

**Corrales International School**  
Governing Council Regular Meeting  
**John and Suann Derr Community Room**  
3563 Corrales Rd.  
Corrales, New Mexico 87048  
September 5, 2012 – 5:00 p.m.

**APPROVED Meeting Minutes**

A. Call to Order

The meeting was called to order at 5:07 pm by GC Co-chair, Carl Grending.

B. Roll Call

Present were Carl Grending (GC Co-chair), Yasine Armstrong (GC Co-chair), Linda Parker, Marty Mathisen, and John Emerson and Kaaren Allen (arrived at 5:20pm)

Also present were Diane Gunn Miles (CIS Business Manager), Dr. Elsy Diaz (CIS Head of School), and Tara Armijo-Prewitt (minute-taker), Susan Fox (CIS Lawyer, arrived at 6:15pm)

Jennifer Salisbury was absent.

C. **Action Proposed** – Adoption of agenda for September 5, 2012 meeting.

Linda Parker requested the addition of a section F.iv. to address the date of the next meeting to the September 5, 2012 agenda and that the approval of the meeting minutes for the August 1, 2012 meeting be moved to after the closed session as she has many proposed changes to the minutes.

John Emerson moved to adopt the agenda as amended for the September 5, 2012 meeting. Marty Mathisen seconded. There was no opposition. **Action approved.**

D. Public Comment: There was no public comment.

E. Governing Council

i) Recommendations for GC member committees

Dr. Diaz reminded the group that all GC agenda items are on blue paper in the meeting packet. Yasine Armstrong noted that the Technology Committee has not yet been established.

Yasine Armstrong stated that one co-chair must serve on the finance committee and Carl Grending will serve as well as Marty Mathisen (as chair). Linda Parker volunteered to join the Finance Committee.

Yasine Armstrong announced that the Audit Committee will be made up of Marty Mathisen, Yasine Armstrong, Linda Parker, as well as CIS parents Joe Marino and Matt Pehrson.

Yasine Armstrong announced that the Facilities Committee will be made up of CIS parent Catherine Lukes as chair, Carl Grending, Jennifer Salisbury and Yasine Armstrong. Yasine Armstrong announced that the

Head Administrator Review Committee shall be comprised of Kaaren Allen as chair, Carl Grending and Jennifer Salisbury.

John Emerson volunteered to be on the Technology Committee and make contact with the existing CIS Technology Committee. This committee assignment was not on the agenda but all agreed it should be added to the next agenda.

a) Approval of GC member committees and membership

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

ii) Recommendations for future meeting locations

Carl Grending noted that the Suann Derr facility is available for future meetings and is free. Carl Grending further noted that the Corrales Library is available free of charge and that the Senior and Community Centers are both available for a \$50 fee. Dr. Diaz noted that the school is a possibility as well for some meetings. Carl Grending reported that he and Yasine Armstrong would like to periodically hold meetings at CIS to maintain that connection with the parents. Linda Parker remarked that the notice will have to be well advertised if the location is moved periodically. Yasine Armstrong suggested holding at least one meeting at CIS to increase parent involvement. Linda Parker suggested the October meeting be held at CIS. Carl Grending and John Emerson suggested that, should the Suann Derr building be used, the turn off from Corrales Road be well marked for public participation and a map be sent to parents when the meetings are announced. All members were in agreement to have the October meeting at CIS and the approval of a permanent meeting site will be established at that time.

a) Approval of location for future GC meetings

All members agreed to hold the October GC meetings at CIS and to table approval of a permanent future meeting location until the October meeting.

b) Meeting Date—Marty Mathisen suggested that the regular GC meeting date be changed from the first Wednesday of the month to the second Wednesday of the month. Marty Mathisen stated that this would allow the CIS business manager, Diane Gunn Miles, appropriate time to present the financial information. Carl Grending inquired as to whether bylaws dictate whether financials must be presented for the same month or if Diane Gunn Miles could wait and present a month later. Diane Gunn Miles stated that if BARs are needed, they should be done in a timely manner. Linda Parker stated that she would prefer the third Wednesday of the month. Multiple members commented that this would be a problem during both November and December as it would fall during the holiday breaks. The group agreed to consult CIS attorney, Susan Fox later in the meeting about proper procedure for meeting time/day changes in light of Open Meetings Act requirements. The meeting is tentatively changed to the 2<sup>nd</sup> Wednesday of the month, pending approval by Susan Fox.

