

## Cien Aguas International School – Governing Council Meeting Minutes

Date: **Monday, November 14, 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, Carolina Nkouaga, Lisa Meyer, and Casey Benavidez, Katharine Baggett (7:08-

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>● PTA Carnival</li> <li>● Marigold Parade (Dia de los Muertos)</li> <li>● Ciclovia</li> <li>● additional reading interventionist Donna Newman</li> <li>● La Cosecha Visitors</li> <li>● Wonderful review of CAIS from new teacher</li> <li>● Possible grant participation through UNM, using Fitbits for kids to increase physical activity</li> <li>● 12 of CAIS 8th graders now taking AP Spanish online, offering college credit in middle school; current grades As &amp; Bs</li> <li>● Middle school teachers integrating work more, ie art and science/ math and art; led to mural on second floor, based on ratios</li> </ul> <p><i>open meeting at 5:27pm</i></p>
5 min Chairs’ Check-in	<p><i>Approval of Minutes &amp; Agenda</i></p> <p>Review:</p> <p>June 13 and October 3 GC Minutes</p> <p>November Agenda</p>	<p><b>ACTION ITEMS</b></p> <ul style="list-style-type: none"> <li>● <b>Motion to Approve June 13 and October 3 minutes</b> <ul style="list-style-type: none"> <li>- <b>Table June 13 due to attendance</b></li> <li>- <b>Motion to approve Oct 3 minutes with updates to names and two action items in exec committee tabled until Nov: Lisa Meyer</b></li> </ul> <p><b>Second: Alan Marks</b></p> <p><b>Passes unanimously</b></p> </li> <li>● <b>Motion to Approve November 14 GC Agenda</b> <ul style="list-style-type: none"> <li>- <b>Motion to approve: Carolina Nkouaga</b></li> </ul> <p><b>Second: Lisa Meyer</b></p> <p><b>Passes unanimously</b></p> </li> </ul>

<p>10 min Public Forum</p>	<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>- 2 min/person limit</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>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>● Update on charter renewal application <ul style="list-style-type: none"> <li>○ Mr. Benavidez updated the GC on the charter renewal process, preparing for public forum tomorrow (5:30pm at APS Uptown offices), has requested parents attend and support. Five school will present. In process of answering questions on funding, special education. Site visit this Thursday 12-2. Given limited space, parts of site visit will take place at hotel next door. Leadership, some GC members, present and former students will present. Next steps will include presenting to Board sometime in Dec. At recent PSCOC meeting, lease status for charters was discussed, CAIS attorney working with PSFA attorney around any lease language modifications that may be needed.</li> </ul> </li> <li>● Update on dress code and share recommendations for revisions <ul style="list-style-type: none"> <li>○ School advisory committee has met a few times to revise dress code, has been simplified and aligned with CAIS mission. Leadership team has also reviewed. Draft has been sent to CAIS attorney for review, will be approved by GC at future meeting. Draft is currently being used as standing policy until approval.</li> </ul> </li> <li>● Revisit student leave request ( see attached) <ul style="list-style-type: none"> <li>○ Student LOA from previous GC meeting has been amended to include an additional semester, crossing academic years. GC discussed some potential changes to policy to clarify some new circumstances that have arisen, including deadline dates for requests, crossing academic years. Table action item to approve student leave in December GC meeting.</li> </ul> </li> </ul> <p><b>Action Items:</b></p>

