

Corrales International School  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
June 29, 2020– 5:00 p.m.

**DRAFT meeting minutes: not the official minutes and are subject to approval by the public body.**

1. Call to Order 5:09pm
2. Roll Call: Rhonda Ledbetter, Raj Shethia, Stacy Blackwell, Nicole Palacios (5:13pm) Mark Tolley, (HOS), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)  
Absent: Justin Sawyer
3. Adoption of agenda June 29, 2020 meeting with amendments to 7C (contract dates)  
Motion to adopt agenda for June 29, 2020  
Raj S  
2<sup>nd</sup> Rhonda L  
No Discussion  
No opposition  
Passed
4. Approval of minutes for the May 11, 2020 meeting with amendment to #7A (Authorizing for Mr. Tolley, Head of School, to provide direction and POC for review Mr. Fuentes to review the lease on Corrales International School building & correct typo of ‘Councilor’ to ‘Council’)  
Motion to approve minutes, with two amendments noted for 7A, for May 11, 2020  
Rhonda L  
2<sup>nd</sup> Raj S  
Discussion: 7A: reflection of engagement specific to task – Authorizing for Mr. Tolley, Head of School, to provide direction and POC for review Mr. Fuentes to review the lease on Corrales International School building  
No opposition  
Passed
5. Public Comment: This is an opportunity for members of the public to address the Governing Council ("GC") for up to 5 minutes with comments or issues, whether they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct GC business. The GC, by law, cannot take action or have any discussion 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.  
No Public Comments made

Corrales International School Financial Update

A.	<u>BARs*</u>			
	BAR #	Fund Description	Type	Amount
	None			
B.	<u>Accounts Payable Payment Vouchers*</u>			
	1	May 2020		
C.	<u>Financial Statement Reports - as of May 31, 2020</u>			
	1	Financial Reports		
	2	Bank Reconciliation		
D.	<u>Other</u>			
	1	Current Capital Resources for Building Purchase		
	2	Journal Entries - None		

\* Requires board approval

Motion to approve Accounts payable Payment Vouchers for May 2020

Raj

2<sup>nd</sup> Rhonda

Discussion: Question about speech services and whether services were in fact rendered as there were invoices noted more frequently. Services were in fact rendered and logs are kept. Ancillary continued without interruption for our students. Were students able to log on and participate? Yes, students were provided technology if they needed it and teachers did a great job working on keeping students engaged. The new school year start will be different. Attendance and curriculum will be required.

J&J charges explained.

No opposition

Passed

Financial Statement Reports: Supplies purchased to prepare for remote learning in the fall.

Current Capital Resources for Building Purchase: N/A

7. GC Business

A. Retention of Board members according to GC by-laws. (Discussion/Action)

B. Consideration for the Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, 10-15-1 (H) (2) (Limited Personnel Matters) for the Purpose of (1) Discussion of Staffing and personnel matters (Discussion of Head of Schools contract).

Motion to table action 7A

Motion Raj S

2<sup>nd</sup> Nicole P

No Discussion

No opposition

Passed

(Motion to move that the Governance Council of Corrales International School convene in closed session to discuss limited personal matters related to staffing as authorized by section 10-15-1 HC of the New Mexico Open Meetings Act.)

Motion Raj S

2<sup>nd</sup> Rhonda L

No Discussion

No opposition

Roll Call Raj Shethia, Rhonda Ledbetter, Nicole Palacios, Stacy Blackwell

Passed

(Motion to move that the Governance Council reconvene in Open Session and that all matters discussed in the closed session were limited to only those specified in the motion for closure.)

