)

Lunches have been adjusted as well. MYP will not have lunch during pick-up for PYP

Faculty and staff contacts will be released soon

IB – mission statement is the same

Chinese – Confucius institute – working with the program to provide for 10th grade concurrent enrollment with Confucius institute and working with an online program for 7-9th grades. Program changes through the Confucius institute no longer provides for the younger students. Still looking into what online program will be.

Visitors will be required to sign in and this will be enforced. This has not changed but will be enforced.

Pick-up / Drop-off has been adjusted to reflect release times

Travel-International exceptions with head of school approval.

Dress code: changed slightly such as terminology. No Leggings, eliminated skinny jeans etc. were updated. UNM/CNM students: business casuals,

diagram of person kept as it illustrated what was expected. Do we need to allow caps or hats? Indoors NO, however outdoors is fine as they are outside and may want to block the sun. If they are being worn backwards or have inappropriate illustrations/signage, it will be dealt with accordingly.

Black Duck for uniform orders-they have been really good. Nothing is backordered but there is a two week turn around for orders.

Discipline: explained in detail in handbook. Cell phones: checked in at front desk. Students not checking in phones will have them confiscated. Parents will be required to pick up confiscated phones.

Technology

Possibility of adding out of school or overnight discipline policy. Will be looked at and possibly added.

Interesting in harassment as it goes into several categories; this is good
Summary of discipline infractions broken down into levels in handbook.
There is a Type A, B, C, D. Listed by severity.
Possible consequences broken down into steps 1, 2, 3, and 4. While the
types and steps may not align exactly, it gives guidelines of what to expect.
Question: What about he said/she said situations.
Investigation would be warranted to discover what happened. FERPA also
needs to be considered.

- He said/she said situations
- Discipline is at discretion of head of school or designee (per handbook)

Key to discipline is consistency. Rules are required to be followed. School rules are to be followed.

Special Education/504 are also included.

Processes for mental discrepancies...processes are kept in the health office and followed per state requirements. We are required to respond to incidences as necessary.

Motion to approve Handbook by Joe Lopez

Motion seconded by Rhonda Ledbetter

Motion passed unanimously

No opposition

H. Head of School update, Mark Tolley

1. New Governance Council Requirements (Discussion)

- Rule: 6.80.5.8: Changes from NM Registrar
 - o 8hrs. of GC training
 - o No new member can vote prior to achieving 7 hours
 - o Broken down in hourly / categorical requirements
 - o PED offerings are free of charge
 - o Mandatory GC-continuing GC member requirements – minimum of 8hrs.
 - o Effective July 25th, 2017
 - o Section on being approved as a trainer
 - o Training reporting requirements

Effective July 25th, 2017

Section on how to be approved as a trainer

6.80.5.12: Training requirements

Reporting

PARCC-Scores reflect CIS school average at 734 exceeding district and state averages across categories. The cross state average was 738, state average 725, district average 719.

10th grade-lower

11th grade-did very well.

Math: great improvement overall across grades (PYP to MYP)

English was comparable.

8th grade math: dropped below district average, however increased from last year.

Scores are back up with upper math as progression is shown. State looks at same grades vs same group of students causing ripples in overall scores.

PARCC scores compared to prior year show increase in most categories.

Improvements are seen in math and English.

Attendance quota looks good as well.

MAPS – formative assessment – informs instruction more than PARCC as PARCC is summative. Short cycle breaks it down by skill. Allows teachers to look at trends as well. NWEA training – more comprehensive for teachers.

APS Site visit: included a copy of site visit that APS office did in spring. It is a checklist of items that warrant need...

Academic performance – good

504 policy-include

ADA policy-include

GC Anti-nepotism policy

Other areas: good

Financial: three findings (exceptions included from last year). Criteria states no more than two. Cash: unclear on how finance office is figuring calculations since our finance office is showing cash balance as having it. CIS had two audit findings and one repeat finding, however two are identical. There was no significant deficiency in material weaknesses. Employee taxes: good. Finally, page 10, MOE for 12/31/16 is showing: not compliant but only short by 3.7% of what needs to be spent.

According to federal law, this is to be spent by June 30th, 2017. While this shows we did not meet, it was done six months before we had to meet it and we only had \$4,000 to spend. The last few years we met it and we met it again this year. This is more of an FYI and is not used against the school. APS board to be made aware of discrepancies. This will be addressed with the APS board as renewal is due.

Site visit: is not a grade and findings were minor. Performance framework is to show where you are.

Once policies are updated/added, that part of the audit findings will be reconciled.

2. Update

Pushing forward....new hires; open house Thursday, Aug. 10th 6-7:30pm; Monday, Aug. 14th first day of school.

Facebook Parents Page: not affiliated with CIS. School Website is best source of information. Website is the best source of information.

Uniforms are ordered through Black Duck. Uniforms are not on back order and all students must be in school approved uniform (see dress code in handbook) first day of school, no exceptions.

Grounds: building improvements (school cannot fund)

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

No other business

J. Adjournment

Time: 6:54pm

Motion to approve by Robin Yoder

Motion seconded by Rhonda Ledbetter

Motion passed unanimously

No opposition

The next regular meeting of the Governing Council will be on September 13th, 2017 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.”