

Corrales International School
Governing Council Regular Meeting
January 9, 2013 – 5:00 p.m.
Corrales Senior Center
4320 Corrales Rd.
Corrales, NM 87048

APPROVED MEETING MINUTES

- A. Call to Order
The meeting was called to order at 5:02 pm by Yasmine Armstrong (GC Co-Chair)
- B. Roll Call
Present were Kaaren Allen, Yasmine Armstrong (GC Co-Chair), Linda Parker (GC Secretary), Jennifer Salisbury, John Emerson
Carl Grending (GC Co-chair) and Marty Mathisen (GC Treasurer) arrived late at 5:32 pm
Also present were Dr. Elsy Diaz (CIS Head of School), Diane Gunn Miles (CIS Business Manager), Tara Armijo-Prewitt (minute-taker),
Members of the public present were Gaby Escobedo (CIS Kindergarten teacher), Kavita Krishna (CIS 5th Grade teacher), Kim Romero (CIS Special Education teacher), Jose Torres (CIS 4th Grade teacher)
- C. **Action Proposed** – Adoption of agenda for January 9, 2013 meeting.
John Emerson moved to approve the agenda for the January 9, 2013 meeting. Linda Parker seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for December 12, 2012
Linda Parker commented that F)ii. should have an S at the end of BAR at fourth to last line. Linda Parker moved to approve the minutes for the December 12, 2012 meeting. Jennifer Salisbury seconded. There was no opposition. **Action approved.**
- E. Public Comment: Gaby Escobedo, CIS Kindergarten teacher, remarked that the vision of CIS is excellent and that she is very proud to be a part of CIS and that Dr. Diaz has done an amazing job as an administrator. Gaby Escobedo further thanked Dr. Diaz and the GC for all of the time and effort expended on behalf of CIS staff and students. Kavita Krishna thanked the GC for their attendance at the recent IB training at CIS.
- F. Finance
- i) Budget Update – Diane Gunn Miles, Business Manager
Diane Gunn Miles stated that reimbursements from the state for lease payments as well as for the NM Puente Para Los Ninos grant to support special education needs are expected.
Jennifer Salisbury inquired whether Diane Gunn Miles has had any fiscal surprises outside of the special education expenses at CIS.
Diane Gunn Miles stated that recent unplanned expenses have been minimal and include newspaper advertising for open positions, the purchase of security cameras, and upgrading our internet connection service, as well as some special education expenses. Diane Gunn Miles further noted that these expenses are reflected in the BAR 43. Linda Parker moved that the financials be approved as presented. Kaaren Allen seconded. There was no opposition. Action approved.
- ii) **Action Proposed** – Approval of BAR
John Emerson moved to approve BAR 43. Linda Parker seconded. There was no opposition. **Action approved.**
- G. Governing Council
- i) Facility Search Update
Yasmine Armstrong proposed waiting until Carl Grending arrived so that he could address this issue. Jennifer Salisbury reported that the Village Council considered rezoning at the potential site South of Corrales at the last Village Council meeting.
- ii) Adoption of GC Meeting day to 2nd Wednesday of each month
Yasmine Armstrong explained that this change will allow the CIS Business Manager, Diane Gunn Miles, more time to compile and present financial information. Diane Gunn Miles stated that she appreciates this change. Jennifer Salisbury moved to adopt the 2nd Wednesday of each month as the designated meeting day. John Emerson seconded. There was no opposition. **Action approved.**

- iii) GC Training Requirements

Five of seven GC members completed at least 5 hours of training as required. Dr. Diaz noted that John Emerson and Marty Mathisen will take their training online through NMCCS. Diane Gunn Miles stated that the registration for the online training is not currently available, but NMCCS will contact Diane Gunn Miles once it is available.
- iv) Reflections on IB Training on January 7, 2013

Yasine Armstrong invited Board members to share their thoughts on the recent IB training. John Emerson reported enjoying the training very much and that he appreciated the opportunity to interact with the teachers in a different way. Jennifer Salisbury echoed this sentiment and noted that she was concerned with the state of the MYP requirements from IB and voiced support for delaying IB candidacy to give IBO time to get more organized. Kaaren Allen stated that she appreciated the opportunity to interact with the teachers, however, she wonders how much more training CIS teachers have had as she felt the training was superficial. Dr. Diaz noted that the teachers have all had outside IB trainings as well. Yasine Armstrong reported that she was happy to see that she had already experienced IB in action by observing CIS classrooms. Yasine Armstrong thanked CIS teachers for welcoming the GC members into the training without making them feel like outsiders.
- v) GC Term Limits and Recruitment

Yasine Armstrong initiated a discussion regarding current members' terms in order to assess when the need for recruitment of new members will arise. Jennifer Salisbury reported that upon reviewing previous GC meeting minutes she found that a strong background in accounting, education, law and the IB were stated as needed skill sets for future members. Yasine Armstrong noted that the most recent additions to the GC brought some of those skills--Marty Mathisen has a background in accounting and Kaaren Allen has a background in education.

Facilities update

Carl Grending reported that he consulted with an architect to assess one of the potential sites for appropriateness for CIS' needs. Carl Grending further stated that the assessment will be shared with a contractor and a ball park estimate to implement will be created and that this is important for fundraising purposes.

Carl Grending further noted that the private bonding proposed requires greater enrollment numbers (of at least ~260). CIS then must have some strategy to increase enrollment or CIS Foundation can provide a down payment and a smaller bond can be pursued.