		<ul style="list-style-type: none"> <li>• Approve revised dress code policy (table for another month, currently getting reviewed by school attorney)</li> <li>•</li> </ul>
15 min Financial Report	<p><i>Ms. Ruby Chavez: Business Manager</i></p> <p>Review:</p> <ul style="list-style-type: none"> <li>• October Financial Report</li> </ul>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>• Ms. Chavez presented the October financial report, walking through any line items overspent compared to budget. Discussion regarding capital outlay funds.</li> </ul> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>• <b>BAR 507-000-1617-0012-T, Transfer Fund 24101, \$500</b></li> <li>• <b>BAR 507-000-1617-0013-IB, Initial Budget Fund 31200 \$137,310.50</b></li> <li>• <b>Fund 31701 - Permanent Cash transfer</b></li> </ul> <p><b>Motion to approve all BARs and permanent cash transfer: Lisa Meyer</b>  <b>Second: Carolina Nkouaga</b>  <b>Passes unanimously</b></p>
15 min Committee Reports	Keep focused on Action Items	
<ul style="list-style-type: none"> <li>• Executive Committee</li> </ul>	<i>Ms. Lisa Meyer</i>	<p><b>Discussion items:</b></p> <ul style="list-style-type: none"> <li>• Policy and procedure responsibilities of the Governing Council to include a discussion of whether there is a need for an ad hoc policy committee and what policies may need to be reviewed, revised or added.</li> <li>• Director evaluation plan for SY 2016-17</li> <li>• Expanding the Governing Council to 7 members-- can begin recruiting in the new year</li> <li>• Finalize date for GC retreat - January 28</li> <li>• Discuss December meeting date to make sure we will have quorum</li> </ul>

		<ul style="list-style-type: none"> <li>- Discussion on clarifying participation expectations for GC members</li> <li>- Discussion on extending Lisa Meyer’s GC term, nominating committee vote unanimous</li> <li>- Discussion on members of audit and finance committee</li> </ul> <p>[Katharine Baggett joins via phone for GC membership and committee items]</p> <p><b>Action items:</b></p> <ul style="list-style-type: none"> <li>● <b>Approve creation of policy advisory committee: tabled for discussion until GC retreat in January</b></li> <li>● <b>Approve committee to complete director evaluation for 2016-17: tabled for discussion until GC retreat at January</b></li> <li>● <b>Approve Lisa Meyer to another term on the Governing Council</b> <ul style="list-style-type: none"> <li>- <b>Motion to approve: Alan Marks</b></li> <li><b>Second: Carolina Nkouaga</b></li> <li><b>Passes unanimously</b></li> </ul> </li> <li>● <b>Approve audit and finance committee members</b> <ul style="list-style-type: none"> <li>- <b>Motion to have Lisa Meyer and Alan Marks be members: Lisa Meyer</b></li> <li><b>Second: Katharine Baggett</b></li> <li><b>Passes unanimously</b></li> </ul> </li> <li>● <b>Approve date change for December meeting if necessary-- will keep Dec 12 meeting date</b></li> </ul>
<ul style="list-style-type: none"> <li>● Nominating Committee</li> </ul>	<p><i>Open position</i></p>	<p><b>Nominating committee shared their unanimous approval of Lisa Meyer GC term</b></p> <p><b>No action items</b></p> <ul style="list-style-type: none"> <li>●</li> </ul>
<ul style="list-style-type: none"> <li>● Finance Committee</li> </ul>	<p><i>Mr. Alan Marks: GC Treasurer</i></p> <p>See financial report</p>	<p><b>No action items</b></p>
<ul style="list-style-type: none"> <li>● Audit Committee</li> </ul>	<p><i>Ms. Lisa Meyer / Ms. Ruby Chavez</i></p>	<p><b>The compliance review was in July and the budget review was in November. The audit committee had the exit conference with the auditors. When the findings are officially released, they will be shared with the governing council.</b></p>

		No action items
Closed Session	<i>Personnel Matter: Review director's Professional Development Plan for 2016-17</i>	Motion to move to closed session, inviting Casey Benavidez to participate: Lisa Meyer Second: Alan Marks Passes unanimously Open closed session -- 7:14pm Close closed session-- 7:27pm
Come back to Open Session		Shared that we discussed director's PDP No action items
Adjourn		Motion to adjourn: Lisa Meyer Second: Alan Marks  TIME: 7:29pm

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** December 12, 2016 \* Site: *Cien Aguas International School*

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Cien Aguas GC Chairperson

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Cien Aguas Secretary