

**Corrales International School**  
Governing Council Regular Meeting  
June 22, 2013 – 9:00 a.m.  
**Cooperative Educational Services**  
4216 Balloon Park Road NE  
Albuquerque, NM 87109

**APPROVED Meeting Minutes**

- A. Call to Order  
The meeting was called to order at 9:05 am by Carl Grending, GC Co-Chair
- B. Roll Call  
Present were Carl Grending (GC Co-Chair), Yasmine Armstrong (GC Co-Chair), John Emerson, Jennifer Salisbury, Linda Parker, Marty Mathisen  
Also present were Diane Gunn Miles (CIS Business Manager), Dr. Elsy Diaz (CIS School Director), Hugh Prather (CIS Consultant), David Diaz, Robin Yoder (CIS parent), Bill Slakey (CIS parent)
- C. **Action Proposed** – Adoption of agenda for meeting June 22, 2013.  
John Emerson moved to adopt the agenda for June 22, 2013. Yasmine Armstrong seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for May 8, 2013 and Special Meeting minutes June 17, 2013  
Yasmine Armstrong moved to approve the meeting minutes for May 8, 2013. Jennifer Salisbury seconded. There was no opposition. **Action approved.**  
Linda Parker moved to approve the meeting minutes for June 17, 2013. John Emerson seconded. There was no opposition. **Action approved.**
- E. Governing Council
- i) Discussion employee exit interviews  
Carl Grending reported that he had a request to include in this meeting's agenda to discuss whether the GC should play a role in CIS employee exit interviews.  
Jennifer Salisbury noted that the GC struggled with how to get feedback during the School Director's evaluation and that exit interviews can be useful, however, it is important to hold it in a structured manner to elicit useful information.  
Linda Parker inquired whether this falls within the purview of the role of the GC. Jennifer Salisbury supposed that it may serve to aid in the evaluation of the Head of School.  
Marty Mathisen noted that exit interviews can be useful if done in a productive and positive manner.  
Yasmine Armstrong agreed that exit interviews can be useful for evaluating the Head of School and may also be useful for GC members at the end of their terms or at resignation. Yasmine Armstrong recommended further discussion during the GC retreat regarding establishing whether the GC would like to engage in this as well as what outside entity may run the interviews and how they would be standardized.  
John Emerson noted that exit interviews can be very useful for administrators and he has experience with them at Sandia Labs.  
Carl Grending noted that legal advice should be sought on the appropriateness of GC involvement in this activity before a decision can be made. Linda Parker voiced agreement with Carl Grending.
- F. Finance
- i) Budget Update – Diane Gunn Miles, CIS Business Manager  
Diane Gunn Miles noted that as we are in the middle of the month, so all is not yet reconciled and reported that our SEG payment from the NMPED for this month is late which is why revenue versus expenditures shows ~\$47,000 difference but CIS has another \$178,000 coming in. Diane Gunn Miles predicts carryover will be ~\$150,000, as initially expected and all funds have currently been reimbursed except the SB-9 which will arrive after July 1. Jennifer Salisbury inquired how much the portable buildings will cost. Diane Gunn Miles noted that approximately \$55,000 is the cost of the portable buildings and this amount should be budgeted for and may not impact the carryover amount and further noted that there are still some unknown variables including electricity costs, etc.
- Diane Gunn Miles reported that the audit entrance meeting is on July 24, 2013 at 1:00 pm APS. Dr. Diaz encouraged the GC Treasurer and the GC Secretary as well as two parents to attend the entrance meeting. Diane Gunn Miles noted that she has identified and invited parents to participate.
- G. Head of School's Report – Dr. Elsy Diaz
- i) Update on Summary and General Themes of Staff Interviews and Surveys  
Dr. Diaz noted that in November of 2012 she and the GC received a letter created by a subset of staff voicing concerns and she and Mr. Volpe interviewed all staff to assess issues of concern during which most of the signators of the letter indicated a preference to give input via an anonymous survey. Dr. Diaz further noted that the surveys were collected by Dawn Jackson, CIS Registrar, and the sealed envelopes were opened by GC Co-Chair Carl Grending in the presence of Dr. Diaz and Assistant Principal, Frank Volpe. Dr. Diaz reported that she

and Mr. Volpe and Carl Grending reviewed and listed the concerns communicated in the survey and Dr. Diaz created an action plan (see handout) to address concerns.

Dr. Diaz reported that one concern revealed in the survey responses was a concern about communication between staff and Dr. Diaz and further noted that the suggested solutions included outside mediation, team-building, communication skills training, weekly email directed specifically to staff and teachers, staff meeting agendas, private venue for staff to address concerns, more frequent teacher evaluations and more administrative walk throughs in the classrooms.

