

Corrales International School
Governing Council Regular Meeting
February 13, 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 5:03pm by GC Co-chair Yasine Armstrong.
- B. Roll Call
Linda Parker (GC Secretary), Marty Mathisen (GC Treasurer), Yasine Armstrong (GC Co-Chair), Kaaren Allen, John Emerson, Jennifer Salisbury
Carl Grending (GC Co-Chair) arrived late at 5:04 pm
Also present were CIS Business Manager Diane Gunn Miles, CIS Head of School Dr. Elsy Diaz, Tara Armijo-Prewitt (minute-taker)
Also present were Gaby Escobedo (CIS K teacher), Dr. Nicole Montague (CIS 1st Grade teacher), Shellee Bratton (CIS 2nd Grade teacher), and Monty Young
- C. **Action Proposed** – Adoption of agenda for February 13, 2013 meeting.
Jennifer Salisbury moved to approve the February 13, 2013 agenda as amended to include a closed session meeting on personnel issues and facility update. John Emerson seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for January 9, 2013
Linda Parker remarked that under D, approval of minutes, the word Should, should not be capitalized. Jennifer Salisbury noted that her reflections on the IB training should be modified to note “concern” instead of “disappointment”.
Linda Parker moved to approve the January 9, 2013 minutes as amended. Marty Mathisen seconded. There was no opposition. **Action approved.**
- E. Public Comment: There was no public comment offered.
- F. Finance
- i) Budget Update – Diane Gunn Miles, Business Manager
Marty Mathisen presented the budget to actual report, noting a BAR for \$60,090 which represents receipt by CIS of more SEG money based on student enrollment higher than predicted, another BAR for predicted Substitute Teacher increases to approximately \$32,000 (expended \$16,450 to date) and a BAR for Special Education cost increases for approximately \$37,000 which puts CIS at a deficit for Special Education. Marty Mathisen further noted that approximately \$45,000 has been placed into rental land and building costs as it represents a budget line item to accumulate money for a down payment for a permanent facility with a goal of \$100,000.
Linda Parker noted that if CIS didn’t have the predicted need for more substitute teachers, then we would have the remaining \$12,000 needed to accrue the \$100,000 required for a down payment.
Marty Mathisen further noted that so far the budget looks good and the operational fund bottom line has increased since the beginning of the year and that Diane Gunn Miles continues to do an impressive job as Business Manager at CIS.
- ii) **Action Proposed** – Approval of BARS
BAR44,
BAR45—budget excess fund balance
BAR 46 and 47 combined—auditing was over budget, etc
BAR 48—expenses for nurse
BAR 49--reclassify copier maintenance fees to copier rental fees for new rental
BAR 50—private donation
Marty Mathisen moved to approve the BARS 44, 45, 46, 47, 48, 49, 50 as presented. Linda Parker seconded. There was no opposition. **Action approved.**
- Marty Mathisen noted that the auditors, Clifton Larson Allen, have made their audit results of CIS officially available to the public and the auditors did not have any large adjustments and offered only 2 audit findings. Marty Mathisen noted that a few small errors with journal entries were reported by the auditors as well as travel per diem reimbursement to an employee was found to be at 100% of the IRS rate instead of the required 80% of the IRS rate.

Marty Mathisen and the rest of the Governing Council members congratulated and thanked Diane Gunn Miles and Dr. Diaz for sound financial management of CIS.

G. Governing Council

i) Facility Search Update

Carl Grending reported that he met today with Yasine Armstrong, Dr. Diaz, and CIS lawyer, Susan Fox, regarding options for a new facility. Carl Grending noted that we don't meet the funding requirements to bond a facility because CIS' enrollment is too small. Carl Grending further discussed the Lease Purchase Agreement as well as the Lease with an Option to Purchase and explained that with the LPA, it is owner financed and all money put into the lease counts toward the purchase of the facility. Carl Grending further noted that the broker feels the current owner of the proposed facility may be uncomfortable risking his loan on the facility by entering into an LPA. Carl Grending also noted that the CIS Foundation would be responsible for all maintenance, etc of the facility.

