



New Mexico International School

Mission: New Mexico International School (NMIS) provides K-5 students an educational program focused on inquiry-based teaching and learning, the acquisition of languages, and the development of social, emotional, and rigorous academic skills necessary to function in our local, national, and international community.

NEW MEXICO INTERNATIONAL SCHOOL Governing Council Regular Meeting

DATE: 24 September 2018 (rescheduled from 13 September 2018)
TIME: 6:00 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 by Ed at 6:02

B. Roll Call (Secretary)

Governing Council Members	Non-Voting Members
Ed Reyes, President In Person	Todd Knouse, Head of School In Person
Maralyn Beck, Vice President In Person	Corinne Teller, Business Manager In Person
Leslie Slow Kaufman, Secretary In Person	Christina Herrera Furst, SAC Liaison Absent
Luc Berger-Vergiat, Treasurer In Person	
Gregory Hicks, Member In Person	
Gary Newell, Member In Person	
	Is a Quorum Established at the start of the meeting? Yes

C. Action Proposed (President) - Adoption of Agenda for

Discussion: none

Action: to approve: Maralyn seconded by Gary. Unanimous approval

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

- Date 26 July 2018

Discussion: Minutes to be corrected to include Gary Newell as member of Council

Action: Motion to accept minutes (as corrected) made by Greg and seconded by Maralyn.

Motion Passes Unanimously

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An International Baccalaureate **World School** offering the Primary Years' Programme (PYP)
Todd Knouse, Head of School

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- 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.
Public in attendance:
Andy Barrett
- F. Discussion and possible Action (Leslie)** Consideration and possible election of new GC member, Andy Barrett.
Andy is former administrator and principal of McArthur Elementary School and former special education teacher.
Action: Motion to elect Andy to GC by Leslie. Seconded by Greg. Approved unanimously
- G. SAC Report (Christina Herrera Furst)**
Todd reported for Christina that SAC met once and decided to use social media to inform families regarding school drop off and pick up.
- H. Head Administrator Report (Todd)**
Summary of Report: School's last year test results was ranked #2 by indeed.com. 52% math and 48% English. School ranking increased to B. Enrollment increased by 20%; 274 students. There are three kinders, and two fourth grade classes. Administrative staff is overworked; Julia, new kinder teacher, has an administrator license, will aid the admin staff. Alicia is new office manager. There are no office or permanent subs.
- I. Finance Director Report (Corrine):**
Audit was completed last week and there were only minor findings. Beginning of year brought staff supplies and there were 5-6 new staff members and new office manager. School is applying for \$60,000 in funding. E-rate PSFA letter of application for category 2 to cover routers and IT. School is accepting bids on pricing.
- J. Discussion and Possible Approval of Bars (Corrine):**
Bar 11004 Adjust budget for updated expenses
Motion to approve by Maralyn, seconded by Gary. Passed unanimously.
- K. Discussion and Possible Approval of Financial Report (Corrine):**
Currently have \$1.5 million in revenue and \$1.4 million in expenses
Motion to approve report by Gary, seconded by Maralyn. Passed unanimously.

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L. Discussion and Possible Approval of Cash Report

Cash balance as of March 30, 2018 is \$530,000; cash balance for June 30 is \$500,000.
Motion to approve report made by Maralyn, seconded by Greg. Passed unanimously.

M. Discussion and Possible Action Disposal of Personal Property

School copier is 8 years old. Motion made by Luc to dispose of copier, seconded by Maralyn. Vote passed unanimously. School will notify state auditor that we are disposing of copier.

N. Update on status of Lease Purchase Agreement (LPA) Ed

School has protection in case of default of rmd; it automatically removes RMD. Discussion about accelerated payments. Church will be using limited space for specific time frame of 6-8 months, not during school hours.

O. Move to Closed Session under the following allowable exceptions to the Open Meetings Act (Ed)

Motion to go into closed section Maralyn, second Gary.
Roll Call Vote

Ed	Maralyn	Leslie	Luc	Gary	Greg	Andy
Yes	Yes	Yes	Yes	Yes	Yes	Yes

Entered into closed session at: 7:06 pm

- a. **Limited Personnel Issue** Review of 2017-2018 Evaluation of Head of School
- b. **Possible Pending Litigation** Update by Head of School on Previously discussed potential litigation issue
- c. **Personally Identifiable student information** Communication by Head of School to GC regarding report received by APS PD relating to NMIS student issue

P. Return to Open Session: 7:35 pm Closed session was limited to discussion of the items above.

Q. Discussion and Possible Action (Todd): Revision to current NMIS policies

- a. **G-01 Volunteer Policy**
- b. **G-03 Nonemployee Clearance Policy**
- c. **G-07 Visitor Policy**
Motion to approve above changes a-c made by Gary, seconded by Leslie. Motion passed unanimously with changes to directive to be reviewed with APS
- d. **F-03 Employee leave policy** was tabled

R. Adjournment 8:20 pm

Next Governing Council Events:

13 December 2018 @ 6:00 Regular Meeting

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