

Corrales International School  
 Governing Council Regular Meeting  
 5500 Wilshire Ave. NE  
 Albuquerque, NM 87113  
 January 13, 2020– 5:00 p.m.  
**FINAL meeting minutes**

1. Call to Order 5:13pm
2. Roll Call: Rhonda Ledbetter, Justin Sawyer, Raj Shethia  
 Absent: Stacy Blackwell, Nicole Palacios  
 Mark Tolley (HOS), Rebekah Runyan (Business Office), Kimberly Romero (Scribe), Ana Perea (PYP), Mrs. Rita Hirschy and Mr. Brent Deponte
3. Adoption of agenda, January 13, 2020 meeting.  
 Motion to adopt agenda Raj Shethia  
 2<sup>nd</sup> Rhonda Ledbetter  
 No Discussion  
 No Opposition  
 Passed
4. Approval of minutes for the December 9, 2019 meeting.  
 Motion: to table vote until next G.C. meeting Rhonda Ledbetter  
 2<sup>nd</sup> Raj Shethia  
 No Discussion  
 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 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.  
 Comments:
6. Corrales International School  
 Financial Update  
 January 13, 2020

A. BARs\*

|   | <u>BAR #</u>         | <u>Fund Description</u> | <u>Type</u>    | <u>Amount</u> |
|---|----------------------|-------------------------|----------------|---------------|
| 1 | 001-028-1920-0009-I  | SB-9                    | Local Increase | \$ 81,865     |
|   | 001-028-1920-0012-I  | Operational             | Increase       | \$ 20,159     |
|   | 001-028-1920-0013-IB | Instructional Materials | Initial Budget | \$ 9,551      |
|   | 001-028-1920-0014-I  | Food Students           | Increase       | \$ 2,608      |
|   | 001-028-1920-0015-I  | Student Activities      | Increase       | \$ 6,106      |
|   | 001-028-1920-0016-I  | HB-33                   | Increase       | \$ 13,119     |
|   | 001-028-1920-0017-I  | SB-9 Local              | Increase       | \$ 5,700      |
|   | 001-028-1920-0018-I  | Student Activities      | Increase       | \$ 4,886      |
|   | 001-028-1920-0019-I  | Target School           | Increase       | \$ 1          |

B. Accounts Payable Payment Vouchers\*

1 December 2019

C. Financial Statement Reports - as of December 31, 2019

1 Financial Reports 2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase

2 Journal Entries – None

\* Requires board approval

|                      |                         |                |           |
|----------------------|-------------------------|----------------|-----------|
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Motion to approve BAR's Rhonda L.

2<sup>nd</sup> Raj Shethia

Discussion: 1<sup>st</sup> SB9 is for new revenue, (revenue codes are entered separately), 2<sup>nd</sup> SB9 is student activity, (Disney Academy).

No Opposition

Passed

Motion to approve Account Payable Vouchers: 1 December 2019

Rhonda L

2<sup>nd</sup> Raj S

Discussion: Page, 11, 12, 13. Pg. 14: Disney/Science based program class. Hummingbird Music Camp: Training for Natural Helpers Program. Pg. 16: Perkins: PLTW / Bio Medical teacher training. Laptop Computers: Apple computers for Broadcasting. Creating promotional films, PSA's and editing. Tech Support: Part of J&J tech contract. Apple comes with Apple support.

No Opposition

Passed

Financial Statement Reports – as of December 31, 2019

Discussion: 1 Financial Report; 2 Bank Reconciliation

Pg. 18: fund balance; Pg. 19 budget vs. actual; Pg. 1 expenditures by object code; Pg. 22 expenditures: budgeted vs. actual. Pg. 29 cash balances as of December 31<sup>st</sup> by fund; Pg. 30 bank reconciliation; Pg. 33 bank statement. Last Pg. current and projection HB33 & SB 9.

Other:

1) Current Capital Resources Building Purchase

2) Journal Entries - None

## 7. GC Business

### A. Building Update (Discussion)

Mrs. Rita Hirschy and Mr. Brent Deponte

Discussion: Specializes in secure government buildings. Projects: Bureau of Indian Affairs (both buildings), Sandia Labs, Century 21 Charter is a project that has come to fruition and is thriving. Focused on community, bring New Mexico up.

M. Tolley: Building our program and working towards growing.

Mr. Deponte: This is giving back to the community, not a for profit project.

Mrs. Hirschy: Process to help make things smoother and easier

R. Shethia: Initially: stand-alone bond. Option to combine, as part of the package, in the future (financial decision to recycle), to drop rate/payment if applicable at that time.

1<sup>st</sup> define the building (existing or build), lease purchase with Deponte (1<sup>st</sup> phase), 2<sup>nd</sup> phase rolled into bonds, Deponte removed from lease purchase (foundation assumes ownership), PED process followed. Once process begins, most efficient process will be executed.

What are options for current building: real estate attorney will provide options.

Foundation members met with Mrs. Hirschy to discuss fundraising options, policies & procedures. *It was suggested* that a building committee *be* developed in the future *and that certain processes be followed*. Looking for property that is in same area.

*Foundation is also looking for new members to provide expertise as we move through this process.*

## 8. Head of School update

### 1. Audit Report

Discussion: three audit findings (1 deposit within 24hrs, purchase of server (\$9600) – discrepancy in whether bids were needed-state auditor/procurement confirmed – not needed as below threshold (threshold is \$20,000), (retain quotes) & incorrect coding of 1 expense (off by one number). Response: Procedures put into place to cover discrepancies. These are minor findings and have been corrected moving forward.

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

Discussion: no comments

## 10. Adjournment

Motion to adjourn at 6:36pm

Raj S.

2<sup>nd</sup> Rhonda L

No Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on February 10, 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."