Carl Grending reported that the Lease with an Option to Purchase is the most potentially appropriate option for CIS and that the downside to this arrangement is that CIS will not meet the 2015 requirement for being in a public facility. Carl Grending further reported that for CIS, that requirement is functionally 2018 as that is when CIS is currently authorized through. Carl Grending further noted that SB9 and HB 33 funds are not applicable with an Option to Purchase arrangement.

Linda Parker queried whether the LPA interest payments apply to the purchase of the facility. Carl Grending noted that interest payments do not apply to the purchase cost.

Carl Grending reported that he is drafting a Letter of Interest to maintain momentum with this process. Carl Grending further noted that in order to move things along quickly, significant assistance from teachers, parents, GC members, etc will be required. Yasine Armstrong echoed Carl Grending's sentiments. Jennifer Salisbury queried whether there are potential lessees to take over the current facility. Dr. Diaz and Carl Grending both noted that they are aware of schools that may be interested.

Carl Grending reported that the Direct Buy facility would limit potential growth of CIS. Jennifer Salisbury noted that the GC has discussed this issue and decided against significant growth. Yasine Armstrong noted that changing school size would impact the culture of the school and would require a lengthy discussion to consider. Carl Grending reported that he consulted with Claudio Vigil, architect, who has experience with schools and Vigil's assessment was that the building is a good fit for a school the size of CIS. Dr. Diaz noted that the building is adequate and could sufficiently meet CIS' needs.

ii) Open Meetings Resolution

Dr. Diaz noted that the GC approves this annually and that the only significant change in this year's resolution is the inclusion of the school's social networking site as an appropriate venue to publicize meeting times and dates, etc.

a) **Action Proposed** – Approval of Open Meetings Resolution

Jennifer Salisbury moved to approve the Open Meetings Resolution as presented. Yasine Armstrong seconded. There was no opposition. **Action approved.**

iii) Reporting Requirements Policy

a) **Action Proposed** – Approval of Reporting Requirements Policy

40th, 80, 120th day reporting policy moved for approval by John Emerson. Linda Parker seconded. There was no opposition. **Action approved.**

iv) Part-time Employee Resolution

a) **Action Proposed** – Approval of Part-time Employee Resolution

Linda Parker queried whether our health insurance eligibility requirement is included in this resolution. Linda Parker moved to approve. John Emerson seconded. There was no opposition. **Action approved.**

v) Conflict of Interest Policy

a) **Action Proposed** – Approval of Conflict of Interest Policy

Carl Grending noted that he cannot benefit from his role as a broker in our facility search.

Yasine Armstrong moved to approve. Linda Parker seconded. There was no opposition. **Action approved.**

vi) Volunteer Pledge

a) **Action Proposed** – Approval of Volunteer Pledge

Jennifer Salisbury moved to approve the Volunteer Pledge. Linda Parker seconded. There was no opposition. **Action approved.**

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

i) Charter Reauthorization-Contract Review and goals

a) **Action Proposed** – Approval of Dr. Diaz to sign contract

Dr. Diaz noted that at Jennifer Salisbury's suggestion, she will add an MOU with Sandia H.S.'s IB program as well as request bus transportation for CIS students. Dr. Diaz noted that CIS lawyer, Susan Fox, recommended that the performance measures included in the renewal application be added to the performance contract as an addendum. Dr. Diaz requested that the GC authorize Dr. Diaz to sign the contract. Yasine Armstrong moved to approve Dr. Diaz's authorization to sign the contract with APS, with the caveat that if any unforeseen or

concerning issues arise during the negotiations, the information be brought back to be discussed by the GC. Linda Parker seconded. There was no opposition. **Action approved.**

