



## NEW MEXICO INTERNATIONAL SCHOOL

### Governing Council Regular Meeting

**DATE:** 13 December 2018  
**TIME:** 6:00 PM  
**LOCATION:** New Mexico International School – Conference Room  
8650 Alameda Blvd. NE, Albuquerque, NM 87122

#### MINUTES

*Minutes taken by Todd Knouse, Head of School*

#### **A. Call Meeting to Order (Ed)**

called to order at 6:04 by Ed

#### **B. Roll Call (Leslie)**

Ed, Luc, Greg and Gary present at meeting start. Quorum established

#### **C. Action Proposed (Ed) - Adoption of Agenda for 13 December 2018**

Motion by Greg, Luc second, unanimous

#### **D. Action Proposed (Leslie) - Approval of Past Meeting Minutes**

- 24 [September 2018](#) (meeting was originally scheduled for 13 September, but moved to 24 September).

Motion by Greg, Luc second, unanimous

#### **E. Public Comment (President) - This is an opportunity for members of the public to address the Governing Council (GC) for up to five minutes with comments or issues, whether or not they are posted on the agenda. The President may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action nor have any discussions or deliberation on any presentation made to it concerning an item not listed on the**

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A multi-lingual K-5 public charter school with instruction in English/Spanish and Arabic  
An International Baccalaureate **World School** offering the Primary Years' Programme (PYP)  
Todd Knouse, Head of School

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agenda. Any item presented may be noticed on a future agenda for deliberation or action.

Present from public: Joanna Cosby, Secretary and Carrie Swartz, President representing NMISF

**F. SAC liaison Report:** A report on the discussions of the community by SAC liaison, Shasta Leonhardt

Shasta shared that at the last SAC meeting, there was significant input from public regarding several calendar drafts. All have a 2 week schedule delay due to anticipated construction issues. Concerns expressed by parents at SAC were mostly regarding the longer day that will result from recouping the lost time due to delayed start.

**G. Head Administrator Report :** A report on the operations of the school by Head of School, Todd Knouse

Update on personnel search for mid-year resignation of 5th grade teacher  
Update on moving bids received - all running near \$30k for turn-key move service

**H. Finance Director Report:** A report on the financial status of the school by Finance Director, Corinne Teller.

Taking bids on move costs for other expenses  
IT, playground, fence removal.

Cash balance of \$73k will go to to about \$700k by year's end - 500k will be used for down payment on new campus  
Extra 30k budget for texts  
235k for furniture for new building

**I. Discussion and Possible Action (Todd):** Revision to existing policies  
a. [Allowable Work Experience Policy](#)- amendment to allow for 10 years of experience from out of state and allowing an increase on the salary schedule for a license level or education level increase at two points in the contract year: October 1 and February 1 of the current school year. Current policy only allows for adjustments prior to October 1. Amendment

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allows more flexibility to increase a teacher's salary for a change in license level, education level, or previous work experience also at February 1.

- i. Motion- Greg Hicks (1st), Gary Newell (2nd). All in favor.
- b. Background Checks and Personnel- School employees cannot recommend another employee for employment if they are aware of sexual misconduct regarding a minor or student.
  - i. Greg (1st), Luc (2nd), all in favor

#### **J. Discussion and Possible Action (Corinne):**

- a. Consent Agenda Items (reviewed and approved by NMIS Finance Committee)
  - i. Financial Reports
    1. September, 2018
    2. October, 2018
    3. November, 2018
  - ii. Budget Adjustment Requests
  - iii. Cash Report FY2019.Q1

Consent agenda Luc move Greg second, unanimous approval

- b. Proposed disposition of worn out personal property <\$5,000 current resale value.

motion Luc, second Greg, unanimous

- c. Employee Leave Policy- Amended

Schools are not required to participate in FMLA due to school size  
Change reflects that school is not required to participate in FMLA.  
Motion to approve: Greg, second Gary, unanimous

#### **K. Discussion (Ed):** Consideration/approval of final PED-approved Lease Purchase Arrangement and Resolution regarding same

LPA is preliminary approved, but a couple items needed to be addressed between school and lessor. School and lessor met and came to agreement that current language is sufficient. School is waiting for final approval letter from PED.

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**L. Discussion (Todd):** NMIS Foundation's resolution to underwrite 6th grade expansion for 2019-2020

- a. Todd:
  - i. Board approval required to approve the receipt of funds.
  - ii. Currently, likely half of 5th graders to return (12). 17 needed to be financially balanced for the start of 6th grade in the 19-20 school year.
- b. Chris Henderson (Foundation Treasurer)
  - i. Have funds to do this (>\$100,000)
  - ii. Will fund if even just one interested student. Hoping with recruiting will not need to supplement funding and then can be used for after school program, etc.
- c. Todd:
  - i. 12-15 students- goal to recruit from nearby middle schools expected to reach 8 additional middle school students.
  - ii. Concern- can foundation also fund other programs in school
- d. Carrie (NMISF President)
  - i. Really been out in community

**M. Discussion and Possible Action**

- a. [Approval of 2019-20 School Calendar](#)
  - i. Todd presented three versions of calendar that were approved by SAC..
  - ii. Calendar D was approved. Greg (1st), Gary (2nd), all in favor. This calendar has a the following details
    - 1. Teacher year of 5 August 2019 - 21 May 2020
    - 2. Student year of 22 August 2019 - 20 May 2020
      - a. This is a delayed start of 2 weeks from our "normal" start date. This delay is solely due to anticipation in delays in TI at new campus. The campus will not likely be ready for students at the "normal" start date of 8 August.
    - 3. Schedule of instructional hours are extended due to the delayed student start date. Adjustment to Wednesday early release was included as well.
      - a. M, T, Th, F: 8:20 - 3:20
      - b. W: 8:20 - 1:00
      - c. Last day of school has schedule of 8:20 - 11:20

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- iii. If news from contractor suggests that building will be ready for students earlier than 22 August, GC may reconvene to re-adjust calendar to have students start closer to normal start date. However, any such re-adjustment must take place prior to the school's submission of the calendar to PED, which is normally done in March of the previous school year.

## N. Adjournment

Next Governing Council Events:

- 31 January 2019- Town Hall Meeting
- 21 February 2019 @ 6pm- Regular GC Meeting

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