

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
September 14, 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 5.01 pm
2. Roll Call: Nicole Palacio, Raj Shethia, Stacy Blackwell, Justin Sawyer, Mark Tolley, (HOS), Kimberly Romero (Scribe)
Absent: Robin Ledbetter
3. Adoption of agenda September 14, 2020 meeting
Motion to adopt agenda for September 14, 2020 meeting
Stacy B
2nd Nicole P
No Discussion
No opposition
Passed
4. Approval of minutes for the August 10, 2020 meeting
Motion to approve August 10, 2020 minutes – tabled for next meeting as clarification is needed, from the scribe, to approve.
Stacy B
2nd Raj S

Discussion: Discussion is in question for sections 7A and 7B as they are repeated comments.

As per the scribe for the Governing Council, Ms. Kimberly Romero: "I stated in section 7.B..." **As noted in previous section 7. A (G.C. Business):** The two sections 7.A and 7.B, (both listed for discussion/action), were very redundant due to the same or similar questions being asked. Most if not all of section 7B repeated what was already discussed and stated in 7.A, however, since it was an action item, I was unable to leave it blank. This is the reasoning for what I stated at the beginning of the section 7.B, "**As noted in previous section 7.A** (G.C. Business). At this time, I do not know what I can change except to add what I did at the beginning of 7.B, so we were not out of compliance following proper guidelines.
No opposition
passed

5. Public Comment: This is an opportunity for members of the public to address the Governing Council ("G.C.") 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 G.C. business. The G.C., 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: No Comment

6. Corrales International School Financial Update

Corrales International School Financial Update September 14, 2020

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	BAR 001-028-2021-0001-I	31200 - Public School Capital Outlay	Increase	\$ 195,043
2	BAR 001-028-2021-0002-D	11000 - Operational Fund	Decrease	\$(133,694)
3	BAR 001-028-2021-0003-IB	27502 - Next Gen CTE	Initial Budget	\$ 12,180

B. Accounts Payable Payment Vouchers*

1 August 2020

C. Financial Statement Reports - as of August 31, 2020

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries - None
3* Fixed Asset Certification
4* 2020-2021 Salary Schedule (Updated for 1% Raise)

* Requires board approval

Notes: Lease adjustment for first BAR; operational fund increase; Next Gen CTE for new program (replacing reduction in Perkins grant monies)

Motion to approve BARS 001-028-2021-0001-1 31200; 001-028-2021-0002-D 11000; 001-028-2021-0003-1B 27502

Raj

2nd Stacy B

Discussion: Perkins Grant-what was it used for? It was used for our PLTW, (Project Lead the Way) Program. The PLTW program is very satisfied with what we do, therefore, they asked us to apply for the CTE program. This is a program that will offer career and technical opportunities to our MYP Program students, that might not be available otherwise, opening up more options for our diverse community.

No opposition

Passed

Motion to approve the Accounts Payable Payment Vouchers

Nicole P

2nd Stacy B

Discussion: Purchase of Dell laptops: Additional laptops were purchased for the admin staff. Mr. Fuentes: offered agreement? No, they reviewed the developer contract. Update will be given under Head of School update. Supplies? Everything from paper/pencils, textbooks with online access, PPE, future needs to re-open, remote learning needs, etc. Amazon \$5000 (multiple orders are done on Amazon for availability and cost reduction). A breakdown would be helpful to the board. Purchase requisition shows the breakdown of the orders. The purchases range from simple school supplies to larger building needs as well as janitorial supplies as necessary. A better list can be provided. Supplies that are reimbursed to Mark were for students who needed connectivity to participate in the remote-learning model. Mark was able to attain this through a service not available through Amazon. In some cases, places do not allow credit cards or PO's, (Purchase Orders), therefore, there are times when a reimbursement is necessary. We do our best to avoid reimbursements, however, sometimes that is not possible as it was in this particular case.