- ii) Update on Summary and General Themes of Staff Interviews and Surveys
 - Dr. Diaz requested that 1st grade CIS teacher, Dr. Nicole Montague, present on the progress on staff survey responses. Dr. Montague reported that Dr. Diaz has gone to great lengths to address all staff concerns, including bringing in an expert, Dr. Hugh Prather, to facilitate the creation of the Covenants presented in the GC packet.
 - a) QIC: Quality Improvement Committee
 - Dr. Diaz reviewed the Covenants created by CIS staff that states that conflicts should be addressed immediately and with the person of conflict before administration is involved.
 - b) Communication Flow Chart
 - Dr. Diaz noted that one of the concerns expressed by staff had to do with when it is appropriate to involve the GC with concerns. Dr. Diaz further noted that she created a flow chart to make clear for all staff the process to follow to deal with concerns, suggestions, etc.
 - c) Revised Teacher Job Description
 - Dr. Diaz reviewed the job description she created in consultation with a CIS PYP and a CIS MYP teacher representative. Dr. Diaz noted that she proposes reducing PD days by 2 each year, as well as finding a way to increase collaboration time during MAPS and other testing. Dr. Diaz noted that some teachers have requested to be paid at a daily contract rate for IB trainings undertaken on weekends and during the summer and that reimbursement would be too costly and would impact how much PD could be provided by CIS. Linda Parker noted that the teachers benefit personally from becoming IB certified teachers. Dr. Diaz noted that we have very committed teachers at CIS.
 - Yasine Armstrong thanked Dr. Diaz and all of the CIS teachers for coming together with Dr. Hugh Prather to address these issues together. Carl Grending inquired whether the decrease in PD days will compromise the IB curriculum development. Dr. Diaz stated that she did not believe it would compromise IB at CIS but that 12 PD days is as low as is reasonable to go, in her estimation, without compromising IB, especially in the MYP.
- iii) Update on Action Plan
 - a) MYP Candidacy Progress
 - Dr. Diaz reported that the IB representative that visited CIS recommended that MYP IB authorization be submitted in 2015. Dr. Diaz, asked GC members to review Frank Volpe's written statement of the MYP authorization progress. She stated that the consultant felt that MYP teachers and administration needed more time to prepare materials and professional development to implement the program. Dr. Diaz noted that with the MYP changes and the need to improve the articulation of the MYP, the consultant suggested that postponing candidacy was her recommendation. Dr. Diaz stated that she took full responsibility for the lack of progress towards MYP authorization and she lamented the expense for this school year's candidacy fee. Linda Parker suggested that a Daniels Fund grant application be considered to offset these costs.
 - Carl Grending queried whether the MYP contracts for next year should include measures and/or expectations to achieve IB authorization and further expressed concern that teachers are requesting a decrease in PD days and extra pay to attend weekend and/or summer PD in IB when they are trying to achieve this integral goal.
 - Dr. Diaz reviewed and expressed concern regarding the NWEA MAPS scores and noted that in the fall, 54.5% of 7th grade students were proficient in reading and in the winter, 40% scored proficient.
 - Dr. Diaz noted that in the GC Strategic Plan, the goal to move the school to Corrales by 2013 needs to be amended to note a widening of the appropriate locations for a future site for CIS.
- I. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. No GC member comment was offered.
- J. Closed session: Update on facility search and personnel issues.
 - Linda moved to enter into closed session to discuss the facility search as well as personnel issues at CIS. John Emerson seconded. There was no opposition. Closed session was entered into at 7:17pm. Closed session ended at 7:45 pm.
- K. The next regular meeting of the Governing Council will be on March 13, 2013 at 5:00 pm and will take place at the Corrales Senior Center, 4320 Corrales Rd., Corrales, NM 87048.
- N. Adjournment
 - Jennifer Salisbury moved to adjourn. Linda Parker seconded. There was no opposition. The meeting was adjourned at 7:45pm.