

**Corrales International School**  
Governing Council Regular Meeting  
Corrales International School Library  
3821 Singer Blvd. NE  
Albuquerque, NM 87109  
October 10, 2012 – 5:00 p.m.

**APPROVED MEETING MINUTES**

- A. Call to Order  
The meeting was called to order at 5:02pm by Yasine Armstrong
- B. Roll Call  
Yasine Armstrong (GC co-chair), Jennifer Salisbury, Linda Parker (GC secretary), Marty Mathisen (GC treasurer), John Emerson, Kaaren Allen were present. Also present were Diane Gunn Miles (CIS Business Manager), Dr. Diaz (CIS Head of School), Tara Armijo-Prewitt (minute-taker). Absent was Carl Grending (GC co-chair)
- C. **Action Proposed** – Adoption of agenda for October 10, 2012 meeting.  
Linda Parker requested adding discussion of the Technology Committee under F. Governing Council. Jennifer Salisbury moved to adopt the agenda as amended for the October 10, 2012 meeting. Linda Parker seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for August 1, 2012 and September 5, 2012.  
Linda Parker moved to approve the minutes for the August 1, 2012 meeting. Jennifer Salisbury seconded. There was no opposition. **Action approved.**  
Linda Parker noted a misspelling of the name, Sueann Derr, in the September 5<sup>th</sup> GC meeting minutes, and that Corrales Library meeting space should have been noted as free, while the Corrales Senior and Community Centers are each \$50 fee per meeting, and further noted the misspelling of “further”. Kaaren Allen noted that she should be removed from the audit committee as listed in the draft meeting minutes. John Emerson moved to adopt the September 5, 2012 minutes as amended. Linda Parker seconded. There was no opposition. **Action approved.**
- E. Public Comment: There was no public comment.
- F. Governing Council
- i) Discussion updated committee memberships (see handout)  
Finance Committee—Marty Mathisen (chair), Carl Grending and Linda Parker  
Audit Committee—Marty Mathisen (chair), Yasine Armstrong, Linda Parker, Joe Marino (CIS Parent) and Matt Pehrson (CIS Parent)  
Facilities Committee—Catherine Lukes (chair), Carl Grending, Jennifer Salisbury, and Yasine Armstrong. Jennifer Salisbury reported that CIS Parent, Heather Balas, will join this committee as well.  
Head Administrator Review Committee—Kaaren Allen (chair), Carl Grending and Jennifer Salisbury  
Ad Hoc Technology Committee—John Emerson (chair), Frank Volpe (CIS Vice Principal), David Diaz, Peter Lukes (CIS Teacher), Shelly Robinson (CIS Teacher), Jesse Zamora (CIS Parent), and Rocky Garcia (CIS IT Specialist)  
Jennifer Salisbury requested that the technology committee meet and create a list of goals/duties to be emailed to John Emerson.
- ii) Information regarding NMCCS Conference  
NMCCS 2012 Annual Charter School Conference will be November 2<sup>nd</sup> and 3<sup>rd</sup>. Dr. Elsy Diaz reported that Kelly Callahan of NM PED previously offered to approve training workshops done in-house as well as those offered by NMCCS. Jennifer Salisbury requested that IB training be included on the list.
- G. Finance Committee Report – Marty Mathisen, Treasurer (see handout)  
Marty Mathisen reported that CIS is currently paying 2 salaries for the sped position as the current special education instructor has been on administrative leave and services continued in her absence. This situation, in addition to new students with increased sped needs has impacted the CIS budget in the amount of \$40, 820. Marty Mathisen noted that BARs will be presented to transfer money to remedy this situation. The bulk of the money is coming from the PCOC lease allocation. Dr. Diaz noted that the enrollment (220) is higher than budgeted (205) at \$3000 per child. CIS is in the black based on timing and the carry forward amount.  
Marty Mathisen noted that 4 BARs were proposed. Diane Gunn Miles noted that page 14 contains the explanation of the BARs. Marty Mathisen noted that the first BAR represents some federal money we are receiving for English Language Acquisition and is to be spent on supplies and materials for bilingual education. Marty Mathisen noted that the second BAR (26) is for part of the special education expenses incurred since CIS has more IEP’s for students requiring more services. Marty Mathisen reported that BAR 27 covers special education costs by moving funds from the rental of land and building category in addition to and moving part of library salary to fund a sped educational assistant as the current assistant librarian is half time library assistant and half time special education EA. Diane Gunn Miles noted that the next BAR included correcting program codes, etc and more special education costs.

