**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

May 24, 2017 – 5:00 p.m.

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, Amanda Bassett, and Robin Yoder.

Justin Sawyer and Rhonda Ledbetter attended via speaker phone. Rhonda Ledbetter exited the conversation at 5:30pm.

Absent were John Emerson and Joe Lopez.

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

1. Adoption of agenda May 24, 2017 meeting.

Amanda Bassett moved to adopt the agenda for the meeting. Robin Yoder seconded. There was no opposition.

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

**1.** BARs\* Final Award Allocation of $12,924 for Title 2 (Action)

Rebekah Runyan reported that the first BAR is an Award Allocation of $12,924 for Title 2

And reported that the second BAR represents an increase of $847 to existing funding. Rebekah Runyan noted that the third BAR is an increase to the IDEA-B award allocation in the amount of $3,057.

Amanda Bassett moved to approve BARs 0032, 33 and 34. Robin Yoder seconded. There was no opposition.

**2.** Payout School Year 2016-2017 Payroll as of June 30, 2017\*

(Action)

Rebekah Runyan reported that this early payout of contracts would allow the school to decrease the cash balance as the funds are encumbered for payroll and school bill 114 considers the encumbered summer payroll as part of the cash balance.

Amanda Bassett moved to approve the payout for the 2016-17 school year payroll. Robin Yoder seconded. There was no opposition.

**4.** Revised Leave Policy\*

(Action)

Rebekah Runyan noted that the new leave policy allows bereavement leave for all employees as opposed to just teachers, the accrual method for leave is incremental (by hours instead of days) and the new leave donation policy follows the new requirements made by the state. Robin Yoder inquired whether the total amount of allowable donated leave could be increased as even minor surgical events can require extended absences. Mark Tolley noted that the document could be approved as is and then after research is done regarding this issue an amendment could be presented for consideration.

Rebekah Runyan noted that the worker compensation benefits policy was updated based on recommendations made by Pomms & Associates and customized to fit our school.

Rebekah Runyan noted that CIS did not have a compensatory time/overtime compensation policy and recommended approval of the one presented.

Robin Yoder moved to approve the revised leave policy. Amanda Bassett seconded. There was no opposition.

\* Requires board approval

1. Recommendation to approve the Head of School contract for the 2017-2018 school year. (Discussion/Action)

Stacy Blackwell reported that the Bateman Act requires that if two year contracts are offered then the full amount of salary and benefits must be earmarked now for the full term of the contract. Mark Tolley reported that after the last GC meeting, he and Rebekah Runyan engaged in some investigations to determine the costs of granting a nominal raise for staff and determined that this would be possible and would be a gesture of support to the staff for their hard work. Rebekah Runyan noted that the salary schedule wasn’t changed but the admin and EA’s will have a 2% salary increase.

Stacy Blackwell suggested a discussion regarding a 2% salary increase for Mark Tolley as well, noting that the GC members considered that such an offer may negatively affect staff morale if the budget could not support a staff raise. Stacy Blackwell inquired from Rebekah Runyan whether the 2017-18 school year budget would be significantly affected by offering Mark Tolley a raise. Rebekah Runyan reported that this would not significantly affect the budget. Mark Tolley indicated that he would not want people to think that his identification of funds to support a staff raise was motivated by self-interest. Stacy Blackwell stated that she believed that no one would think that was the case and stated that Mark Tolley has worked hard and deserves a raise.

Robin Yoder moved to approve the contract for the 2017-18 school year. Justin Sawyer inquired whether the motion included the 2% raise. Stacy Blackwell responded in the affirmative. Justin Sawyer stated his support. Amanda Bassett seconded. There was no opposition.

1. Other Business/ GC Member Comment:

Stacy Blackwell reported that the 2017 graduation ceremony was very nice and noted that Mark Tolley did a wonderful job officiating the ceremony.

1. Adjournment

Amanda Bassett moved to adjourn the meeting at 5:55pm. Justin Sawyer seconded. There was no opposition. The meeting adjourned at 5:55pm.

The next regular meeting of the Governing Council will be rescheduled and held on June 20, 2017 at 1:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113