Motion Nicole P

2<sup>nd</sup> Raj S

No Discussion

No opposition

Roll Call Rhonda Ledbetter, Raj Shethia, Nicole Palacios, Stacy Blackwell

Passed

C. Approval of Head of School Contract for 2020-2021. (Discussion/Action)

Motion to approve Head of School Contract for 2020-2021

Motion Rhonda L

2<sup>nd</sup> Raj S

Discussion: PED approved extended learning. Student will begin August 10<sup>th</sup> (w/extended learning in place). With required training and APS start date, August 10<sup>th</sup> was the best option. Calendar covers extended learning, teacher contract days

and required professional development to meet all necessary requirements.  
No opposition  
Passed

D. Discussion/approval of the CIS Amended Calendar for 2020 – 2021.  
(Discussion/Action).

Motion to approve CIS Amended Calendar for 2020-2021 with changes reflected on total PD days of 76 instead of 78 & last school day of June 2<sup>nd</sup> to June 1<sup>st</sup>.

Motion Raj S  
2<sup>nd</sup> Rhonda L

Discussion: Change to reflect 76 instead of 78 PD days. Extended learning days = 10.  
Date of last school day  
No opposition  
Passed

E. Review of Lease Agreements (Discussion)

Responses sent by Matthews and Fuentes reviewed. Charter law reviewed. Was APS required to review when it was initially signed? APS does not typically review Charter leases. Charter school authority looks more at legalities for lease reimbursements. PSFA has decided to continue with rent reimbursements for the new school year. Did PED have to approve the lease? The PED has been more proactive in recent years with lease approvals, therefore, at the time of the lease this was not common practice. The need for CIS to grow is imminent to continue with our program and meet the reduction of the small school size adjustment. We need an experienced real estate attorney to help us move forward. We are wanting to grow without losing our small school feel. We are wanting to take this one step at a time. The resolution is for the Foundation to take their first step in the process. The board has been provided information on small school size adjustment reduction since this new administration started. It has now happened, and we are going into the 2<sup>nd</sup> year of this reduction. If we do not grow, we do not continue to exist. The process begins with the resolution, this is required per the state. This is not yet the agreement or contract, only a resolution. This is part of the process. The resolution was developed and approved by the state to follow all legalities required to move forward. The G.C. approves agreements. G.C. approves the purchase of the building. Foundation is responsible financially. Resolution goes to board first and then the Foundation. After resolution is signed, an agreement will be developed. The G.C. will be provided the agreement to review. This is a letter of intent, not an agreement.

F. Approval of a Resolution authorizing and approving the signing of a specific development/consulting agreement. (Discussion/Action).

Table Motion to approve a resolution authorizing and approving the signing of a specific development/consulting agreement to next meeting in order to allow for more questions of professionals, foundation, teachers, and community.

Motion Rhonda L  
2<sup>nd</sup> Raj S

Discussion: see discussion notes.  
No opposition  
Passed

8. Head of School update

A. Legislative update

3 days of special session. Defunded several projects, 1% increase in teacher pay vs. 4%, used CARES monies to backfill some of the debt.

B. Budget update

More information will be available in July.

C. Reentry update.

State guidance received. Twenty-two additional documents have been promised by state. They have decided on a hybrid model. CDC guidelines will be required. Shields for teachers, masks will be required of all students. Teaching will be broadcasted for students not in attendance physically. We are working on plan and will have more information soon. We have hired a new math and science teacher. They are very good, passionate, and dedicated to their profession.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment.

A. Set meeting date for July meeting (discussion, action)

Motion to set July meeting for July 13<sup>th</sup>, 2020 at 5:00pm

Motion Nicole P

2<sup>nd</sup> Rhonda L

No Discussion

Passed

10. Adjournment 7:48pm

The next regular meeting of the Governing Council will be on July 13, 2020 at 5:00pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113.

"If you are an individual with a disability who is in need of a reader, amplifier, qualified sign language interpreter, or any other form of auxiliary aid or service to attend or participate in the hearing or meeting, please contact the CIS Head of School at 505-344-9733 at least one week prior to the meeting or as soon as possible. Public documents, including the agenda and minutes, can be provided in various accessible formats. Please contact the CIS Head of School at 505-344-9733 if a summary or other type of accessible format is needed."