- i) **Action Proposed** – Approval of BARS for budget adjustments  
Marty Mathisen moved to approve the BARS 25-28 which were reviewed and discussed by the Council. Linda Parker seconded. There was no opposition. **Action approved.**
- ii) **Action Proposed** – Approval of PSCOC award for lease assistance  
Jennifer Salisbury moved to approve the PSCOC award for lease assistance. Linda Parker seconded. There was no opposition. **Action approved.**

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

i) Discussion of Teacher Salary Scale

Dr. Diaz reviewed the previous discussion of teacher salary. Dr. Diaz reported that earlier in the school year a teacher presented a chart (see handout) which compared hourly rates for teachers from CIS vs APS. Dr. Diaz reported that CIS teachers came together and created a modified schedule to reduce hours. Dr. Diaz noted that the currently duty day schedule allows for tutoring for children as indicated in our charter. CIS teachers do work 14 extra days per year. Dr. Diaz noted that she can understand their concern in that regard. Dr. Diaz also presented a sample contract.

Linda Parker noted that CIS teachers do not pay union dues as opposed to the substantial union dues paid by APS teachers and that CIS class sizes are significantly smaller than those in APS classrooms. Linda Parker further noted that CIS is receiving good marks in evaluations and that is the result of what CIS teachers are putting into the work.

Jennifer Salisbury noted that honoring the teachers' requests would mean creating all new contracts and that the CIS budget is already set and approved and the GC is currently moving money around to deal with the sped issues. Dr. Diaz noted that CIS has fantastic hard-working teachers and some amount of flexibility with hours may be a potential solution. Jennifer Salisbury further noted feeling empathy for the teachers' concerns and wondered if flexibility with their hours could be managed, such as dropping 2 days during the Thanksgiving Break. Yasine Armstrong concurred. Dr. Diaz noted that future contracts should be more specific regarding the duty day requirements to avoid this concern in the future.

Yasine Armstrong noted that the recent Spanish delivery model change at CIS requires significant time for professional development and that lost days will never be retrievable and that making a significant shift in the budget would not be wise at this time. Jennifer Salisbury noted that the teachers are a priority should money become available. Jennifer Salisbury further noted that it would be unwise to make any changes before the legislature has met as they could eliminate lease reimbursement allocations, etc. Linda Parker noted that 10% higher than APS should no longer be included in statements regarding employment at CIS.

Jennifer Salisbury and Yasine Armstrong both noted that this issue will be revisited in the spring to see if our budget allows for extra stipends. Marty Mathisen suggested that teachers be made aware of the value of extra benefits received, like IB training/credentials, etc. Dr. Diaz suggested that the two November /Thanksgiving in-service training days be allowed to be done from home/online in support of the teachers' requests.

Dr. Diaz reported that Mark Tolley informed her that he will try to get the CIS reauthorization application in front of the APS School Board in November but that the approval process may take until January 2013.

Dr. Diaz noted that APS is not approving new charters and they have spoken against the new charters applying to the state for authorization.

I. Closed Session: Facilities Update. Yasine Armstrong noted that there was no need for closed session.

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

Linda Parker discussed potential meeting sites for the GC. Linda Parker noted that Sueann Derr is planning more construction in November at their conference site and that it will not be available after that. Linda Parker would prefer not to pay for meetings. Jennifer Salisbury noted that the GC meeting should only be held in Corrales even if a fee must be paid. Yasine Armstrong concurred. Yasine Armstrong would like to have one meeting per semester at CIS to make attendance by parents more likely. Kaaren Allen suggested use of the Episcopal Church in Corrales. Yasine Armstrong suggested holding the November GC meeting in the Corrales Senior Center or the Community Center to see how the space works for the GC. Dr. Diaz offered to call both spaces and see if either are available.

Jennifer Salisbury requested that an action item addressing the permanent location of future meetings be on the November agenda.

Marty Mathisen commented that he would appreciate more information on facilities. He noted that it seems months go by with no substantive change. Yasine Armstrong noted that a lot of changes have occurred in the past few years. Jennifer Salisbury noted that a facilities meeting should be held during closed session at the next meeting.

K. The next regular meeting of the Governing Council will be on November 14, 2012 at 5:00 pm Location: TBA

N. Adjournment

Jennifer Salisbury moved to adjourn. John Emerson seconded. There was no opposition. **The meeting was adjourned at 6:16pm.**