

**Corrales International School**  
Governing Council Regular Meeting  
November 14, 2012 – 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 5:00pm by Yasine Armstrong (GC Co-Chair).
- B. Roll Call  
Present were John Emerson, Kaaren Allen, Marty Mathisen, Carl Grending (GC Co-Chair), Jennifer Salisbury, Yasine Armstrong (GC Co-Chair)  
Also present were Dr. Elsy Diaz (CIS Head of School), Diane Gunn Miles (CIS Business Manager), Tara Armijo-Prewitt (minute-taker), and Peter Lukes (CIS MYP Teacher)  
Linda Parker was absent.
- C. **Action Proposed** – Adoption of agenda for November 14, 2012 meeting.  
Jennifer Salisbury moved to adopt the agenda for the November 14, 2012 meeting. John Emerson seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for September 26, 2012 special meeting, October 10, 2012 regular meeting and special meeting, and the October 16, 2012 special meeting.  
John Emerson moved to approve the September 26, 2012 special meeting minutes. Carl Grending seconded. There was no opposition. **Action approved.**  
Jennifer Salisbury moved to approve the October 10, 2012 special meeting minutes. Carl Grending seconded. There was no opposition. **Action approved.**  
Jennifer Salisbury and Kaaren Allen both noted that the names of Yasine Armstrong, Jennifer Salisbury and Frank Volpe were misspelled in the October 10, 2012 regular meeting minutes. John Emerson moved to approve the October 10, 2012 regular meeting minutes as amended. Marty seconded. There was no opposition. Jennifer Salisbury made a friendly amendment to reopened the action item in order to amend the October 10, 2012 regular meeting minutes to include the clause “to discuss personnel matters” when entering closed session. Carl Grending seconded. There was no opposition. **Action approved.**  
Carl Grending moved to approve the October 16, 2012 special 830 am meeting. Jennifer Salisbury seconded. There was no opposition. **Action approved.**
- E. Public Comment: Peter Lukes, CIS MYP teacher, addressed the GC on behalf of himself and (unofficially) Debbie Webster, CIS PE teacher. Mr. Lukes noted that PE is quite difficult to teach at CIS, especially for PYP students, given our current space constraints. Mr. Lukes further noted that inside the building, Dr. Diaz and Mr. Volpe have done a fantastic job of utilizing the current facility to the best of their abilities, and that PE is difficult, especially with the PYP students, without an indoor space.  
Carl Grending requested that Debbie Webster and Peter Lukes provide a wishlist for outdoor space size that would accommodate PE as well as CIS sports clubs. Carl Grending noted that this information would be useful during the facility search currently being undertaken by the Facilities Committee. Peter Lukes noted that even though he is the past and current MYP Soccer coach, he would prefer more indoor space over more outdoor field space if a choice between the two must be made. Peter Lukes further noted that sod would be extremely useful for his soccer team, as well as the greater CIS community. Peter Lukes thanked the GC for the important work that they are doing and noted that it really does make a difference and he further reported that he sees the effects that CIS has on students, firsthand.
- F. Finance
- i) Budget Update – Diane Gunn Miles, Business Manager  
Diane Gunn Miles reported that the overview of all funds, the revenue minus expenses at the bottom of the page (handout 1), shows that the CIS budget is ahead by \$145,678.32, year to date. Diane Gunn Miles further noted that CIS is waiting for 3 reimbursements from the state totalling approximately \$75,000; one for IDEA-B (special education), one for Public School Capital Outlay, and one for Title 2 (teacher and principal mentoring).  
Marty Mathisen (GC Treasurer) noted that at the last budget discussion we were paying double for the special education salaries due to one teacher being on paid administrative leave. Diane Gunn Miles reported that she would be presenting for approval one BAR related to special education.  
Dr. Diaz noted that it won't be clear until after the winter break how things will fall into place with salary expenses, as CIS has yet to fill another .5 sped position.  
Carl Grending queried whether there are categories that have gone over budget. Dr. Diaz noted that nothing outside of special education has gone over budget.  
Diane Gunn Miles noted that the handout 2 (see handout 2) contains a balance sheet on page 15. Marty Mathisen noted that Diane Gunn Miles did a very good job of preparing the balance sheet.
- ii) **Action Proposed** – Approval of BARS  
Diane Gunn Miles reported that she has 5 BARS for which she was seeking approval.  
BAR 31 represents a refund of prior year's expenses from vendors.  
BAR 33-35 all represent budgeting donations. (33=Intel, 34=Private donation, 35 Honeywell)  
BAR 32 represents costs associated with the addition of more services to special education for tutoring.  
Marty Mathisen moved to approve Bars 30-35 as presented by Diane Gunn Miles. John Emerson seconded. There was no opposition. **Action approved.**
- iii) Enrollment Scenarios and Funding (see handout 3)  
Diane Gunn Miles presented budget scenarios for if student enrollment is increased from 220 students to 260, 280, 320, 340 440, and 420 students. Diane Gunn Miles noted that all expenditures were held constant though it is reasonable to expect those to increase. Diane Gunn Miles' assessment showed that with an increase in enrollment, CIS would lose the small school funding from the state.  
Jennifer Salisbury noted that today's ABQ Journal reported that the APS task force recommended eliminating the small school adjustment and a new adjustment be adopted for rural schools and existing charter schools would keep a small school adjustment amount. According to

Jennifer Salisbury, the news report further stated that the APS task force also recommended that growth funding be contingent on positive academic results. Jennifer Salisbury noted that the lease subsidy was noted as being at risk.

Dr. Diaz noted that she would like preschool to be considered by the CIS Foundation as an important potential fund generator as well as something that would benefit our school. Carl Grending noted that if the Foundation gets a bond on the building, the Foundation is not allowed to make a profit above some percentage and that is an important factor for consideration.