iii) Information regarding NMCCS Conference

Dr. Diaz noted that the New Mexico Coalition of Charter Schools Conference will be held on Friday November 2, 2012 and Saturday, November 3, 2012. Carl Grending, Jennifer Salisbury, Kaaren Allen, Yasine Armstrong and Linda Parker and Marty Mathisen would all like to be registered for this conference. John Emerson requested the online training option as he will be unavailable to attend in person.

F. Finance Committee Report – Marty Mathisen, Treasurer (see handout)

Marty Mathisen reported that he previously met and discussed the CIS financial reports with Dr. Diaz and Diane Gunn Miles. Marty Mathisen noted that the report indicates revenue in excess of expenditures, due in part, to carryover from the prior year. Marty Mathisen further noted that at the last GC meeting of the previous school year there was ~\$152,000 carry over expected and the actual carryover was ~\$192,000, resulting in the need for one of the BARs in the amount of ~\$43,000.

Marty Mathisen presented the "Proposed BARS for Operational Fund for GC Meeting September 5, 2012" handout and noted that most of the proposed BARs are moving money from one category to another as needs at CIS become clearer over the course of the school year plus the infusion of the excess funds (~\$43,000). Marty Mathisen further noted that this is common practice.

Diane Gunn Miles reported that the first BAR represents a change requested by the IRS to hire substitutes as employees and not contractors. Diane Gunn Miles noted that the BAR #3 is because the money for Educational Assistants were budgeted under Regular Education and it was moved to Special Education as CIS now has a half-time Special Education EA.

Dr. Diaz informed the new GC member, Marty Mathisen and Kaaren Allen that the high number of BARs requested is characteristic of the beginning of the school year and that as the school year progresses, many fewer BARs occur.

Diane Gunn Miles noted that BARs #1 and #17 were voided because she originally input them as an incorrect type. Diane Gunn Miles further noted that there are multiple types of BARs; IB is an initial BAR which is new funding, M is a maintenance BAR where money is moved within the same function, T is a transfer BAR where money is moved from one function to another function, D is a decrease BAR in the case of the budget being decreased.

i) Approval of BARs for budget adjustments related to expenses

Marty Mathisen moved to approve BARS 2-23 as listed in detail on pgs 15-16. Linda seconded. There was no opposition. **Action approved.**

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

i) Update on Reauthorization Plan (see 2012 Application for Renewal Handout)

Dr. Diaz reported that CIS is moving toward reauthorization with APS and presented the draft application in the GC meeting packet. Dr. Diaz noted that the application is due October 1<sup>st</sup>, which is before the next regular GC meeting, and requested a special GC meeting be scheduled to allow the GC an opportunity to review and approve the reauthorization application.

Dr. Diaz reported that the data section of the application showed that our student performance is declining. Dr. Diaz reported that upon further analysis of the test data it is clear that students with CIS for more than 3 years show exhibit good levels of proficiency (89% proficient in reading and 78% proficient in math for students who have been at CIS for 3 or more years.) Dr. Diaz reported that she will further analyze the progress of the students who have been at CIS fewer than 3 years to CIS after the fall MAPS testing has been completed. Dr. Diaz further reported that while CIS is still above the expected level for proficiency, our math scores especially are in decline. Dr. Diaz noted that an additional math teacher was hired this year to address this issue.

Linda Parker would like a legend included with the graph to indicate when the grades were included at CIS.

John Emerson would like scores of Gifted students disaggregated from those of the population as a whole. Marty Mathisen requested that the sample sizes per category be included.

Dr. Diaz noted that a notebook of GC approved policies has been compiled and that the policies are in need of review by the GC. Carl Grending suggested it be added to the October agenda.

