



NEW MEXICO INTERNATIONAL SCHOOL

Governing Council Regular Meeting OFFICIAL MINUTES

DATE: May 15, 2025

TIME: 6:00 PM

 ATTEND IN-PERSON NMIS Conference Room 7215 Montgomery Blvd., NE Albuquerque, NM 87109 <i>To attend in-person, you must sign up with the school receptionist in our main lobby at least 6 hours before the start of the meeting.</i>	 ATTEND VIA GOOGLE MEET https://meet.google.com/aie-ofdy-brw	 ATTEND VIA TELEPHONE +1 631-485-6838 PIN: 751 010 505#
--	--	--

A. INTRODUCTION

a. Call Meeting to Order (President)

Meeting called to order at **6:01 pm** by **Patrick Fry**

b. Roll Call (Secretary)

Roll call completed by **Head of School Todd Knouse**

Member	Present in-person	Present via GoogleMeet	Present via Telephone	ABSENT
Patrick Fry		x		
John Jones		x		
Bobby Wallace		x		
Susan Martinez		x		
Barbara Rothweiler		x		

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • (505) 503-7670 • (505) 503- 7989 • www.nmis.org





c. Adoption of Agenda for Today's Meeting (President)

Discussion: none

Motion to "accept agenda for May 15 as submitted" made by: John

Seconded: Susan

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

motion **PASSES**

d. Approval of Minutes (Secretary)

i. [Regular Meeting April 17, 2025](#)

Discussion: none

Motion to "approve minutes for April 17 as submitted" made by: John

Seconded: Susan

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

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

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • (505) 503-7670 • (505) 503- 7989 • www.nmis.org





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.

Yes, but no comments made

Name (as shown in Google Meet)	Method of attendance (in-person, Google Meet, or telephone).	Summary of comments made

B. CONSENT AGENDA ITEMS

The following items are **recommended for approval** via consent agenda by the respective committee. These items may **pass without discussion** if approved unanimously by a quorum of GC members participating in this meeting. Any GC member may remove any individual item from this list for discussion and possible action elsewhere in this agenda.

a. **Finance Committee** (Any GC member on this committee may make motion to accept without discussion)

- [2025.04 Finance Reports](#)
- [2025.05 Budget Adjustment Requests](#)

Motion to “approve items recommended for approval by Finance Committee listed above” made by: John

Seconded: Bobby

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	X	X	x
against					
absent/abstain					

motion **PASSES**

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 · ☎ (505) 503-7670 · •(505) 503- 7989 · www.nmis.org





C. DISCUSSION AND ACTION ITEMS

- a. Discussion and Possible Action (President):** Discussion and action of any items removed from consent agenda (if applicable).

No items were removed from the consent agenda.

- b. Discussion and Possible Action (Finance and Operations Director):** [FY26 Salary Schedule Options:](#)

- i. [#1](#) (approved at April meeting)
- ii. [#2](#)
- iii. [#3](#)

Discussion:

- Administration revisited the approved salary schedule after news of the budget cuts resulting in FY26 as a result of HB63
- Two other schedules are created for consideration. Both meet legal requirements in terms of mandated minimums.
- The goal is to have an adopted salary schedule that is competitive with APS, our largest competitor for teachers. We do not know what their FY26 schedule will be, so admin has done some guess work.
- Schedule 1 is already approved, so if no action is taken today then that will remain
- Salary schedules, once launched, cannot be decreased, so one argument is to approve the lowest option and then increase them later.
- Susan recommended salary schedule #2 as she felt it was competitive. Barbara concurs.
- Patrick feels that #1 needs to be replaced, but is not sure if it should be #2 or #3.
- Todd explained that there is currently only 1 vacancy

Motion to “rescind the previously adopted salary schedule and approve salary schedule option #2,” made by: John

Seconded: Susan

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • (505) 503-7670 • (505) 503- 7989 • www.nmis.org





motion **PASSES**

c. Discussion and Possible Action (Finance and Operations Director): [Cash Balance Resolution 2025.05](#)

Discussion:

- The NMIS GC passes a similar resolution 3 years ago.
- The purpose of the resolution is to clarify the school's purpose of maintaining a cash balance, in a proactive manner against a potential cash sweep by legislative action.
- The cash balance is to provide cushion in the event of short term budget cuts.
- Administrative recommendation is to approve this resolution as presented.
-

Motion to approve resolution Fy-02 Cash Balance Resolution made by: Bobby

Seconded: Susan

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

motion **PASSES**

d. Discussion and Possible Action (Finance and Operations Director): [May 2025 Asset Disposals](#)

Discussion:

- Current list of assets to be disposed of was presented
- Items that are usable can be donated to entities that receive State funding or sold, using a formal process. Other items are disposed of aka/thrown away. Laptop drives must be certified as 'wiped' before disposal.
- Admin recommendation is to approve this list of asset disposals.

Motion to "approve asset disposal list dated May 2025 as presented" made by: Bobby

Seconded: Barbara

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • (505) 503-7670 • (505) 503- 7989 • www.nmis.org





against					
absent/abstain					

motion **PASSES**

- e. Discussion and Possible Action (Head of School):** Update on school meals program for FY26. Discussion on support provided by NMISF. Review impact of program on low-income enrollment and low-income participation in program. Possible change in vendors and service model. Possible complete discontinuation of service for FY26. Invited participants in discussion: members of the School Equity Advisory Committee, members of the New Mexico International School Foundation.