#### G. Governing Council

##### i) NMCCS Conference Reflections

Yasine Armstrong requested reflections from GC members on the recent NMCCS Conference. Kaaren Allen noted that she found the conference very informative to orient herself to what charter schools are and further noted that she has a new respect for Dr. Diaz's role at CIS.

Jennifer Salisbury noted that for new GC members, such as Kaaren Allen, NMCCS does a very good job. Jennifer Salisbury further noted that more sophisticated discussion would be useful for experienced GC members. Carl Grending noted disappointment regarding the legislative update component of the conference. Jennifer Salisbury queried whether the GC could do training through IB or with other IB schools. Dr. Diaz noted that she is currently working on achieving this through NMCCS. Jennifer Salisbury queried whether it could be done independently.

Members noted that they would have liked to have some q/a and discussion session with other GC members about legislative changes.

Dr. Diaz noted that the Head of School session was approached this way and that she found it useful.

##### ii) Legislative Liaison

Yasine Armstrong proposed the formation of a committee to update the GC on the upcoming Legislative Session. Carl Grending reported that he feels that this year is the year of potential change for the whole charter school system—with small school funding, lease assistance, etc. being discussed by the Legislature. Jennifer Salisbury queried Dr. Diaz whether she will receive alerts from NMCCS during the legislative session on important issues affecting charter schools so that parents can be mobilized. Dr. Diaz noted that in previous years, requests for parent and school involvement were sent out when something of note was occurring. Carl Grending wondered if the PTA has a legislative liaison or committee already functioning. Dr. Diaz noted that John McCall heads up the Legislative Committee for the PTA. Carl Grending requested that John McCall update the GC as relevant information is compiled.

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

Dr. Diaz presented the Joint Powers Agreement that NMCCS presented. Jennifer Salisbury requested that Dr. Diaz request a memo from Mr. Hegwer of NMCCS synopsising this agreement and to add discussion of it on the next agenda.

##### i) Renewal Application Update

Dr. Diaz noted that the APS Board subcommittee will meet to discuss reauthorizations and make a recommendation to the full APS Board. Dr. Diaz noted that this meeting will be held on December 11<sup>th</sup> at 5pm. Dr. Diaz would like the GC to speak to CIS' 5 year renewal request as Mark Tolley has informed Dr. Diaz that the APS Board is considering approval for a 2 year renewal. Carl Grending noted that he has been told in the past that no charters will be renewed past 2015 as all charters must be in a public facility by then. Dr. Diaz noted that Kelly Callahan reported to her that appeals regarding the renewal terms can be made directly to PED, and in that case CIS could apply for PED Authorization.

##### ii) Strategic Plan Update

Dr. Diaz reported that during the recent APS Site Visit, Ron Romero noted that he was impressed with the Strategic Work Plan and requested a CIS GC member present to other schools about how it is used and how it has helped governance at CIS.

Goal One: Outcomes/Results Dr. Diaz presented an analysis of the 2011-12 SBA test results with a breakdown of students who have been at CIS for 1, 2 or 3 years. Dr. Diaz further noted that the data show a positive correlation between years at CIS and scores on the SBA.

Goal Two: Outcomes/Results Dr. Diaz reported that CIS was awarded a second Chinese teacher from China.

Goal Three: Outcomes/Results Dr. Diaz noted that the PTA purchased \$4000 worth of Spanish books for the CIS Library and that CIS now has a total of 30 iPads as well as 20 new desktop computers for the technology lab. Dr. Diaz further reported that CIS Principal Frank Volpe helped form the NM IB Association and is now president-elect and that Sonia Carrillo, CIS MYP teacher, is the Secretary of NMIB.

Goal Five: Dr. Diaz reported that she completed and submitted the Charter Renewal Application to APS. Dr. Diaz noted that the APS subcommittee will meet on Dec 11<sup>th</sup> to discuss the application.

Goal Six: Dr. Diaz noted that there are currently 220 students at CIS, and close communication is maintained via a weekly email newsletter to all CIS families and staff.

Dr. Diaz further noted that this year's CIS International Day Festival had a great turn out.

Goal Seven: Dr. Diaz noted that the preliminary findings of our recent APS Audit have been discussed with Audit Committee and that the formal announcement of findings are due in by January 2013.

##### iii) Upcoming Dates

Dr. Diaz presented a calendar of events (see handout 4) and noted that December 11<sup>th</sup> will be the APS School Board meeting regarding reauthorization.

##### iv) Enrollment By Zip Code (see handout 5) Tara Armijo-Prewitt presented a zip code map with numbers of CIS households represented for each zip code. Tara Armijo-Prewitt noted that 46.7% of CIS households are in Corrales, Rio Rancho and Paradise Hills, and that 3.7% of CIS households are in Tijeras and the East Mountains regions, and that 2.9% of CIS households are in the South Valley. Tara Armijo-Prewitt further noted that approximately 46.7% of CIS families reside in the the zip codes surrounding CIS (see handout 5).

#### I. Other Business/ GC Member Comment: There was no other business discussed.

#### J. Closed session: Updates on facility search.

Kaaren Allen moved to enter into closed session to discuss the facility search. Jennifer Salisbury seconded. There was no opposition. Closed session was entered into at 6:21pm.

Kaaren Allen moved to leave closed session. Jennifer Salisbury seconded. Closed session was ended at 7:30pm.

#### K. The next regular meeting of the Governing Council will be on December 16 at 5:00pm and will take place at the Corrales Senior Center, 4320 Corrales Rd., Corrales, NM 87048.

#### N. Adjournment.

Jennifer Salisbury moved to adjourn. Kaaren Allen seconded. There was no opposition. The meeting was adjourned at 7:30pm.