

Cien Aguas International School – Governing Council Meeting Minutes

Date: Monday, September 12, 2016 – 5:15-7:15

2000 Randolph SE Albuquerque, NM 87106 (Multipurpose Room)

In attendance: Alan Marks, Lisa Meyer, Carolina Knouaga

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.

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"> ● Various Meetings and Orientations held this month. ● Organizations-Artwork- Newsletter ●
5 min Chairs’ Check-in	<p><i>Approval of Minutes & Agenda</i></p> <p>Review:</p> <p>June 13, August 8 and August 15 GC Minutes</p> <p>September Agenda</p>	<p>ACTION ITEMS</p> <ul style="list-style-type: none"> ● Motion to Approve June 13, August 8 and August 15 GC minutes Motion to approve August 8 and August 15 1st - Lisa, 2nd - Alan Approved unanimously June 13 will be approved in October ● Motion to Approve September 12 GC Agenda <ul style="list-style-type: none"> ○ Approved with removing action item to approve school reauthorization ○ 1st - Lisa, 2nd - Carolina ○ Approved unanimously
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"> - 2 min/person limit 	<p>No community members signed up for community forum</p>
20 min School Director/ Curriculum Report	<p><i>Mr. Casey Benavidez: School Director/ Mr. Robert Gallegos: Assistant Director/ Ms.Ynette Colyer: Curriculum Coordinator</i></p> <p>Administration Report</p>	<p>Discussion items:</p> <ul style="list-style-type: none"> ● Presentation on school letter grade <p>Cien Aguas received a C on the PED school grade for 2016. Our</p>

A parent meeting was held last Wednesday to consider establishing a school advisory committee and also to accept recommendations to revise and amend the current dress code. This parent group is currently working on recommended language to the existing dress code policy that will then be reviewed by the administration and school attorney and presented to the governance council for consideration during the October GC meeting.

previous grade for 2015 had been an A. This information is available on the PED website and the school's website. The data committee talked through the points for each section of the letter grade report.

- Update on charter reauthorization application
Application is right no target for completion. Mr. Benavidez is working with a team at school and a consultant on the application. He has also been working with Mr. Escobedo from APS on the process. It is due mid October.

- Update on staff and parent meetings about dress code and share recommendations for revisions
There was a meeting last Wednesday for parents and staff who wanted to give input on the dress code revision. The policy is being rewritten with input from the parents and staff. The leggings piece of the policy specifically is being rewritten. For the next month, leggings are permitted as long as they are not transparent and undergarments are not visible. A revised policy will be enacted within the next few months.

A School Advisory Committee will be formed to include a wide range of voices (staff, parents, EAs, administration...) to address these issues.

- Policy and procedure responsibilities of the Governing Council to include a discussion of what policies need to be reviewed, revised or added.

As part of preparing for the reauthorization policies will be reviewed and brought to the governing council. This topic will also be revisited at the October meeting.

Action Items:

- **Approve school reauthorization application filing with APS (REMOVED from agenda)**
- **Approve amendment to current dress code until dress code policy is revised by parent committee and administration (NO ACTION TAKEN)**

<p>15 min Financial Report</p>	<p><i>Ms. Ruby Chavez: Business Manager</i></p> <p>Review:</p> <ul style="list-style-type: none"> • August Financial Report 	<p>Discussion items:</p> <p>The financial audit review at the school site for 2015-16 has been completed by the auditor. We are waiting for the results on the audit.</p> <p>PSFA asked for confirmation, since we are not in a public building, that the landlord is responsible for keeping the building up to e-occupancy standards and maintaining the building in good repair. Our attorney has drafted a letter that our landlord signed that shows that our lease does satisfy these requirements. It is currently under review by PSFA.</p> <p>Bernalillo County rejected our application for tax exempt status for our property taxes. The Governing Council is asking the administration and business office to follow up on this for next year.</p> <p>Ms. Chavez is putting all of the internal policies and procedures for the school together. The travel policy will move from the employee handbook to the internal policies and procedures. Ms. Chavez will present the internal policies and procedures to the board for review and then for approval at the next board meetings. She will be in contact with PED to make sure this timeline works for them.</p> <p>Action items:</p> <ul style="list-style-type: none"> • Approve all BARS <ul style="list-style-type: none"> ○ 507-000-1617-0004-I - Increase to Operational ○ 507-000-1617-0005-M - IFT - Operational ○ 507-000-1617-0006-M - IFT - Operational ○ 507-000-1617-0007-M - IFT - Title I ○ 507-000-1617-0008-T - Transfer - Title I ○ 507-000-1617-0009-M - IFT - SB-9 Local <p>1st - Carolina, 2nd - Lisa</p> <ul style="list-style-type: none"> ○ Approved unanimously
<p>15 min Committee Reports</p>	<p>Keep focused on Action Items</p>	
<ul style="list-style-type: none"> • Executive Committee 	<p><i>Ms. Lisa Meyer</i></p>	<p>Discussion items:</p> <ul style="list-style-type: none"> • Director evaluation plan for SY 2016-17 • Date for yearly Governing Council retreat • Expanding the Governing Council to 7 members • Discuss October 10 meeting date and whether it needs to be moved to ensure we have quorum

		Action items: <ul style="list-style-type: none"> ● Approve committee to complete director evaluation for 2016-17 <ul style="list-style-type: none"> ○ Motion for Lisa Meyer and Alan Marks to meet with Mr. Benavidez to initiate the process and sign the initial PDP (Professional Development Plan). Committee will be formally selected at the next GC meeting in October. ○ 1st- Lisa, 2nd- Carolina ○ Approved unanimously ● Move October 10 meeting date (Possible dates October 3rd or October 17th) NO MOTION TAKEN Meeting on October 3 if works with other governing council schedules. Meeting time will be shared with the community.
● Nominating Committee	<i>Open position</i>	No action items <ul style="list-style-type: none"> ●
● Finance Committee	<i>Mr. Alan Marks: GC Treasurer See financial report</i>	No action items
● Audit Committee	<i>Ms. Lisa Meyer / Ms. Ruby Chavez</i>	No action items
Adjourn		Motion to adjourn 1st- Alan, 2nd - Carolina TIME: 6:57 PM

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 days) prior to the meeting. All action items must be posted on the agenda twenty-four hours before the meeting.

Next Board Meeting October 3, 2016 * Site: *Cien Aguas International School*

Cien Aguas GC Chairperson

Cien Aguas Secretary