

Corrales International School  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
April 27, 2020– 5:00 p.m.  
**FINAL meeting minutes**

1. Call to Order 5:02pm
2. Roll Call: Stacy Blackwell, Rhonda Ledbetter, Nicole Palacios, Raj Shethia, Justin Sawyer, Mark Tolley, (HOS), Rebekah Runyan (Business Manager)
3. Adoption of agenda April 27, 2020 meeting
  - Motion to adopt agenda for April 27, 2020
  - Nicole P
  - 2<sup>nd</sup> Stacy B
  - Discussion: N/A
  - No opposition
  - Passed
4. Approval of minutes for the March 9, 2020 meeting with amendment to changes #9A (Co-pays are being eliminated as NM State is providing payment for full amount)
  - Motion to approve minutes for March 9, 2020
  - Stacy B
  - 2<sup>nd</sup> Rhonda L
  - Discussion: Make amendment to minutes to reflect correct change in Co-Pays for student lunches.
  - 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.  
No Public Comments made

## 6. Corrales International School Financial Update

<b>A. <u>BARS*</u></b>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	001-028-1920-0024-IB	Feminine Hygiene Products	Initial Budget	\$ 500
2	001-028-1920-0025-I	Instructional Materials	Increase	\$ 2,433
<b>B. <u>Accounts Payable Payment Vouchers*</u></b>				
1	March 2020			
<b>C. <u>Financial Statement Reports - as of March 31, 2020</u></b>				
1	Financial Reports			
2	Bank Reconciliation			
<b>D. <u>Other</u></b>				
1	Current Capital Resources for Building Purchase			
2	Journal Entries			

\* Requires board approval

Motion to approve BARS as discussed (001-028-1920-0024-IB & 001-028-1920-00250-I

Motion: Rhonda L.

2<sup>nd</sup> Nicole P.

Discussion: N/A

No opposition

Passed

Motion to approve Accounts Payable Payment Vouchers for March 2020

Motion Stacy B

2<sup>nd</sup> Rhonda L

Discussion: N/A

No Opposition

Passed

Financial Statement Reports – as of March 31, 2020: 1) Financial Reports; 2) Bank Reconciliation

- No discussion

Other: Current Capital Resources for Building Purchase and Journal Entries

- No discussion

7. GC Business

A. Training update/PCSNM asynchronous training.

Link will be sent via email to GC members to complete modules.

B. Discussion and Approval of the 2020-21 CIS Calendar and Salary Schedule.

(Discussion/Action)

Motion to approve the 2020-21 CIS Calendar and Salary Schedule

Motion Raj S

2<sup>nd</sup> Stacy B

Discussion: Includes 4% raise. 4% was approved for all employees at CIS. This will likely be changed pending state adjustment of budget. Calendar includes extended learning plan, (10 additional days). July 31<sup>st</sup> is the 1<sup>st</sup> day of school, (open house). Full week of Thanksgiving was restored. Two weeks at Christmas, March shows spring break, last day of school is May 26. If extended learning is eliminated what will be affected? Unknown at this time without knowing if it will happen. Likely it will delay the start of school. More direction will be provided if changes are made by the State. Could they allow it to help make up the time lost due to current pandemic? It is always a possibility but a good idea. We could have done a lot more with our students, however, we had to pull back and follow state guidelines. If this happens again, we will be more prepared and able hopefully provide more. We will see what the State decides moving forward. There is too much that is undecided, currently, to make any decisions.

No Opposition

Passed

C. Discussion and conditional approval of the 2020-2021 CIS Budget pending final approval by the PED with possible budget changes. (Action).

Motion to conditionally approve the 2020-2021 CIS Budget pending final approval by the PED with possible budget changes

Rhonda L

2<sup>nd</sup> Stacy B

Discussion: No further discussion

No Opposition

Passed

Notes: Minimum levels will remain the same and reflected in salary schedule. SEG increased by 3.3, 4 increase for raises, 'at risk' increased, 20 decreased small school size adjustment, Medical high option increased 8.7, low option increased by 2.1. SEG decreased.

IDEA B, Lease Assistance 6%, HB33 5%, Perkins Grant is not included as APS has not provided information on amounts, as of yet. Carryover – not included at this time. Instructional Materials (FY21), allocation was provided but not separate funding. The Library Go-Bonds (based on legislature) not included as there is no reward provided at this time.

Expenditures by Function: All budgeted = 78%. This is a positive note. Compared to last year, instruction is increasing. Administration is going up due to building needs for attorney involvement. 59% is for compensation/benefits of employees and staff., (this includes 4% raise), 13.0% contracted services.

Personnel Costs: FTE's are the remaining the same. Stipends are included, extended learning.

Fund Balance-trends over the past five years. Question: with revenues less and expenditures possibly changing, how will that change things moving forward? The impact, in comparison, would be taken care of in our carry over. Therefore, if extended learning was taken, we should be able to cover it. Without knowing what the state will cut, it is difficult to determine for sure. Our program is very important to us and we have been very fiscally responsible, allowing for us to buffer any decreases in funding. Stacy mentioned how amazing the administration and staff have worked hard to be sure we have a great program and we make decisions that are fiscally responsible. Raj agreed with Stacy. Mr. Tolley thanked his administration and staff for working hard and providing a great program.

D. Board Authorization of electronic signatures for use in the submission of the 2020-2021 CIS Budget to its authorizer and the Public Education Department of New Mexico. (Discussion/Action)

Motion to approve board authorization of electronic signatures for use in the submission of the 2020-2021 CIS Budget to its authorizer and the Public Education Department of New Mexico

Stacy B

2<sup>nd</sup> Raj S

Discussion: Rebekah sent an email through adobe signature. It goes to one person at a time. Once signed it automatically goes to the next person for signature. Please complete by Wednesday, April 29<sup>th</sup>.

No opposition

Passed

E. Discussion and Approval of the hiring of a Real Estate Attorney to represent Corrales International School. (Action)

Motion to table approving the hiring of a Real Estate Attorney to represent Corrales International School...

Patti- Lease questions

- Insurance for real estate
- Insurance – What does Patti have that is also comparable
- Information on history of engagement with other charter school acquisitions
- Comfort level with arrangement with Mr. Dupont

Motion Stacy B

2<sup>nd</sup> Rhonda L

Discussion: Mr. Tolley is speaking to various attorneys, acquiring information. Letter and contract examples were sent to GC members. Examples discussed based on information received and provided to GC members. Can we wait until we have a bit more information to help us make this decision. Having a possible meeting, virtually, to ask questions instead of voting tonight. Do we have to wait until next meeting? Can we do a special session to meet and ask questions? Our next meeting is in the next couple of weeks, as we are meeting late in April, we don't need to rush.

## 8. Head of School update

### A. Continuous Learning Plan update

- a. We have a great administrative team providing to our students, following state guidelines and following through with what needs to happen. We are keeping in touch with our students. We started a week ahead of APS. Administration, teachers and staff have been putting in full days and Mr. Tolley if very grateful.

### B. Evaluations

- a. Not being completed per the state

### C. School Outlook/Carry over funds/Legislative Session

- a. Discussed earlier in detail with legislative session still to happen. Questions will be pursued with P. Matthews.

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

No comments

10. Adjournment

Motion to adjourn 6:40pm

Raj S

2<sup>nd</sup> Stacy B

No Discussion

No opposition

Passed

The next regular meeting of the Governing Council will be on May 11, 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.”**