No Opposition

Passed

Financial Statements: Had a lot to do with paying out payroll by June 30th. We are pretty much now into the new spending for the year. Next slide showing what we received vs what has been budgeted. Next slide showed expenditures for the year vs. budgeted. Cash as of end of August was reviewed. Bank statement was reviewed. HB33 and HB39 reviewed. FY20 correcting expense to write off that liability. Expensing expenses from FY20 to FY21, and a reclassification of the copier lease to rent.

Three Fixed Assets: CES: Conductor Admin Station, Server (fully depreciated), and PowerEdge Tower Server (purchased last year). These are the only three fixed assets the school currently has.

Motion to approve the fixed assets list

Raj S

2nd Stacy B

No Discussion

No opposition

Passed

Updated Salary Schedule for the 2020-2021-Updated from 4% to 1%

Motion to approve updated salary schedule for 2020-2021

Raj S

2nd Nicole P

Discussion: the first approval for 4% was required by the legislature, at the time the 1st legislative session occurred. The update was provided, after the second legislature session, where they reduced the amount from 4% to 1%.

No Opposition

Passed

7. GC Business

A. Corrales International re-entry plan for 2020-2021. (Discussion/Action)

Motion to approve Corrales International re-entry plan for 2020-2021

Stacy B

2nd Nicole P

Discussion: During the Spring Pandemic, I was more focused on social / emotional well-being and working with students on a limited basis to the best of our ability, For the Fall, we had a plan for hybrid, fully open and virtual. We then received guidance regarding high risk and K-3rd attendance for in-person learning to start Labor Day. We did bring in a handful of special education students and kindergarten on a hybrid model. We wanted to bring in more students and expand, however, as we kept receiving more and more requirements, it kept making it harder and harder to open with more students. One of the PED (Public Education Department), Teachers were also given autonomy to work from home. Some teachers were not comfortable, safety reasons, to bring in students just yet. The state then came up with the red, yellow and green map. The Secretary of state mentioned that if you are in the green, you can start to partially bring in students in a hybrid model. While I was not fully comfortable with this, I thought that maybe after the first nine weeks, we could start working students back in. Guidance was provided, that we could bring in students at 50% capacity. However, that was then updated to clarify that it was at a per class size level, not full school level. Last week, a couple of larger changes were made and sent out that included, rules for testing along with additional health protocols that were much more elaborate. Another update was sent out on September 3rd that noted new requirements, but the main issue was with spread of the virus through the air and water droplets. However, this memorandum was released only three days prior to allowing schools to open. It was noted that a certain filtering system would be required to be used, (Mervee13). After calling our heating and cooling company, it would require some adjustments and protocols possibly daily and the quote has not been received, as of yet, as I just spoke with them this past Thursday. Another issue is that with the current heating and cooling systems in place, the Mervee13 slows down the rate of exchange of air which is negative to what we are trying to do and in some cases will cause the motors to burn out. I immediately called the company we work with and they stated we can do it but it will cause the up the motors to be working at a much higher capacity and we would need to then turn them down when they are not in use. The Mervee8 or 9 (older models of the Mervee13) would require several doors to be open to work, therefore, that is also a problem for safety reasons. Several districts felt that they could provide this level of required equipment and stay in compliance with the State and NMPSIA (New Mexico Public Insurance Authority). An even larger issue is that we received a letter from the NMPSIA, stating that they are

requiring that we comply with all CDC and state guidelines orders and we wanted to send clear communication stating that due to several liability issues,, with schools, (intentional or non-intentional), NMPSIA does not guarantee that the entity (school) would be covered by the NMPSIA and school or schools may incur costs of legal fees if the insurance authority can show, at any point, that a school (CIS included), was out of compliance at any given time, incident, etc. If we were to be sued, any school or district, including CIS, NMPSIA would most likely not cover the costs. NMPSIA is the main insurance company used for all public schools. There are several entities that are not clear as there are so many directives coming from several entities, (State, Federal, CDC, NMPSIA, etc.). Bottom line, without more clarification, we are not covered by opening at this time.