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

- i) Introduction of New Fourth Grade Teacher

Dr. Diaz reported that she hired a new 4th grade teacher to replace Rhonda Lopez, who left to become a bilingual coordinator at another school. Dr. Diaz introduced Jose Torres to the GC. Jose Torres stood and addressed the GC and reported that his first day was very enjoyable. The GC members welcomed Mr. Torres to CIS.
- ii) Safety Committee Update

Dr. Diaz reported that the committee has met once and distributed meeting minutes from that meeting. Dr. Diaz further noted that the committee will meet again tomorrow and there is a drill scheduled for January 24th. Dr. Diaz reviewed the power point presentation on the lockdown drill and noted that she will be sending information home to parents to prepare them for the upcoming drill. Jennifer Salisbury inquired how difficult it is for someone to enter the CIS facility undetected. Dr. Diaz noted that our school is very open but that there are policies in place to maintain locked external doors at all times, security cameras have been installed, and an intercom has been installed at the front entry. Dr. Diaz further reported that for the past year, the back gate is locked each day at 8:30 am until 2:30 pm and that after 8:30 am all visitors enter through the front atrium door, be buzzed in or use the intercom to be buzzed in if Patti Brainard is not familiar with them, then sign in and are given visitors passes.
- iii) Charter Reauthorization-Contract Review
 - a) Action Proposed – Approval of Proposed Contract

Dr. Diaz noted that the contract states that APS must review and approve all single purchases of goods and independent service contracts above \$25,000. Jennifer Salisbury inquired what contracts CIS holds that fit that description. Dr. Diaz noted that our Special Education special service providers are accessed through EasI and CES. Diane Gunn Miles queried whether this would apply to state approved vendors. Dr. Diaz reported that she will investigate this further with Mark Tolley. Dr. Diaz further noted that the contract negotiations must be completed within 30 days of the vote by the APS Board, which was in mid-December. Yasine Armstrong noted that a special meeting of the GC can be called if necessary to approve the contract.

- iv) Update on Summary and General Themes of Staff Interviews and Surveys
Dr. Diaz presented the updated solution-focused chart that includes input from Frank Volpe, CIS Vice Principal. Dr. Diaz reported that the staff had a training with Hugh Prather recently in which he discussed the 5 Traits of a Dysfunctional Team. Dr. Diaz reported that this gave the staff an opportunity to assess how the whole team functions and that Hugh Prather noted that the two main points of concern identified were low trust issues as well as a high level of fear of conflict. Yasine Armstrong would like a report on his assessment at the next GC meeting. Yasine Armstrong further requested that the chart be included on future agendas so that the GC can stay abreast of progress.
- v) Sibling Policy Revision
 - a) Action Proposed – Approval of Sibling Policy Revision
Dr. Diaz explained that last year we had a challenge based on biological siblings which had been adopted by separate families. Dr. Diaz further noted that the CIS SAC reviewed this policy at length and the SAC recommended maintaining an open policy. The SAC amended the policy to include “or other child living in the household”.
Jennifer Salisbury moved to adopt the changes identified by Dr. Diaz. Marty Mathisen seconded. There was no opposition. **Action approved.**
- vi) Update on Action Plan
 - a) MYP Candidacy Progress
Dr. Diaz focused on the MYP Candidacy progress as it relates to Goal 3. Dr. Diaz noted that, with the exception of the newest CIS teacher, Shelly Robinson, the MYP teachers have participated in at least two trainings in IB and that the foundation for the work on the units has been established. Dr. Diaz noted that none of our special education staff has been training in IB as specialty training has been the focus for those teachers.
Dr. Diaz noted that when the PYP teachers were preparing for authorization, CIS was very lucky to have experienced leader teacher, Nicole Montague, who could take the lead and mentor others. Dr. Diaz noted her assessment that the MYP is now undergoing similar difficulties with becoming curriculum designers. Dr. Diaz further reported that the IB presenter will be returning to do a more in-depth training. Dr. Diaz requested that the objective in Goal 3 be changed to read “Obtain IB Authorization for the MYP by the school year of 2014-15” in order to relieve some stress on our MYP staff, and give IB time to work through the changes in the MYP.

Dr. Diaz reported that retention in the MYP may be increased by having an MOU with Sandia HS regarding the IB DP.

Jennifer Salisbury noted that in Goal One, the fall NWEA MAPS show low scores for the 7th grade. Dr. Diaz noted that as these test scores would not reflect the impact of hiring the extra MYP math teacher and that the next MAPS will be in late January.
 - b) Legislative Information Parent Group
Dr. Diaz noted that the CIS parent group has only recently formed and were not prepared yet to come to the GC meeting at this time.
- I. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment.
Jennifer Salisbury shared an article from the Albuquerque Journal on the Governor’s Education Plan, including funding for the A-F system.
Yasine Armstrong committed to spending more time at CIS in response to recent staff survey concerns regarding GC involvement.
Carl Grending shared information on the group Students First’s ranking of education in different states and noted that NM received a “D” grade (26th).
- J. Closed session: Update on facility search.
Linda Parker moved to go into closed session. John Emerson seconded. There was no opposition. Closed session was entered into at 6:45 pm. Closed session was ended at 7:21 pm.
- K. The next regular meeting of the Governing Council will be on February 13, 2013 at 5:00 pm and will take place at the Corrales Senior Center, 4320 Corrales Rd., Corrales, NM 87048.
- N. Adjournment. The meeting was adjourned at 7:21pm.