

**Corrales International School**  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
November 12, 2018– 5:00 p.m.

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

- A. Call to Order 506:pm
- B. Roll Call Justin Sawyer, Rhonda Ledbetter, Raj Shethia, Mark Tolley (HOS), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)  
Amanda Bassett (absent), Stacy Blackwell (absent)
- C. Adoption of agenda, November, 12.8.2018 meeting  
Motion Rhonda L  
2<sup>nd</sup> Raj S  
No Discussion  
No Opposition  
Passed with revisions previously discussed
- D. Approval of minutes for the 10.8.2018 meeting.  
Motion Rhonda L  
2<sup>nd</sup> Raj S  
No Discussion  
No Opposition  
Passed
- E. 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 or not 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 comments

**F. Corrales International School  
Financial Update**

**1. BARs\***

<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
a. 001-028-1819-0012-IB	Lease Assistance	Initial Budget	\$ 179,645

**2. Accounts Payable Payment Vouchers\***

- a. October 2018

**3. Financial Statement Reports - as of October 31, 2018**

- a. Financial Reports
- b. Bank Reconciliation

**4. Other**

- a. Current Capital Resources for Building Purchase
- b. Journal Entries

\* Requires board approval

Motion to approve BAR # 001-028-1819-0012-IB (Lease Assistance with initial budget \$179,645)

Motion Rhonda L

2<sup>nd</sup> Raj S

Discussion: Lease assistance rewarded. Award did not decrease by amount original anticipated. It did decrease slightly for this year. Based on measured educational space.

No opposition

Passed

Motion to approve accounts payable payment vouchers October 2018

Motion Raj S

2<sup>nd</sup> Rhonda L

Discussion: Pg. 6, Disney Fund-group of students are raising money for Disney Academy (activity fund).

No opposition

Passed

Financial Statements reports – as of October 31, 2018

- Pg. 8 of financial report – expenditures
- Pg. 9 of financial reports – fund balances
  - o Fund from Bernalillo County Grant for clubs and sports – waiting on approval

Bank Reconciliations

- Pg. 20

Other: Current capitals resources for building purchase and one journal entry.

- Pg. 26
- Journal entries – reclassified

#### G. GC Business

1. Board Member Training (update)
  - a. Will continue to send out updated board training information to board members
2. Board member email addresses
  - a. Board members were given school emails
    - i. Through google
    - ii. Information on how to access will be resent to board members

#### H. Head of School Update – Mark Tolley

1. School safety and ALICE training
  - a. ALICE Training-APS Police came out to train staff on new active shooter training
  - b. New protocol based on past incidences
  - c. Lock down procedures done in the past are no longer active
  - d. Looking at different strategies for fortification of doors to support new training protocol
  - e. Training is more of a proactive approach
2. School attendance and tardies policy update
  - a. Attendance and Tardy contracts will go out with progress reports.
  - b. Follows habitual truancy guidelines for state
  - c. Includes PYP and MYP
3. State Drama
  - a. Took 1<sup>st</sup> place at state drama competition in Las Cruces
  - b. Wrote their own play
  - c. Took several individual awards as well
  - d. Received a large beautiful banner

4. School update

Thanksgiving lunch went very well. There were several families that came out and participated. It was very organized.

Parent teacher conferences are November 14, 15, and 16<sup>th</sup>. Week of November 19<sup>th</sup>, school is closed.

Student emails are monitored through gaggle. Processes are followed when there is a concern or threat.

Progress reports go out this week. Attendance notifications will go out with progress reports.

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

- a. No update on building.
- b. Special Education Audit went well
- c. Financials are strong

J. Adjournment 5:49pm

Motion Raj S

2<sup>nd</sup> Rhonda L

No Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on December 10<sup>th</sup>, 2018 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."**