

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
December 10, 2018– 5:00 p.m.
Final meeting minutes

A. Call to Order 5:00pm

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

B. Adoption of agenda, December 10, 2018 meeting

Motion to adopt agenda for December 10, 2018 with changes of taking out second point under ‘G’, 2.
January GC meeting date (Discussion, Action)

Motion Stacy B

2nd Amanda B

No Discussion

No Opposition

Passed

C. Approval of minutes for the November 12, 2018 meeting.

Motion to approve minutes for the November 12, 2018 meeting

Motion Raj S

2nd Justin S

Abstained: Stacy B, Amanda B

No Discussion

No Opposition

Passed

D. 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. 001-028-1819-0013-IB	Excellence in Teaching	Initial Budget	\$ 5 ,383
b. 001-028-1819-0014-IB	Community Schools Initiative	Initial Budget	\$ 10,000

2. Accounts Payable Payment Vouchers*

a. November 2018

3. Financial Statement Reports - as of November 30, 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 # 001-028-1819-0013-IB Excellence in Teaching; 001-028-1819-0014-IB Community Schools Initiative

Motion Stacy B

2nd Amanda B

No Discussion

No opposition

Passed

Motion to approve accounts payable payment vouchers November 2018

Motion Stacy B

2nd Amanda B

Discussion: Amazon? Supplies. PLTW: supplies. SLP? Presence learning for speech services.

No opposition

Passed

Financial Statements reports – as of November 30, 2018

- Pg. 10 is an overview of fund balances through end of November
- Revenue budget versus actual
- Pg. 13 expenditures
- Pg. 20 cash balances
- Pg. 21 Bank reconciliations
- Pg. 26 property tax revenue
- Journal entries – two approved at last meeting

Bank Reconciliations

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

G. GC Business

1. Board Member Training (update)
 - a. Justin completed training at Coalition. Opportunities will continue to be sent out as they arise.
2. January GC meeting date (Discussion, Action)

H. Head of School update, Mark Tolley

1. School Agora training (Discussion)
 - a. Alice training has been completed; possibilities of addressing at different age levels of students.
 - b. Agora: suicide prevention. Willing to come back to discuss with upper classman. The idea is to prevent.
2. CIS Policy - Prohibition on aiding and abetting sexual abuse. (Discussion/Action)
 - a. Prohibits school from assisting an individual in obtaining a new job if the school has probable cause to believe that an individual engaged in sexual misconduct regarding a minor or student in violation of the law.

Motion to adopt policy with amendments in delineating subsection A and subsection B.

Motion Stacy B

2nd Amanda B

Discussion: How is this enforced? The state, PED, has required that we adopt this new policy for CIS. The policy will be followed as written. Re-visit policy to address logistics of written document and how the information is referenced throughout, providing a clearer process.

No Opposition

Passed

3. School update

- a. Working on funding side of building to present a bond. Foundations can present a bond and be a responsible party as an entity. This is a possible funding source. Next meeting will be in January. Finding new location large enough is a struggle.
- b. Next week is a three day week. Wednesday, December 19th is a ½ day. Sprit week is also next week. Student council is up and running. Doing fundraising and supporting different projects. Community service, school wide, has been a huge success. Applications for next year are up on website. LIT groups have contacted newspaper and the Albuquerque Journal has donated coin operated newspaper stands to create mini neighborhood libraries. Fall carnival was well attended and a good fundraiser for PTA. Shop and Stroll was also well attended and a good fundraiser for PTA. Door decorating is underway. Science fair is tomorrow night (PYP K-6th).

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

a. New board members

i. Real estate, banking

I. Adjournment 6:08pm

Motion Amanda B

2nd Stacy B

No Discussion

No Opposition

Passed

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

