

Cien Aguas International School – Governing Council Meeting Minutes

Date: Monday – Sept 10, 2012 – 5:15 – 7:15pm

Russell Janis, Sabrina Coulie, Alan Marks, Kimberly Romero, Michael Rodriguez, Robert Gallegos, , Robert Vigil, Lisa Meyer-Jacks

Absent: Edward Tabot-Cubero

3501 Campus NE (Multipurpose Room)

Agenda Item	Summary	Action Item/Meeting Preparation
5 min Check-in	(Share “wins”, things to clear, and whatever is important)	
5 min Chairs’ Check-in	<i>Approval of Minutes & Agenda</i> Review: August Minutes September Agenda	ACTION ITEMS <ul style="list-style-type: none"> Motion of Approve August GC Minutes Motion Sabrina 2nd Russell No abstentions 2 absent All approved <ul style="list-style-type: none"> Motion to Approve September GC Agenda Motion Sabrina 2nd Russell No abstentions 2 absent All approved
5 min Public Forum	Eva Thaddeus: notes about bylaws: monthly meetings: announced on website and school bulletin board. Include minutes, who the board is (pics, bios), and purpose/duties of GC.	
30 min School Director/Curriculum Report	<i>Mr. Michael Rodriguez: School Director</i> Review: <ul style="list-style-type: none"> Administrative Report Email: Members of Charter Coalition: expensive, new director, little more communication. Unless Michael feels that the benefits are substantial we should consider other options. No vote needed at this time as there is no change. Move forward. 	Action Items: <ul style="list-style-type: none"> Action item: increase class sizes in elementary grades Motion to approve submission of Waiver to increase class size. Alan 2nd Russell no abstentions No abstentions 1 absent All approved

	<p>IB: We decided to wait until fall to decide to move forward. Current #'s 265. We are 6 under projections. Michael recommends holding off until we get a better foothold in the middle school program with IB. Primary years are not written into the charter. Budget currently does not allow for it or where to take money from to fund it in the budget.</p> <p>Waiver: not bound to class size maximums as school districts are. This will help with enrollment . Possibly adding one more Kinder, 1st and 2nd How is the quality of education going to be affected. We have several master teachers who feel they can adjust for one or two more students per class.</p> <p>If it affects EA time we can revisit.</p> <p>Sibling rule: sibling preference ok for lottery subject to space availability.</p> <p>Move forward on a draft proposal for a policy for extended student leave of absence.</p> <p>Architect: get something in writing from the capital outlay bureau.</p>	<ul style="list-style-type: none"> Charter Coalition- decision about membership IB Authorization- decision to move forward or hold off for another year. <p>Motion not to approve today but to revisit in the spring. Robert 2nd no abstentions No abstentions 1 absent All approved</p> <ul style="list-style-type: none"> Approval of self-Harm Reporting Policy <p>Motion Lisa Meyer-Jacks 2nd Robert</p> <p>No abstentions 1 absent All approved</p> <ul style="list-style-type: none"> EA stipend for covering classes 1/2 day or full day <p>No motion needed; decided by school personnel</p> <ul style="list-style-type: none"> Discussion topics New interpretation of admissions policy regarding siblings
20 min Financial Report	<p><i>Mr. Patrick Kelly: Business Manager</i> <i>Mr. Russell Janis: GC Treasurer</i> Review:</p> <ul style="list-style-type: none"> August Financial Report 	<p>Action Items:</p> <ul style="list-style-type: none"> Motion to approve BARS SEG Carryover <p>\$23,765</p>

