

**Corrales International School**  
Governing Council Regular Meeting  
December 12, 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 5:00 pm by Carl Grending (GC co-chair).
- B. Roll Call  
Present were John Emerson, Linda Parker (GC Secretary) , Kaaren Allen, Marty Mathisen (GC Treasurer) as well as Dr. Elsy Diaz (CIS Head of School), Diane Gunn Miles (CIS Business Manager), Tara Armijo-Prewitt (minute-taker). Absent was Yasmine Armstrong. Jennifer Salisbury arrived late. Members of the public present were Peter Lukes, Kavita Krishna, Rhonda Lopez, Lara Groff, Ana Perea, Nicole Montague, Monty Young, David Diaz, Shellee Bratton and Gaby Escobedo.
- C. **Action Proposed** – Adoption of agenda for December 12, 2012 meeting.  
Linda Parker moved to adopt the agenda for the December 12, 2012 meeting. John Emerson seconded. There was no opposition. **Action approved.**
- D. **Action Proposed** – Approval of minutes for November 14, 2012 regular meeting.  
Linda Parker requested that copies of GC packets from previous meetings be brought to subsequent meetings so that handouts referred to in the minutes can be reviewed for those who had been absent at previous meetings. Diane Gunn Miles suggested that handouts should be numbered. Dr. Diaz recommended packets be brought to subsequent meetings. Linda Parker moved to approve the meeting minutes for November 14, 2012 meeting as amended to include numbered. John Emerson seconded. There was no opposition. **Action approved.**
- E. Public Comment: Peter Lukes (CIS MYP teacher and CIS Parent) addressed the GC to thank and congratulate Dr. Diaz and CIS administration for the recent APS charter reauthorization as well as for the steps taken to address the concerns of some staff. Peter Lukes requested for a meeting between representatives of staff, administration and the GC members to further address any concerns. Peter Lukes further stated that student success and fidelity to the mission of the school is of utmost importance to him.
- F. Finance  
i) Budget Update – Diane Gunn Miles, Business Manager  
Marty Mathisen noted that CIS’ finances are in good shape—he further noted that revenue has exceeded expense through the 5 months ending November 30 and proportionately the amounts brought in and expended appear in line with the overall budget.  
Diane Gunn Miles noted that the federal flow through is for special education IDEA-B funds and expenses have not been submitted yet in anticipation of applying for Puente Para Los Ninos grant.  
Marty Mathisen noted that CIS is on time with our budget and November 30<sup>th</sup> is closed.  
ii) **Action Proposed** – Approval of BARS  
Marty Mathisen noted that Diane Gunn Miles has shown a good attention to detail. Marty Mathisen noted that \$17000 has been adjusted out of textbooks to salary expense to accommodate sped salary for the remainder of the year. Marty Mathisen recommended that BARS 36, 37, 38 and 39 be approved. Linda Parker moved to approve BARS 36-39. Jennifer Salisbury seconded. There was no opposition. **Action approved.**
- G. Governing Council  
i) Involvement and Participation in School Events  
Carl Grending noted that he and Yasmine Armstrong agree that increased involvement by GC members on the ground at CIS is important and encouraged all members to participate in school events. Dr. Diaz encouraged GC members to attend the January 7<sup>th</sup> IB training at CIS. Carl Grending reiterated that some GC meetings should be held at CIS as well to increase opportunity for parents, many of which do not live in Corrales, to attend. Dr. Diaz noted that the CIS winter concert will be held December 13<sup>th</sup> at the NM Bar Association building on Masthead, beginning at 5:45pm.  
ii) Facility Search Process  
Carl Grending noted that options in Corrales have been exhausted and the search has been expanded outside of Corrales, including discussions with our current landlord. Carl Grending reported that the facilities committee is currently investigating the 23,000 square foot Direct Buy building off of Alameda and I-25 on Wilshire Blvd. Carl

Grening further noted that the current owners will make their recent appraisal of the facility available to the committee.

Carl Grening further noted that he is also in discussions with our current landlord.

Carl Grening discussed investigating a bonding option.

Carl Grening further noted that he is also investigating a piece of land off of 4<sup>th</sup> and Osuna owned by a law firm that wants to develop the land. Carl Grening also noted that the cost of building is very expensive.

iii) Head Administrator Evaluation

Carl Grening suggested that Kaaren Allen contact Nora Scherzinger regarding the process used in previous evaluations. Kaaren Allen reported that she has already made contact with Nora Scherzinger and reviewed previous evaluations. Kaaren Allen further noted that she will feel more comfortable after the IB training on January 7<sup>th</sup> after getting more oriented to the school. Jennifer Salisbury recommended that Kaaren Allen review the GC bylaws.