Dr. Diaz reported that as an APS charter, APS policies cover CIS and that there are some APS policies that CIS has waived. In the original charter, CIS did not waive many APS policies. Dual credit is brand new to CIS so Dr. Diaz recommended that using the APS policy at least initially. Dr. Diaz reported that a Gifted Education Advisory Committee was started last year but there is no CIS policy and recommends adopting the APS policy.

Dr. Diaz requested clarification on whether the GC has interest in growth. Yasine Armstrong suggested including the possibility of doubling the student body numbers in the reauthorization application to make that option available in the future. Linda Parker recalled that the original financial analysis did not support doubling the numbers. Marty Mathisen inquired about whether the GC intends to add the Diploma Program. John Emerson noted that the GC Strategic Plan does not include doubling the size and the finances do not support growing in that way. Yasine Armstrong indicated that there may be social benefits for families who might like the option of choosing a different grade class to be in. Dr. Diaz recommended that the school size be kept the same. Carl Grending queried whether if reassessing the math with owning instead of renting would make any difference in viability. Dr. Diaz stated her concern that APS may deny the doubling of size given that we do not have a facility yet. Dr. Diaz suggested she confer with Mark Tolley about this issue and other GC members agreed. Linda Parker queried whether establishing a second school would be viable. Dr. Diaz noted that a whole new charter would be necessary for a new school.

a) Approval of Special Meeting Date to Approve Reauthorization Plan

A Special Meeting Date was set for Wednesday, September 26, 2012 at 5:00 pm at CIS. Linda Parker moved to approve. Marty Mathisen seconded. There was no opposition. **Action approved.**

ii) Update on Educational Plan for Student Success

a) Approval of Educational Plan for Student Success

Dr. Diaz stated that the State came up with uniform goals and strategies for all schools for the EPSS and the schools then individually add activities. Dr. Diaz further stated that she has met with the teachers to update these. There is no approval necessary for this item.

iii) Discussion on Teacher Salary Scale (see handout)

Dr. Diaz reported that employees created a chart showing that work days contracted at CIS are 190 and at APS it is 183. Dr. Diaz further reported that the CIS duty day is 8 hours while that of APS teachers is 6.5 hours and that results in an hourly rate lower than that of APS. Teachers created a committee to make suggestions to create more equity and fewer days and fewer duty hours. Dr. Diaz presented a sample teacher contract in which the work day is not detailed.

Carl Grending noted that salaried employees are not hourly worker and that CIS pays a higher salary and CIS in return, requires more of our teachers. Yasine Armstrong noted that the extra professional development days are for IB training and collaboration. Carl Grending questioned how changes in professional development days would affect MYP Authorization. Dr. Diaz noted that the collaboration time is

valued by the teachers and that we have excellent, hard-working teachers and that accepting some portion of their recommendations would boost morale. Dr. Diaz further supposed that even if teacher duty time is lowered, the teachers will still be in the classroom as much as they are needed. Carl Grending noted that the budget has been set for this school year and that this issue may be better addressed next school year. Dr. Diaz noted that if budget adjustments were to be made, her recommendation would be only to increase salaries for Level 1 teachers. Dr. Diaz further noted that CIS teachers picked CIS because they care about IB and inquiry. Linda Parker noted that as a non-union school, our teachers do not have to pay union dues unlike the teachers in APS. Marty Mathisen suggested a chart be made to include all compensation for CIS teachers above their base salaries so that a closer comparison can be made by teachers. Dr. Diaz noted that the IB training is valuable to teachers as well.

H. Closed Session: Facilities Update and Personnel Matters

I. Closed session to discuss facilities and personnel matters

Yasine Armstrong moved to go into closed session to discuss facilities and personnel matters. John Emerson seconded. There was no opposition. **Action approved. Closed session was entered at 6:35pm.**

J. **Action Proposed** – Approval of minutes for August 1, 2012

Linda Parker suggested that the approval of the minutes of the August 1, 2012 meeting be tabled until the October meeting. There was no opposition.

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

L. The next regular meeting of the Governing Council will be on October 10, 2012 at 5:00 pm and will take place at Corrales International School.

M. Adjournment

Linda Parker moved to adjourn the meeting. Yasine Armstrong seconded. There was no opposition. The meeting adjourned at 7:22pm.