**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

November 18, 2015 – 5:00 p.m.

**APPROVED MEETING MINUTES**

1. Call to Order

The meeting was called to order at 5:00pm by (GC Co-Chair) Stacy Blackwell.

1. Roll Call

Present were Stacy Blackwell, John Emerson, Yasine Armstrong, Nora Scherzinger, Joe Lopez and Rhonda Ledbetter. Justin Sawyer arrived late (5:09 pm).

Absent were John Emerson and Carl Grending.

Also present were Rebekah Runyan (Aptability), Dr. Elsy Diaz (CIS Head of School), Tara Armijo-Prewitt (minute-taker), Ana Perea (CIS PYP Coordinator)

1. **Action Proposed** – Adoption of agenda for November 18, 2015 meeting.

Yasine Amrstrong moved to adopt the November 18, 2015 agenda as presented. Nora Scherzinger seconded. There was no opposition. Action approved.

1. **Action Proposed** – Approval of minutes for October 14, 2015.

Nora Scherzinger moved to approve the October 14, 2015 meeting minutes as presented. Yasine Amrstrong seconded. There was no opposition. Action approved.

1. Finance
   1. Budget Update – Rebekah Runyan, Business Manager
      1. **Action Proposed – Approval of BARS**

Rebekah Runyan, (Business Manager, Aptability) presented the 2 BARs. Rebekah Runyan reported that one represents instructional materials and the other is a transfer BAR for teacher and principal training.

Nora Scherzinger moved to approve BARs 25I and 26T. Rhonda Ledbetter seconded. There was no opposition. Action approved.

* 1. Accounts payable and payroll
     1. **Action Proposed – Approval of accounts payable and payroll vouchers**

Rebekah Runyan discussed the check listing report and the payroll related payments list. Joe Lopez moved to approve the accounts payable and payroll voucher records. Nora Scherzinger seconded. Rebekah Runyan reported that the majority of expenditures are instructional and salaries. There was no opposition. Action approved.

* 1. Part-time benefits/salary schedule
     1. **Action Proposed – Approval of updated part-time benefits policy for staff**

Dr. Diaz reported that CIS was paying benefits for individuals working 20 hours or more only and requested an update to that henceforth, CIS will offer health insurance benefits to part-time employees working at least 20 hours per week. Yasine Armstrong moved to approve the updated part-time benefits policy for staff as amended (removal of the 2015-2106 school year designation.) Justin Sawyer seconded. There was no opposition. Action approved.

* + 1. **Action Proposed – Approval of salary schedule**

Rebekah Runyan presented the changes to the salary schedule which represent very slight changes. Nora Scherzinger moved to approve the 2015-16 salary schedule. Yasine Armstrong seconded. There was no opposition. Action approved.

1. Governing Council
   1. Discussion of Head of School- Search process

Stacy Blackwell reported that applicants are responding from Indeed electronically and many of them do not have the required qualifications and are not following instructions in the ad to mail in hard copies. Stacy Blackwell reported that the committee consists of Stacy Blackwell, Nora Scherzinger, Joe Lopez, Linda Parker and Nancy Benton (retired school nurse). Stacy Blackwell further reported that the public meetings will be in succession instead of in a panel style. Stacy Blackwell requested all GC members attend the March 10 meeting. Yasine Armstrong noted that will be an open noticed meeting. Stacy Blackwell noted that the new timeline runs from Nov 15 to Jan 15, 2016. Stacy Blackwell noted that candidates will be notified by email their status (finalist or not) by Feb 5th and parent and staff questions will be due by March 1, 2105. Stacy Blackwell further reported that the staff meetings and parent/community meetings will be held on March 10th.

Nora Scherzinger expressed gratitude for Stacy Blackwell’s work on this committee.

Dr. Diaz inquired about publication of the timeline and process. Stacy Blackwell noted that it should be published in the next newsletter and on the school website.

1. Head of School’s Report – Dr. Elsy Diaz
   1. PYP IB Reauthorization Process Update

Dr. Diaz reported that the reauthorization application is in process and stated that part of the process is to gather input from all stakeholders. Ana Perea presented a survey for the GC members to fill out regarding leadership at CIS. Yasine Armstrong inquired about whether the school has processes and supports in place to guide students through the program. Dr. Diaz noted that the key components and the learner profile information is covered in the newsletter as well as IB nights for families but that the counseling component is something currently being worked on. Yasine Armstrong further noted that when she originally joined the board there was a lot of great training on IB offered to members and expressed hope that would continue for new board members in the future. Nora Scherzinger suggested a workshop held at her house prior to the reauthorization visit. Nora Scherzinger inquired about whether the school participates in the IB world community. Dr. Diaz reported that the IB conferences and trainings for staff are the primary avenue of participation in the IB world community and we do visit some schools and have visitors come to CIS as well. Dr. Diaz reported that the NMIB association has failed to thrive, unfortunately.

Dr. Diaz reported that the reauthorization visit is scheduled for March 31st and April 1st.

1. Other Business/ GC Member Comment: Stacy Blackwell commented that HS students did an amazing job on the English PARCC test.
2. Public Comment: No public comment was offered.
3. The next regular meeting of the Governing Council will be on December 9, 2015 at 5:00 pm and will take place at Corrales International School, 5500 Wilshire Ave. NE, Albuquerque, NM 87113
4. Adjournment

Yasine Armstrong moved to adjourn the meeting. Justin Sawyer seconded. The meeting was adjourned at 5:59pm.