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

i) Charter Reauthorization

Dr. Diaz provided snacks and cider to celebrate charter reauthorization for the full 5 year renewal requested.

Jennifer Salisbury congratulated Dr. Diaz on her hard work to accomplish this. Linda Parker noted that CIS has become a commodity as it is a successful school. Kaaren Allen remarked that it was wonderful to hear the APS Board recognizing CIS' teachers. Carl Grening remarked that the time and effort put in by that the teachers and administration of CIS is apparent by the results achieved.

Jennifer Salisbury noted that some agreement is needed between Sandia High School's IB DP program as CIS is the only obvious feeder program for their DP program. Dr. Diaz noted that she can investigate the Memo of Understanding with them. Carl Grening noted that this issue should remain an agenda item in the future in case a GC resolution becomes necessary.

ii) Summary and General Themes of Staff Interviews and Surveys

Dr. Diaz noted that as CIS grows as a school, some issues arise with staff. Dr. Diaz interviewed 25 of 27 staff members to discuss any concerns they may have. Dr. Diaz noted that after 8 individuals requested an anonymous survey to report their concerns, she created one and made it available to staff. Dr. Diaz reported that 21 surveys were submitted to administration and she presented the solution-focused chart she created to address all concerns mentioned. Dr. Diaz reported that 9/25 respondents had concerns regarding Dr. Diaz's communication style and solutions include training for Dr. Diaz on communication style as well as mentoring under experienced principals in staff relations. Dr. Diaz reported that 9/25 respondents had concerns regarding insufficient GC involvement at CIS. Dr. Diaz reported that most respondents had concerns regarding our current facility. Dr. Diaz reported that 9/25 respondents had concerns regarding teacher contracts. Dr. Diaz further noted that she has discussed this issue with CIS lawyer, Susan Fox, and that the Performance Contract from APS will be an important factor in designing future contracts. Dr. Diaz noted that concern was expressed about the safety plan as well as the internet speed at CIS. Dr. Diaz reported that the Safety Committee will be meeting December 13th. Dr. Diaz further noted that the internet speed will be increased significantly after the winter break. Dr. Diaz reported that some respondents requested public disclosure of the Administrator's evaluation and further noted that evaluations are not public information. Dr. Diaz reported that she shared all of the results of the survey as well as her proposed solutions to the staff at the staff meeting earlier in the day.

Jennifer Salisbury noted that the bylaws delineate the powers of the GC. Carl Grening passed out copies of the bylaws and reiterated that administrative and supervisory duties be performed by CIS Administration. Jennifer Salisbury noted that the GC "shall not be involved in the day to day operations of the school," per the CIS GC bylaws, and that administrative duties are separate from those of the GC.

Marty Mathisen noted that the solutions proposed by Dr. Diaz appear thoughtful and a lot of work to implement and high priority issues should be identified. Carl Grening noted that facility concerns were held by many and that a search for a facility, as well as discussions about obtaining portables for the current facility are ongoing.

Dr. Diaz noted that all of the issues mentioned are a priority even if concerns were held by only one person in the group. Jennifer Salisbury recommended that the issues revealed by the survey be incorporated in the action plan.

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

Carl Grening stated that quarterly reports from the SAC and the PTA would be beneficial.

Jennifer Salisbury requested that Dr. Diaz inquire whether the SAC or PTA have a legislative committee who could update the GC on legislative issues that could affect charter schools. Dr. Diaz reported that Joe Marino and John McCall are forming a group.

Jennifer Salisbury reported that Yasmine Armstrong was published in the Corrales Comment newspaper stating that CIS is looking to relocate.

Jennifer Salisbury noted that there was an op-ed piece in the Albuquerque Journal discussing Governor Martinez's appearance at the NMCCS conference.

J. Closed session: Update on facility search.

Linda Parker moved to enter into closed session. Jennifer Salisbury seconded. There was no opposition. **Action approved.** Closed session was entered into at 6:20pm. Closed session was ended at 6:25pm.

K. The next regular meeting of the Governing Council will be on January 9, 2012 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 the meeting. John Emerson seconded. The meeting was adjourned at 6:25pm.