Dr. Diaz reported that the Sunshine Committee and the Quality Improvement Committee (QIC) were established, created an anonymous issue bin, Dr. Diaz attended a communication workshop, and met with a mentor charter school principal to discuss communication approaches, increased classroom walk throughs, and Dr. Hugh Prather, an outside mediator/consultant was hired to help staff with working together to create positive solutions and guide staff in creating covenants (see handout) to which staff contributed and agreed to participate in.

Dr. Diaz reported that the QIC was comprised of a representative from each department (PYP, MYP, SPED, Office Staff, EA, and Specials) created to monitor the issue bin and discuss issues from constituents and further noted that other committees (voluntary) were created. Dr. Diaz reported that she created a communication flow chart for staff noting that policy concerns are brought to the SAC and the SAC works with the Head of School to address the policy.

Dr. Diaz reported that issues with the current facility were an important concern voiced through the staff surveys and voiced her own agreement that space constraints created many difficulties during the school year. Dr. Diaz further noted that to alleviate this issue, CIS will have 2 portables brought in for the next school year.

Carl Grending noted that the proposed move to a permanent facility is the 2014-2015 school year, not the 2013-2014 school year as stated on the Action Plan presented by Dr. Diaz.

Linda Parker inquired whether there will be a mechanism for the portables to be in communication with the main building. Dr. Diaz noted that there will be an intercom and phones installed.

Dr. Diaz reported that early in January 2013, the MYP teachers and one PYP teacher met with Frank Volpe to create a schedule that addressed teacher concerns. Dr. Diaz noted that during an April staff meeting teachers were inquiring about the schedule and prep times and Dr. Diaz further noted that she had yet to see a draft of the next year's schedule. Dr. Diaz then accessed the teacher feedback from Mr. Volpe and created a new schedule in coordination with the CIS Registrar, Dawn Jackson, which allows for core subject teachers to teach only 4 classes each and they have all of Wednesdays for planning and collaboration time.

Dr. Diaz reported that

a) Revised Teacher Job Description

Dr. Diaz presented the communication between Peter Lukes, former CIS MYP teacher, and herself regarding the changes to the teacher job description. Jennifer Salisbury noted that the job description is very detailed and queried whether that is the norm. Dr. Diaz noted that the job description created is more detailed than the normal teacher job description.

Marty Mathisen inquired how the committees function and will they continue. Dr. Diaz noted that the whole staff, including the new staff will get together and have a discussion about how they would like to use their time. Dr. Diaz noted that the teambuilding will continue using the covenants created this past year with Dr. Hugh Prather's assistance and some assessments will be implemented, including the 5 Languages of Appreciation and the Meyer's Briggs.

Marty Mathisen noted that the group should be willing to take only the parts that are deemed to be useful by the new group. Jennifer Salisbury noted her agreement with Marty Mathisen's statement.

b) MYP Schedule

c) QIC: Quality Improvement Committee

d) Communication Flow Chart

Dr. Diaz presented the communication flow chart which lists the appropriate place for problems or questions to be addressed with three options: approach the Head of School, approach an appropriate committee, and approach the School Advisory Committee.

Dr. Diaz noted that she has requested from IB an extension to make the decision about whether we will seek authorization in the upcoming school year.

ii) Update on 2012-13 Strategic Action Plan

Goal One: Exceed student academic achievement targets in state-measured areas.

a) Spring 2013 NWEA MAPS Test Results

Dr. Diaz expressed her disappointment across the board in mathematics performance on the MAPS test and noted that she will meet with teachers in the first week before school starts to go over the plan to address these issues directly using the testing date.

Linda Parker inquired whether parents of students whose scores decreased are informed about their scores.

Carl Grending and Robin Yoder both reported that there was a lot of information given to parents. Dr. Diaz noted that all students scoring below the 50<sup>th</sup> percentile are required to attend tutoring but it is up to the parents to make sure the students do actually attend.

Linda Parker inquired whether the across the board decrease in test scores could be a result of the tensions in the work place over the course of this school year. Carl Grending noted that he believes the stress of the year did contribute significantly.

b) Spring 2013 IPT Test Results

Goal Two: Achieve academic proficiency in Spanish and improve language proficiency in Chinese.

Dr. Diaz reported that the IPT Spanish proficiency scores are very exciting and noted that the 3<sup>rd</sup> grade class is 100% improvement with all scores of D, E, and F (F is fluent). Dr. Diaz noted that proficiency is assessed with the IPT as well as the WIDA rubric created by the teachers.

