



## NEW MEXICO INTERNATIONAL SCHOOL

### Governing Council Regular Meeting

**DATE:** 17 April 2018  
**TIME:** 5:00 pm  
**LOCATION:** New Mexico International School – Conference Room  
 8650 Alameda Blvd. NE, Albuquerque, NM 87122

#### MINUTES

**A. Call Meeting to Order (President)**

Meeting called to order at 5:05 by Ed.

**B. Roll Call (Secretary)**

Governing Council Members	Non Voting Members
Ed Reyes, President Present in person	Todd Knouse, Head of School Present in person
Alyssa Sanchez Miranda, Vice President Present in person	Corinne Teller, Business Manager Present in person
Leslie Slow Kaufman, Secretary Present in person	Gary Newell, SAC Liaison Absent
Luc Berger-Vergiat, Treasurer Present in person	
Gregory Hicks, Member Present in person	
Maralyn Beck, Member Present in person	

Is a Quorum Established at the start of the meeting? *Yes*

**C. Action Proposed (President) - Adoption of Agenda for 17 April 2018**

- a. **Action:** Motion to adopt made by Maralyn and second by Luc.  
 Discussion: None Vote: Unanimous Motion Passes

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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

8650 Alameda Blvd. 150W/Bldg. 2B NE · Albuquerque, New Mexico 87122 · ☎ (505) 503-7670 · •(505) 503- 7989 · [www.nmis.org](http://www.nmis.org)





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

- 15 March 2018 Regular Meeting

**Discussion:** none

**Action:** Motion to accept made by Luc and second by Maralyn.

**Vote:** Unanimous Motion Passes

- 19 March 2018 Special Meeting

**Discussion:** type discussion notes here

**Action:** Motion to approve made by Maralyn and second by Luc.

**Vote:** Unanimous Motion Passes

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

**No public in attendance**

**F. Head Administrator Report (Todd)**

**Summary of Report:** Met with broker and development team. No final agreement as yet; should be more info in a week

**G. Business Manager Report (Corinne)**

**Summary of Report:** No report

**H. Discussion (Todd):** Adjusting deployment of long-term grade level plan.

**Summary of Discussion:** Next year's 6th grade class

24 current 5th graders. 17 said interested in 6th grade; too small. 7 new 5th graders applied in order to bypass sibling's lottery; then a few of those dropped out. 3 more formally disenrolled; 3 more expressed disenrollment plans. Bottom line: may not have enough 6th graders to fill a class.

Next year will be 3 kinders, 2 fourth grades but no 6th.

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- I. **Discussion and Possible Action (Corinne):** Approval of *FY18 second quarter cash report*, as approved by PED

**Discussion:** Uncertainties of cash regarding the building, since 6th grade might not be deployed 2018-19

Corrine's report attached

**Action:** Motion to pass made by Maralyn and second by Alyssa.

**Vote:** Unanimous Motion Passes

- J. **Discussion and Possible Action (Ed):** Finance Committee Agenda Items

- a. FY17 Audited Financial Statements

**Discussion:** 2 deficiencies noted. Board voiced support for methods and procedures

**Action:** Motion to approve made by Maralyn and second by Alyssa

**Vote:** Unanimous Motion Passes

- b. August 2017 to January 2018 Financial Reports, *including expenses*

**Discussion:** approval recommended by Ed

**Action:** Motion to approve made by Greg and second by Alyssa.

**Vote:** Unanimous Motion Passes

- K. **Discussion and Possible Action (Corinne):** Professional Contracts FY19

- a. Special Education Coordinator

**Discussion:** same costs as last year

**Action:** Motion to approve made by Maralyn and second by Greg.

**Vote:** Unanimous Motion Passes

- b. Occupational Therapist

**Discussion:** expenses for OT doubled because a higher census is in need

**Action:** Motion to approve made by Maralyn and second by Greg.

**Vote:** Unanimous Motion Passes

- c. Speech Language Therapist

**Discussion:** similar costs to last year

**Action:** Motion to approve made by Maralyn and second by Greg.

**Vote:** Unanimous Motion Passes

- d. Diagnostician Services

**Discussion:** similar costs to last year

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**Action:** Motion to approve made by Maralyn and second by Greg.  
**Vote:** Unanimous Motion Passes

e. Nursing Services

**Discussion:** costs increased slightly compared to last year

**Action:** Motion to approve made by Maralyn and second by Greg.  
**Vote:** Unanimous Motion Passes

f. Legal Services

**Discussion:** similar costs compared to last year

**Action:** Motion to approve made by Maralyn and second by Greg.  
**Vote:** Unanimous Motion Passes

**L. Discussion and Possible Action (Todd):** Approval of 2018-2019 *Bilingual & Multicultural Education Funding Application*

**Discussion:** similar state funding as last year from the state

**Action:** Motion to approve made by Maralyn and second by Greg.  
**Vote:** Unanimous Motion Passes

**M. Discussion and Possible Action: (Todd and Corinne):** Regarding FY18 Budget

a. Approval of FY19 School Budget

**Discussion:** amended presented budget to reflect same census as this current school year

**Action:** Motion to approve budget amendment made by Maralyn and second by Greg.

**Vote:** Unanimous Motion Passes

b. Approval of FY19 Salary Schedules

**Discussion:** Salaries were increased to be competitive; average 5.4% for teachers. For non teachers 3.3%

**Action:** Motion to approve made by Maralyn and second by Greg.

**Vote:** Unanimous Motion Passes

**N. Discussion and Possible Action (Todd):** Revisions to existing GC Policies

a. Policy F-2: *Mileage and per diem Policy*

**Discussion:** change to include prior written approval before travel, to use per diem or actuals

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**Action:** Motion to approve made by Maralyn and second by Luc.  
**Vote:** Unanimous Motion Passes

b. Policy C-7: *Promotion and Retention Policy*

**Discussion:** Criteria for retention to consider Spanish reading and writing and then to be brought to Head of School

**Action:** Motion to approve made by Maralyn and second by Luc.  
**Vote:** Unanimous Motion Passes

c. Policy E-2: *Internal Control Policy*

**Discussion:** Chief procurement officer and Head of School purchases

**Action:** Motion to approve made by Greg and second by Maralyn.  
**Vote:** Unanimous Motion Passes

**O. Adjournment**

Meeting adjourned at 6:35 by Ed.

Next Governing Council Events:

- 10 May 2018 @ 5:00 pm: Regular Meeting
- 5 June 2018 @ 5:00 pm: Regular Meeting

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