

Corrales International School
Governing Council Regular
Meeting 5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 8, 2018 – 5:00p.m.

FINAL meeting minutes

A. Call to Order 5:02pm

B. Roll Call:

Justin Sawyer, Stacy Blackwell, Rhonda Ledbetter, Amanda Bassett, Mark Tolley (HOS),
Rebekah Runyan (Business Office),
Kimberly Romero (Scribe)

C. Adoption of Agenda, August 8, 2018 meeting

Motion Stacy B
2nd Amanda B
No Discussion
No Opposition
Passed

D. Approval of minutes for the June 25, 2018 meeting.

Motion: Stacy B
2nd Rhonda L
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.
Comments: Raj Shethia: Thank you for having me.

Corrales International School

Financial Update

1. BARs*

BAR #	Fund	Description	Type	Amount
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a. None

2. Accounts Payable Payment Vouchers*

a June 2018

3. Financial Statement Reports - as of June 30, 2018

a. Financial Reports
b. Bank Reconciliation

4.. Other

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

* Requires board approval

* Requires board approval

Motion to Approve of Accounts Payable vouchers for June 2018

Motion Rhonda L

2nd Amanda B

Discussion: R. Runyan: No Bars. Next month will have July and August. two reimbursements for post-cards and postage. #10528 is for PLTW (Perkins Grant) flowing through STEAM program. Measured Progress is testing. Two for Nurse.

No Opposition

Passed

Discussion: Bank Reconciliation: recap of where year ended with fund balance. Operational carryover shown in report. Current Capital resources for building purchase (561,000), a little higher than estimated. Journal entries: closing out fiscal year, final cash report for PED. Some re-classing of adjustments necessary and rectified.

G. GC Business

1. Board Member Training (update)

All board members have either completed training requirements or in the process of completing training requirements.

- Kelly Callahan – Coalition of Charter schools offering training for this year. This is an option to look at.
- State PED – regulations governing body training requirements; link to training schedule for the year, governing board guidance for GC members. Training is required prior to board member voting for each individual.

2. Acceptance of new Governance Council member, Raj Sethia. (action).

Motion Stacy B.

2nd Amanda B

Discussion: Parent of a daughter in 6th grade and 3rd grade. New Kinder next year. Has previously been on a GC board as treasurer. Professionally: computer programming/managerial. Lives in Rio Rancho and happy to be here.

No Opposition

Passed

3. Consideration for the approval of CIS Training and Experience policy. (discussion/action)

Motion to approve changes discussed, 300 c.h/HOS reference Amanda B

2nd Rhonda L

Discussion: T & E takes into account teacher training, level and experience. Visited by PED which lead to decision to firm up our own policies. While T & E was compliant, policies firming up details (more concrete) would be more beneficial for school and teachers. T & E is more generalized. Credit hours beyond bachelors (additional educational classes): need to be towards next degree. Question: Line D: should it reference HOS? Yes.

No Opposition

Passed

4. New Board Members (discussion)

Discussion: seven would be good for quorum and voting. Should we advertise and should we balance member relativity? Yes, agreed by board. Amanda has contacts that might be pertinent to board need. Having different perspectives is beneficial. Interested parties should contact Mark Tolley and Stacy Blackwell and submit a resume. Background check is suitable for position on the GC Board. Interested parties can obtain required paperwork from Mark Tolley to acquire background check.

5. Consideration to approve a change in CIS GC meeting nights for the 2018- 2019 school year (discussion/action).

Motion to move meetings from 2nd Wednesday to 2nd Monday of each month. Stacy B
2nd Amanda B

Discussion: Discussion at June meeting discussed moving meetings to Mondays in lieu of Wednesdays. Mondays appear to be the preference but Wednesdays are doable. Are holidays on Mondays a problem? No not typically.

No Opposition
Passed

4. Consideration for 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/Action).

Motion
2nd

No Discussion
No opposition
Passed

Roll call vote: Justin Sawyer, Amanda Bassett, Stacy Blackwell, Rhonda Ledbetter

5. Reconvene to Open Session/Statement of Closure 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/Action). All members discussed

(Action)

Motion to reconvene to open session and that all members discussed in the closed session were related to only those specified in the motion for closure Amanda B

2nd Amanda B
No Discussion
No opposition

Roll call vote: Justin Sawyer, Amanda Bassett, Stacy Blackwell, Rhonda Ledbetter
Passed

H. Head of School update, Mark Tolley

1. Program Updates (discussion)

Covered with staff in update in closed session

2. Building Update (discussion)

a. Foundation – all monies flow through. Have her talk to foundation regarding real estate and process.

Next step to come up with plan for new building

Lease will be reviewed and discussed

Plan is to grow but stay small-this helps with small school size adjustment and attrition in upper grades. Waiting lists are long for K-6

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

Mark Tolley-regarding email received. Scenario-board communication needed. If personal and work emails being used for board communication, would that compromise other entities?
Board-very real issue and can see the value in using other form of correspondence venues. Can we have school email to correspond? As a protective measure not a bad idea. Emails can be given but there are rules in place that protect non-litigants in respect to other business unless that business was another party in the law suit. Forwarding is fine is best practice to respond from Corrales email as it is more isolated and doesn't include any other business as a safety measure. Correspondence is limited anyway as you cannot discuss issues without a quorum. Most emails sent are in regards to upcoming meetings and agendas. Corrales emails will be set up for board members if they choose to use it.

K. Adjournment 7:03pm

Motion: Rhonda L

2nd Amanda B

No Discussion

No opposition

Passed

The next regular meeting of the Governing Council will be on September 10, 2018 at 5:00 pm 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."