**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

April 19, 2017 – 5:00 p.m.

APPROVED meeting minutes

1. Roll Call

The meeting was called to order at 5:00pm by GC Co-Chair Justin Sawyer.

Present were Stacy Blackwell, John Emerson, Robin Yoder, Joe Lopez, Justin Sawyer and Rhonda Ledbetter.

Absent was Amanda Bassett.

Also present were Mark Tolley (CIS Head of School), Rebekah Runyan (Business Manager, AptAbility), Tara Armijo-Prewitt, Nicole Montague, Ana Perea and Kim Romero.

1. Adoption of agenda April 19, 2017 meeting.

John Emerson moved to adopt the April 19, 2017 agenda as presented. Stacy Blackwell seconded. There was no opposition. All voted in the affirmative to approve the agenda.

1. Approval of minutes for the March 8, 2017 meeting.

Stacy Blackwell moved to approve the minutes for the March 8, 2017 meeting as presented. Rhonda Ledbetter seconded. There was no opposition. All voted in the affirmative to approve the minutes.

1. Public Comment: No member of the public offered comment.

F. **Corrales International School Financial Update**

1. BARs\* (Action)

Rebekah Runyan presented three BARs; 0026-D represents a decrease in dual credit instructional materials in the amount of $2,793, 0027-I represents SB9 state match revenue in the amount of $6,249 and 0028-D represents a reduction of $47,970 to operational due to the cash carryover sweep (SB114).

Rhonda Ledbetter moved to approve BARs 0026, 0027 and 0028 as presented. Stacy Blackwell seconded. There was no opposition. All voted in the affirmative to approve the BARs as presented.

1. Payroll & Accounts Payable Payment Vouchers March 2017 (Action)

Rebekah Runyan presented the vouchers from pages 5-7 of the finance packet.

Joe Lopez moved to approve the payroll and accounts payable vouchers for March 2017. John Emerson seconded. There was no opposition. All voted in the affirmative to approve the payroll and accounts payable vouchers for March 2017.

1. Financial Statement Reports (Finance Packet) ‐ as of March 31, 2017 -CIS Treasurer (Discussion)

Rhonda Ledbetter reported that there was nothing of concern discussed during the finance committee meeting.

1. School Calendar (2017-18)\* (Action)

Mark Tolley presented the 2017-2018 school calendar and noted that school will begin on August 14, 2017 and the teachers return August 2, 2017 and further noted that Spring Break will be one day longer than normal.

Stacy Blackwell moved to approve the 2017-2018 school calendar as presented. Rhonda Ledbetter seconded. There was no opposition. All voted in the affirmative to approve the 2017-18 calendar.

1. Salary Schedule\* (Action)

Rebekah Runyan noted that the 2017-18 salary schedule is identical to the 2016-17 schedule and annual approval is required.

Stacy Blackwell moved to approve the 2017-2018 salary schedule. Joe Lopez seconded. There was no opposition. All voted in the affirmative to approve the salary schedule.

Stacy Blackwell inquired whether this salary schedule is above that of APS. Rebekah Runyan and Mark Tolley both noted that the CIS salary schedule is higher than that of APS, especially as you move up in training and experience. Joe Lopez inquired about the T&E reimbursement cut off for years of experience. Rebekah Runyan reported that the cutoff is 15 years and after that point there is no outside support for the significant salary increases at the upper levels of experience.

Justin Sawyer called for a vote on the salary schedule. There was no opposition. All voted in the affirmative to approve the salary schedule as presented.

1. Budget – School Year 2017-2018\* (Action)

Rebekah Runyan presented the budget highlights.

Rebekah Runyan noted that NMPSIA medical insurance will increase by 1.83%-3.98%, risk insurance will increase by 2.83% and the SEG unit value increase of 1.86% (by almost $150,000). Rebekah Runyan further reported that 4 CIS teachers will increase in level (with approx. $10,000 salary increase per level increase) and the operational rent will increase by $21,888.

Rebekah Runyan noted that CIS is still awaiting final awards for special revenue funds noting that she budgeted those at approx. 80% of the 2016-17 values per a recommendation from PED.

Rebekah Runyan noted that we are required to budget any expected cash carryover into our budget, reporting revenue plus cash carry over which is $3.2 million for 2017-18.

Rebekah Runyan reported an increase in the T&E index of approx. $90,000.

Rebekah Runyan reported an estimated end of year carryover balance of $75,233.

Mark Tolley noted that our budget is based on 260 students and noted that he expects to have a few more students than that next year which could provide some financial cushion.

John Emerson moved to conditionally approve the budget pending final approval by the PED with possible budget changes. Stacy Blackwell seconded. There was no opposition. All members voted in the affirmative to approve the 2017-18 budget as presented.

\* Requires board approval

G. GC Business

1. Consideration for the Approval of a date change for the May Governance Council Meeting.

(Discussion/Action)

Mark Tolley noted that on May 10, 2017 he will be attending an APS board meeting to present our request for an enrollment increase to the Policy and Instruction Committee. Justin Sawyer suggested a change to May 11th at 5pm at CIS. Rhonda Ledbetter moved to approve the May GC meeting to May 11th. Stacy Blackwell seconded. There was no opposition. All members voted to approve the date change.

2. Consideration for Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, § 10-15-1 (H) (2) (Limited Personnel Matters) for the Purpose of Discussion of the Head of Schools evaluation and Contract (Discussion/Action).

Joe Lopez moved that the board go into closed session, pursuant to section 10–15–1 (H) (2) (Limited Personnel Matters) for the Purpose of Discussion of the Head of School evaluation and Contract. Robin Yoder seconded. There was no opposition. All members voted to approve the motion.

Closed session was entered into at 6:03pm.

3. Reconvene to Open Session/Statement of Closure (Action)

Justin Sawyer, reported that the matters discussed in the closed meeting were limited only to those specified in the motion for closure.

4. Action as Necessary from Closed Session (Action)

Stacy Blackwell recommended that an action item for consideration of the Head of School contract extension be added to the May GC meeting

5. Consideration for the Approval of a date for the CIS Governance Council retreat. (Discussion/Action)

John Emerson moved to schedule the retreat for June 21 from 1-4pm. Joe Lopez seconded. There was no opposition. All members voted to approve.

I.Head of School update, Mark Tolley

Mark Tolley updated the GC on upcoming events including Prom, 6th Grade Exhibition, Jog-a-thon, Awards Ceremony, and Graduation and Field Day.

Mark Tolley presented the conflict of interest forms for the lease reimbursement for signatures.

J. Other Business/ GC Member Comment: No GC member comment was offered.

K. Adjournment

Stacy Blackwell moved to adjourn the meeting. Joe Lopez seconded. There was no opposition.

The next regular meeting of the Governing Council will be on May 11, 2017 at 1:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113