

## **DRAFT Cien Aguas International School – Governing Council Meeting Minutes**

**Date: Monday, December 12, 2016 – 5:15-7:15**

2000 Randolph SE Albuquerque, NM 87106 (Multipurpose Room)

***Spanish interpretation will be available at all GC meetings. All community members are invited to attend.***

CAIS Mission: CAIS is a K-8 school with a focus on dual language instruction, inquiry, and environmental sustainability. Cien Aguas seeks to develop students who can ask and investigate important questions about the world around them, are committed to a sustainable society, and are working toward cross-cultural competence, bilingualism and biliteracy in Spanish and English.

In attendance: Alan Marks, Lisa Meyer (by phone), Katharine Baggett (by phone), Carolina Nkouaga (by phone), Michelle Christman, and Casey Benavidez

Agenda Item	Summary	Action Item/Meeting Preparation
5 min Check-in	(Share “wins”, things to clear, and whatever is important)	<p><i>Discussion Items:</i></p> <ul style="list-style-type: none"> <li>● <i>Mention of recommendation of Director of Charter Schools for APS. Give further details.</i> <ul style="list-style-type: none"> <li>○ <i>Recommended to be on 5 year renewal.</i></li> </ul> </li> <li>● <i>Work and Presentations from CAIS study groups</i> <ul style="list-style-type: none"> <li>○ <i>Presentations went great and many were requested for more information</i></li> </ul> </li> <li>●</li> </ul>
5 min Chairs’ Check-in	<p><i>Approval of Minutes &amp; Agenda</i></p> <p>Review:</p> <p>June 13 and November 14 GC Minutes</p> <p>December Agenda</p>	<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>● <b>Motion to Approve June 13</b> <ul style="list-style-type: none"> <li>○ <b>Motion by Katharine Baggett</b></li> <li>○ <b>Seconded by Lisa Meyer</b></li> <li>○ <b>Motion approved unanimously</b></li> </ul> </li> <li>● <b>Motion to Approve November 14 minutes</b> <ul style="list-style-type: none"> <li>○ <b>Motion by Lisa Meyer</b></li> <li>○ <b>Seconded by Katharine Baggett</b></li> <li>○ <b>Motion approved unanimously</b></li> </ul> </li> <li>● <b>Motion to Approve December 12 GC Agenda</b> <ul style="list-style-type: none"> <li>○ <b>Motion by Alan Marks</b></li> <li>○ <b>Seconded by Michelle Christman</b></li> <li>○ <b>Motion passed unanimously</b></li> </ul> </li> </ul>
10 min Public Forum	<p><i>The sign-up for Public Forum is available right before the meeting. This is the opportunity for parents and the community to share questions, concerns and opinions with the governing council.</i></p> <ul style="list-style-type: none"> <li>- <i>2 min/person limit</i></li> </ul>	

<p>20 min School Director/ Curriculum Report</p>	<p><i>Mr. Casey Benavidez: School Director/ Mr. Robert Gallegos: Assistant Director/ Ms.Ynette Colyer: Curriculum Coordinator</i></p> <p>Administration Report</p> <ul style="list-style-type: none"> <li>• We are currently in the process of conducting the first evaluation formal visit for 16 teachers. The rest will be conducted in the Spring</li> <li>• Access test will be given in Mid January</li> <li>• School advisory committee met on 12/7 and the topics that were introduced for them to consider included retention of students from 5th grade on. The middle school presentation and testing opt outs.</li> </ul>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>• Conducted initial evaluations. Currently almost complete with ones needing them twice per year.</li> </ul> <p><b>Action Items:</b></p> <ul style="list-style-type: none"> <li>• <b>Approve revised dress code policy</b> <ul style="list-style-type: none"> <li>○ Motion by Lisa Meyer</li> <li>○ Seconded by Michelle Christman</li> <li>○ Motion passed unanimously</li> </ul> </li> <li>• <b>Approve two Student Leave of Absence requests</b> <ul style="list-style-type: none"> <li>○ Motion by Carolina Nkouaga</li> <li>○ Seconded by Alan Marks</li> <li>○ Motion passed unanimously</li> </ul> </li> </ul>
<p>15 min Financial Report</p>	<p><i>Ms. Ruby Chavez: Business Manager</i></p> <p>Review:</p> <ul style="list-style-type: none"> <li>• November Financial Report</li> </ul>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>• <b>Report out on official audit findings (IF THEY HAVE BEEN RELEASED)</b></li> </ul> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>• <i>BAR 507-000-1617-0014-M - Intra function xfer-1000 function-fund 11000 - \$0.00</i></li> <li>• <i>BAR 507-000-1617-0015-M - Intra function xfer-2000 functions-fund 11000 - \$0.00</i></li> <li>• <i>BAR 507-000-1617-0016-M - Intra function xfer-1000 function-fund 26163 - \$0.00</i></li> <li>• <i>BAR 507-000-1617-0017-M - Intra function xfer-4000 function-fund 31701 - \$0.00</i></li> <li>• <i>BAR 507-000-1617-0018-D - Decrease-fund 13000 - \$15,734.00</i></li> <li>• <i>BAR 507-000-1617-0019-D - Decrease-fund 14000 - \$2,322.41</i></li> <li>• <i>Motion to Approve the six BARS by Lisa Meyer</i> <ul style="list-style-type: none"> <li>○ <i>Seconded by Carolina Nkouaga</i></li> <li>○ <i>Motion Passed Unanimously</i></li> </ul> </li> </ul>
<p>15 min Committee Reports</p>	<p>Keep focused on Action Items</p>	
<ul style="list-style-type: none"> <li>• Executive Committee</li> </ul>	<p><i>Ms. Lisa Meyer</i></p> <p>The CAIS Governing Council retreat will be held Saturday, January 28. All community members are welcome. No action items will be addressed at this meeting.</p>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>• Attendance at Governing Council Meetings</li> <li>• Focus areas for GC retreat</li> </ul>

		<b>Action items:</b>
• Nominating Committee	<i>Open position</i>	<b>No action items</b> •
• Finance Committee	<i>Mr. Alan Marks: GC Treasurer</i> See financial report	<b>No action items</b>
• Audit Committee	<i>Ms. Lisa Meyer / Ms. Ruby Chavez</i>	<b>Discussion items:</b> • See finance report above.  <b>No action items</b>
Come back to Open Session		<b>No action items</b>
Adjourn		<b>Motion to adjourn by Michelle Christman</b> <b>Seconded by Alan Marks</b> <b>Motion Passed Unanimously</b> <b>TIME: 6:18pm</b>

Regular board meetings will be held the 2<sup>nd</sup> 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 days) prior to the meeting. All action items must be posted on the agenda twenty-four hours before the meeting.

**Next Board Meeting** January 9, 2017 \* Site: *Cien Aguas International School*

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Cien Aguas GC Chairperson

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Cien Aguas Secretary