Discussion:

- The school has a strategic objective to increase enrollment of low-income students. Providing a lunch program has been one of several steps towards this objective.
- As this is an inaugural year, we cannot tell if this program has increase enrollment. However
 - Prior to this year low-income students were identified solely through direct certification (meaning SNAP Participation).
 - This year, we identified 37 students through this same mechanism
 - We identified an additional 16 students through the application process for the lunch program. This means we identified an additional 43% of students as low income.
- The lunch program costs exceed the revenue provided by around \$5,500 per month.
- The NMISF had committed to covering these costs, however, they anticipated these amounts to be closer to \$2,000 per month.
- NMISF reports prior to this meeting they are unable to continue this support.
- The program cannot run at a loss. This is even more relevant as the school faces budget cuts as a result of HB63.
- The school is exploring a different model called “cost reimbursable contracting” which is different from our current model called “fixed price contracting.”
- The hope is that a “cost reimbursable” model with cooking done on-site will reduce the overall program cost to at or below the reimbursement funds we receive to run the program
- The school wants guarantees that, should there be overages next year, that those will be covered.
- If we cannot, then we will need to plan cuts in staffing and programming to cover the possible losses from this program. Or we can discontinue the program.

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • ☎ (505) 503-7670 • •(505) 503- 7989 • www.nmis.org





- Previous administrative recommendation was to continue the program, but after the NMISF decision to no longer support the program, the administration has no recommendation to continue nor discontinue the program for FY26
- A motion is only needed to *discontinue* the program.
- Head of School asked SEAC to make recommendations on how to make cuts to other programs in order to cover the losses that the lunch program will incur.
- SEAC did not make any recommendations for cuts
- NMISF confirmed that they will not make any contributions to this program next year.
- Tara McElheney mentioned that there are other fundraisers going on by the student council that impacts the fundraising that NMISF does.
- Martha mentioned that a lunch program is not a major priority for her as a parent, but it is important nonetheless.

•

No motion was made

f. Discussion and Possible Action (Head of School): [GC resolution](#) expressing concern with the fiscal impact of HB63.

Discussion:

- With the passage of HB63, the school only received 20.62 At-Risk Program Units, which amounts to \$140,216 in funding.
- Using the enrollment MEM for the FY26 budget (429.5 students) and then the previous at-risk factor for FY25, we should have received 81.18 at-risk program units. This would have provided \$552,103 in funding
- Thus, our loss to at-risk funding is \$411,886.
- We were allotted only \$2,813 to cover this loss.
- The biggest losers in this change are 14 schools, 12 of which are “spotlight” schools.
- Spotlight schools are overrepresented amongst the schools that are losing as a result of this funding change.
- NMIS is one of the top performing schools, and is being forced into an unnecessary budgetary crisis.
- The state of New Mexico has record annual revenue plus substantial reserve funding, and thus any cuts to any school is unnecessary
- The proposed resolution expressing concerns about these legislative and executive actions will be shared with the Legislative Finance Committee and the Legislative Educational Study Committee in hopes that they can get this issue prioritized with the legislature at the next possible session.
- Administrative Recommendation is to pass this resolution.

Motion to “approve resolution 25-03 as presented” made by: John

Seconded: Barbara

Roll Call Vote

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • ☎ (505) 503-7670 • •(505) 503- 7989 • www.nmis.org





	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

motion **PASSES**

g. Discussion and Possible Action (Head of School): Approval of Professional Services Agreements

i. [Legal Services: Charter Law Office](#)

Discussion:

- This is a renewal of a contract with our current legal counsel
- Administrative recommendation is to approve this contract as presented.

Motion to approve contract as presented made by: Bobby

Seconded: John

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara
for	x	x	x	x	x
against					
absent/abstain					

motion **PASSES**

ii. [Nursing Services- Elizabeth Muller](#)

Discussion:

- This is a renewal of a contract with our current nursing services provider
- Administrative recommendation is to approve this contract as presented.
- Minimal increase was included in this contract
- Corinne made small correction to the monthly dollar amount on the contract

Motion to “approve contract as amended in the meeting: made by: Barbara

Seconded: Susan

Roll Call Vote

	Patrick	John	Bobby	Susan	Barbara

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 • (505) 503-7670 • (505) 503- 7989 • www.nmis.org





for	x	x	x	x	x
against					
absent/abstain					

motion **PASSES**

D. CONCLUSION

- a. **Discussion (President):** Consideration of future discussion or action items from the members of the GC.
- b. **Upcoming GC Meetings (Secretary) -**
 - i. Finance Committee Meeting: Friday, June 6 at 11:00
 - ii. Regular GC Meeting: June 12, 2025 at 6:00
- c. **Adjournment**

Meeting adjourned at **8:28 pm**

NEW MEXICO INTERNATIONAL SCHOOL

A multi-lingual K-8 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

7215 Montgomery Blvd. NE, Albuquerque, New Mexico 87109 · ☎ (505) 503-7670 · •(505) 503- 7989 · www.nmis.org