It is very concerning that other districts are gambling with his information. Are there other charters opening? Some were going to, but some have backed off only allowing high risk and/or K-3. Some districts are upset with all the changes and want to open. It is not worth the risk with so many different directives and now the insurance update. Until we get more clarification from the insurance and the state, we will need to wait on opening for now. The survey sent out to CIS families showed an almost 50% split. PYP had more interest than MYP. They seemed more comfortable with what they are doing online. The surveys were aimed more at the parents. The teachers are split as well, a little more than 2/3rds of the teachers wanted to stay in remote learning. We will likely still honor the families who choose to stay online all year. We have a couple of teachers who are teaching mostly at home and the majority doing both. We have some that come in every day. We have asked teachers to let us know if they will be home, so we know how to get a hold of them if we need to. Parents are faced with hard decisions. We have had students consider moving schools to districts that are open and it is their choice. We want to support them the best way we can. However, we are unable to hold spots if they choose to come back. We have replaced spots that we have lost as we still have waiting lists. Some parents chose to homeschool but it was clear the majority of parents were not aware of what was exactly required by the state in order to do this form of learning, (state requires parents apply and receive approval in order to homeschool). The teachers are doing a great job providing the students several breaks and ample time to work on class assignments, with much guidance, so students do not get lost in the curriculum and they are supported. We must be sure our teachers and students are safe first. We now have temperature scanners; therefore, everyone is scanned upon entry into the building. We have also purchased a new technological equipment to adequately provide remote-learning for all students, however, at this time, while teachers are using the majority of the new equipment, it does not appear teachers are using promethean boards to their full potential. There has been a learning curve with this new technology, and we have ordered new cameras for the boards so the teachers can interface more efficiently and effectively. Internet is also improving. J&J has been helping with this. We are now at a point to start reconnecting with our students by adding some more fun things. We never really got a chance to connect with parents or students in the same way we have in the past without open houses and school events. What about the schedule? It is difficult to balance what students need academically and what they need actively while trying to balance state, CDC, and NMPSIA guidelines as well. Spanish is especially hard online. We are considering a lot of things and plan to meet to discuss options with faculty. The older grades appear to be going very well. We have worked out some issues as they have come up as well. For example, we had some students who figured out how to put a fake picture of themselves on the screen, however, we did talk to them and that has appeared to have improved. Teachers notify parents when issues occur. Progress reports will go out next week. Grades do not look great; however, we expect them be better by end of quarter one for MYP students. At this time, remote learning appears to be the right approach as currently there are too many unknowns with conflicting documentation between the state, the CDC, and NMPSIA. We have the majority of parent and teacher surveys all pointing in the same direction. There is a bill being discussed in the U.S. Senate, protecting employees from being sued. Would that protect schools? Not known at this time but it could by January. We will have to wait to see. It may pass the Senate but not sure about the House.

No opposition
Passed

8. Head of School update

A. Building update

Spoke to Mr. Dupont and Ms. Heirshy. The building options brought forth were not viable for our school. We do not have to sign the developer's agreement until we find a building and agree upon it, but it still necessary to have it. Mark will send to the board to review. The blanks are things that will be filled out when we find a building. When you receive the agreement, please look at it and make suggestions if you feel it necessary. At what point do we want to send it to

our legal counsel? Do we do it now or wait? This has already been mostly reviewed by our legal counsel, therefore whenever we are comfortable with it, we can send it to him. It probably does not matter at this point. We are wanting to expand within just a couple of square miles if possible, in either direction. We are centrally located and would like to stay close to that same type of demographic. In general, we want to double our space, in the classrooms, and we want to slowly add grades in order to support our language program adequately. We would prefer a separate music and art room and add more office space. It would be best to find a pre-existing building and renovating it to meet the needs of our program. That does not mean we are not open to a new land/build option, from scratch, but it would have to be the right situation for our school.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment.
- Training: the state has offered several options. We are working with Kelly providing a training with the whole group. This would be the goal as it would seem more conducive. Foundation update: There are no new members yet. Raj, or anyone, if you know someone who would be interested, please let Mark know. Covid19 has really delayed this process.

10. Adjournment

Motion to adjourn at pm
Raj S
2nd Stacy B
No Discussion
No opposition
Passed

The next regular meeting of the Governing Council will be on September 14, 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.”