	<p>Progress: finished</p> <p>Control deficiency of purchase orders: all staff reminded of policy and procedures</p> <p>Significant procedure over personal files, ongoing policy reinforcement</p> <p>Budge requests: school acted as required by PED, completed.</p> <p>Approved Bars to adjust variances</p> <p>Reimbursements from government: funds to be sent back to PED to clear out account</p> <p>Procrument code issue: school unaware: no goods purchased from service providers.</p>	<ul style="list-style-type: none"> • Instructional Materials Carryover \$7,533 • IDEA-B Increase \$33,655 <p>Sabrina 2nd Lisa Meyer-Jacks No abstentions 1 absent All approved</p> <ul style="list-style-type: none"> • Motion to approve Audit Corrective Action Plan <p>Kimberly 2nd Robert No abstentions One absent All approved</p>
30 min Committee Reports	Keep focused on Action Items	
<ul style="list-style-type: none"> • Executive Committee 	<p><i>Ms. Sabrina Coulie</i></p> <p>Review:</p> <ul style="list-style-type: none"> • Executive Report 	No action items
<ul style="list-style-type: none"> • Nominating Committee 	<p><i>Open position</i></p> <p><i>Person with bilingual skills, connections to SE heights.lawyer.</i></p>	No action items
<ul style="list-style-type: none"> • Outreach and Public Relations Committee 	<i>Ms. Sabrina Coulie</i>	No action items
<ul style="list-style-type: none"> • Finance Committee 	<p><i>Mr. Russell Janis: GC Treasurer</i></p> <p>See financial report</p>	
<ul style="list-style-type: none"> • Audit Committee 	<p><i>Ms. Lisa Meyer-Jacks</i></p> <p>Go over 2011-12 Audit Findings.</p>	See corrective action plan above.
<ul style="list-style-type: none"> • Health and Wellness Committee 	<i>Ms. Kimberly Romero</i>	No action items
New Business	<p>Exchange student discussion</p> <p>Extended student leave of absence: families on occasion: sabbatical: future policy. Alan will call a couple of private schools to see how their policies are executed.</p> <p>Property discussion</p>	<p>Action item –Implement a policy about students who might go to Latin America for a semester or year</p> <p>Discuss-property Lomas/Louisiana</p> <p>Action item- motion to approve purchase agreement with City.</p>

	<p>Eastern Alvarado: RFP: CES already has an approved list of architect's. we can use list, choose top three.</p> <p>Purchase agreement Mandate to get a purchase agreement: purchase agreement finalized. Pattie Matthews should look at this agreement. The GSC has voted to have her look at the agreement and responded as follows: Agreement looks good, some corrections to be made but minor. Agreement is between the foundation and the school. Not comfortable to sign if we don't know what direction we are going. Leslie: 7 months from signing Alan: in 7 mo if we do not come up with money, can they move legally against us. Leslie: not signing until December; 7 mo would start then. An ext can be filed if more time is needed. What happens if we do not comply between now and closing and want to back out? Conditions of funds from legislature: can we put something large and moveable; yes per to Sue Fox. The foundation would pay for the land and majority of building but the legislature funds could be potentially used for a moveable module.</p> <p>Financing: GSP signed an agreement with K Baum...next meeting will have more information. Rates we are facing will be high since we have not</p>	<p>Agreement is to table until next months meeting to give the GC the opportunity to read agreement</p>
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	<p>been renewed as of yet. They just financed a national charter and they asked for information that was pertinent to working this out.</p> <p>Dick Ward: still a possibility.</p> <p>Connie Dove: Provided 20 other properties to look at. She was asked to help unify the school for the next year. There is a building on Louisiana/constitution: join with another Charter to make work: 49,000 Sq.Ft. Owner is willing to sell or lease...we should look at whether the building is suitable, liked, easily converted, 204 parking places, negotiate price, lease, worth looking at. Foundation could look like being a landlord. There are options to look at. Looking to see availability to look at building in the next week.</p> <p>There is one more building on Lomas and I25 to look at as well.</p> <p>Alan to report back on times to meet for building walk-throughs.</p> <p>Michael to ask Richard Romero to join in on the walk-throughs.</p> <p>Eva: do we look outside target area?</p> <p>Alan: willing to do it temporarily to accommodate unifying school for time being.</p> <p>Can we lease outside of target area: yes (Eva). We should let them know.</p> <p>This will give us more options until we are renewed.</p> <p>NMFA: still waiting for them to push some schools through as they are re-vamping their program.</p> <p>Community: how attractive are we going outside of our target area. It is not to be done lightly,</p>	
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	community input is necessary. If we pursue second building option: include the staff for input. Sue feels positive we can get at least what we had last year if not a little more. Work to start in October in legislature.	
Adjourn		Motion to adjourn Lisa Meyer-Jacks and TIME: 7:01pm

Regular board meetings will be held the 2nd Monday of each month unless announced differently by governing council. Agendas sent in advance will identify action items and things to prepare for the meeting. GC members will submit reports to be included in meeting packet ideally 10 days (a minimum of 3 days) in advance of the meeting. Board meeting packets will be distributed at least two days (ideally seven day) prior to the meeting. All action items must be posted on the agenda twenty-four hours before the meeting.

Next Board Meeting – Regular * October 8, 2012 * Site: *Cien Aguas* International School

Cien Aguas GC Chairperson

Cien Aguas Secretary

Cien Aguas Scribe