**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

July 30, 2015 – 1:00 p.m.

**APPROVED MEETING MINUTES**

1. Call to Order

Jennifer Salisbury called the meeting to order at 1:00pm.

1. Roll Call

Present were Stacy Blackwell, Jennifer Salisbury, John Emerson, Yasine Armstrong, Linda Parker, and Joe Lopez.

Doug Cox submitted his resignation due to increased responsibilities at ACI. Carl Grending arrived at 1:13pm.

Also present were Dr. Elsy Diaz (CIS Head of School), Rebekah Runyan (CIS Business Manager, AptAbility), Kim Romero (CIS Special Education Coordinator), Ana Perea (CIS PYP Coordinator), Josh Ripp (MYP Coordinator), and Tara Armijo-Prewitt (CIS Assistant Head of School).

1. **Action Proposed** – Adoption of agenda for July 30, 2015 meeting.

Stacy Blackwellmoved to adopt the agenda as presented. John Emerson seconded. There was no opposition. Stacy Blackwell moved to amend the agenda to move the finance item to after Head of School’s Report. Yasine Armstrong seconded. There was no opposition.

1. **Action Proposed** – Approval of minutes for May 13, 2015.

Linda Parker moved to approve the May 13, 2015 minutes. Stacy Blackwell seconded. There was no opposition.

1. Finance – moved to after the Head of School report.
   1. Budget Update – Rebekah Runyan, Business Manager
      1. **Action Proposed –** Approval of BARS
2. Governing Council
   1. Recognition of GC Members

Dr. Diaz recognized Linda Parker, Jennifer Salisbury and Doug Cox for their service to the Governing Council. Doug Cox was not present. Dr. Diaz presented gifts to Jennifer Salisbury and Linda Parker. Stacy Blackwell thanked Jennifer Salisbury and Linda Parker for being dedicated, positive and welcoming board members.

Jennifer Salisbury noted that her own service has been a well-enjoyed labor of love. Linda Parker thanked the board and staff for the opportunity to serve the community.

* + 1. Jennifer Salisbury
    2. Linda Parker
    3. Doug Cox
  1. Discussion – Update on GC Candidates and Required Skills

Jennifer Salisbury noted that Doug Cox has resigned from the Governing Council recently and reported that there are currently 3 candidates. Yasine Armstrong noted that the board has been searching for a lawyer to bring the skill set lost by Jennifer Salisbury’s departure from the board and Justin Sawyer is a local attorney interested in joining.

Stacy Blackwell noted that Rhonda Ledbetter is a local accountant interested in joining the GC as well and volunteering as Treasurer. Yasine Armstrong reported that Nora Scherzinger has agreed to rejoin the GC. Jennifer Salisbury noted that the bylaws allow for three 2-year terms to be served and Nora Scherzinger previously served two terms (2008-2012) and is eligible to serve another 2-year term.

1. Head of School’s Report – Dr. Elsy Diaz
   1. Update on 2014-2015 CIS Action Plan Goals and Objectives

Dr. Diaz noted that during the 2014-15 school year CIS had a different organizational chart to support instruction with a Special Education Coordinator, Kim Romero, and MYP Coordinator, Josh Ripp, and PYP Coordinator, Ana Perea. Dr. Diaz noted that the previous PYP Coordinator, Dr. Nicole Montague, became a national instructor for IB. Dr. Diaz noted that she would like the coordinators to present throughout the year to the GC throughout the upcoming school year.

Dr. Diaz noted that PARCC testing data is not expected until November. Dr. Diaz presented a District Report Card for APS which offers some comparison data.

Dr. Diaz presented the Strategic Work Plan. Dr. Diaz noted that the MYP is now authorized by IB and more computers have been added to our library/media center (Goal 3). Dr. Diaz reported her plan to offer more fundraising guidance to the CIS Foundation this school year as well as encourage a parent group to advocate at the NM Legislature (Goal 4). Dr. Diaz noted that in the PYP, 75% of students are proficient in math and that ELL students showed growth across the board (Goal 5). Dr. Diaz reported that CIS has an unaudited carryover of over $120,000 (Goal 7).

1. Finance
   1. Budget Update – Rebekah Runyan, Business Manager

Dr. Diaz introduced Rebekah Runyan and AptAbility to the GC.

Rebekah Runyan noted that

* + 1. **Action Proposed –** Approval of BARS

Rebekah Runyan noted that BAR 01 is a transfer BAR to move money in between functions (from IDEA-B to the Special Ed Coordinator salary and benefit).

Carl Grending moved to approve BAR 001-T. John Emerson seconded. There was no opposition.

Rebekah Runyan noted that BAR 0002-M is to move Reads to Leads grant money from training, travel, and supplies funds to be used for two part-time instructors salary out of the Reads to Lead Grant. John Emerson moved to approve BAR 0002-M. Carl Grending seconded. There was no opposition.

Rebekah Runyan reported that the BAR 0003-T is to move funds from the Instructional function to the support services function. Linda Parker moved to approve BAR 0003-T. Joe Lopez seconded. There was no opposition.

Rebekah Runyan noted that the audit has been scheduled for August 19th and 20th and further noted that two GC members as well as 2 CIS parents will be required to participate in the Audit Committee meetings.

1. Other Business/ GC Member Comment: No GC comment was offered.
2. Public Comment: No public comment was offered.
3. The next regular meeting of the Governing Council will be on August 12, 2015 at 5:00 pm and will take place at Corrales International School, 5500 Wilshire Ave. NE, Albuquerque, NM 87113
4. Adjournment

Yasine Amstrong moved to adjourn the meeting at 2:11pm. Stacy Blackwell seconded. There was no opposition. The meeting was adjourned at 2:11pm.

If you are an individual with 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 or participate in the hearing or 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 documents, including the 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 other type of accessible format is needed.