Dr. Diaz noted that the Chinese instructors developed a curriculum, however there is not yet a proficiency test established.

Goal Three: Become a state leader in International Baccalaureate education

Goal Four:

Goal Five: We are reauthorized by APS and have received the authorization to include 11<sup>th</sup> and 12<sup>th</sup> grades.

Goal Six:

Goal Seven: Dr. Diaz noted that we are still financially sound.

Dr. Diaz shared the quality of education survey results and felt that they were good results.

Carl Grending noted that our feedback rate of 85.9% is quite a bit higher than most schools.

iii) MYP Update

Dr. Diaz presented a slide show on MYP planning Action Plan for the upcoming school year which will be reviewed monthly by the GC and the SAC. Dr. Diaz noted that the MYP staff will develop a vision for the MYP aligned with the mission and vision of IB, develop assessment and language policies, develop community service piece and work toward developing a deeper culture of IB within the MYP.

Dr. Diaz presented information about final assessments, noting that IB is requesting one Culminating Task in 8<sup>th</sup> or 9<sup>th</sup> grade and the Mandatory 10<sup>th</sup> grade Personal Project which are moderated by external assessors.

Dr. Diaz noted that teachers will be required to have 1 unit planned and taught before Winter Break and ensure that the students are exposed more deeply to the IB learner profiles.

Dr. Diaz reviewed the pathways to graduation for our students, including graduate from CIS with dual credit courses, apply for admission to International Baccalaureate Diploma Program (there are 3 in NM), and the H.S. year abroad as well.

a) New Employees

Dr. Diaz presented a handout with bios on each new employee. (see handout)

- H. Public Comment: Bill Slakey, parent of 3 children at CIS, noted that the recent teacher turnover is very concerning for him about his children's education citing difficulty with new teachers. Bill Slakey noted that math and Spanish proficiency scores for the 4<sup>th</sup> grade decreased and he feels it is due to teacher turnover mid-year for that class. Bill Slakey further noted that he respects the teachers who left both personally and professionally and as a teacher himself feels that the demands on IB teachers in a small school are very difficult and that the expansion of the school places many demands on teachers and teaching even 4 courses each on top of the IB requirements is overwhelming. Jennifer Salisbury inquired whether Bill Slakey was provided curriculum or had to create it himself. Bill Slakey noted that he did have to create it and constantly upgrade it. Marty Mathisen inquired how different the CIS work environment than where Bill Slakey works. Bill Slakey noted that all teachers in NM are unhappy with their work load and that the amount of work required at an IB school

Robin Yoder noted that she feels appalled at some of the behavior of the longest standing parents' assumption of ownership over the school based on how long they have been associated with the school. Robin Yoder noted that the school has a responsibility to serve all students whether they are just joined or have been in since the inception of the school. Robin Yoder noted that those parents who are unhappy have the choice to go back to the local school districts.

- I. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. Jennifer Salisbury noted that Marty Mathisen's daughter has gotten into the Albuquerque Academy and now the GC will be looking for a parent, hopefully an MYP parent to join the board.

Yasine Armstrong noted that the GC has tried to solicit feedback from parents, teachers, staff and other community members to take a very thoughtful approach to addressing these concerns. Yasine Armstrong strongly encouraged parents to become involved at CIS and to directly contact Dr. Diaz if they have concerns that directly affect their children and not to rely on social media as many inaccuracies are traded.

Carl Grending noted that the GC is very involved in the processes at CIS and meets with Dr. Diaz regularly. Carl Grending noted that he has 3 children at CIS and he is very aware of the concerns at CIS and would not maintain his children's enrollment if he did not support Dr. Diaz. Carl Grending further noted that Dr. Diaz came in to CIS when the school had lost many teachers and was \$80,000 in the red and it was her leadership that turned things around.

Linda Parker noted that Dr. Diaz has handled the criticisms better than anyone he has seen.

Marty Mathisen thanked the Co-Chairs for all of the extra time and effort they have put into the GC this year.

Jennifer Salisbury reported that the GC has taken seriously all concerns or issues presented to the GC.

- J. Closed session- Governing Council Members Retreat  
Linda Parker moved to enter closed session at 11:13 am. John Emerson seconded. There was no opposition. Action approved.
- K. The next regular meeting of the Governing Council will be on July 11, 2013 at 5:00 pm and will take place at the Corrales Senior Center, 4320 Corrales Rd., Corrales, NM 87048.
- L. Adjournment

For 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 a 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 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 translation is needed."