

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

FINAL meeting minutes: Approved 10.8.2018.

A. Call to Order 5:05pm

B. Roll Call:

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

C. Adoption of Agenda, August 8, 2018 meeting

Motion Amanda B
2nd Rhonda L
No Discussion
No Opposition
Passed

D. Approval of minutes for the August 08, 2018 meeting.

Motion: Amanda 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: No Public

Corrales International School
Financial Update

1. BARs*

<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
A. 001-028-1819-0003-I	Operational-Cash Carryover	Increase	\$ 106,528
B. 001-028-1819-0004-I	Instructional Materials-Cash Carryover	Increase	\$ 482
C. 001-028-1819-0005-D	Food Services - Cash Carryover	Decrease	\$ (1,709)
D. 001-028-1819-0006-I	Student Activities - Cash Carryover	Increase	\$ 1,071
E. 001-028-1819-0007-I	Golden Apple - Cash Carryover	Increase	\$ 5
F. 001-028-1819-0008-D	Private Donations - Cash Carryover	Decrease	\$ (1)
G. 001-028-1819-0009-I	HB-33 - Cash Carryover	Increase	\$ 1,386
H. 001-028-1819-0010-I	SB-9 - Cash Carryover	Increase	\$ 1,762

2. Accounts Payable Payment Vouchers*

- A July 2018
B August 2018

3. Financial Statement Reports - as of August 31, 2018

- A. Financial Reports
B. Bank Reconciliation

4. Other

- A. Current Capital Resources for Building Purchase

B Journal Entries

C. Related Party Questionnaire

3. A. Special Education and Benefits increased, covered in BARS noted.
- B. Bank Reconciliations reviewed in report
4. A. Current Capital Resources reviewed in report

* Requires board approval

Motion to Approve BARS as stated...

A. 001-028-1819-0003-	\$ 106,528
B. 001-028-1819-0004-	\$ 482
C. 001-028-1819-0005-D	\$ (1,709)
D. 001-028-1819-0006-	\$ 1,071
E. 001-028-1819-0007-I	\$ 5
F. 001-028-1819-0008-D	\$ (1)
G. 001-028-1819-0009-	\$ 1,386
H. 001-028-1819-0010-I	\$ 1,762

Motion Rhonda L
2nd Amanda B
No Discussion
No Opposition
Passed

Motion to approve Accounts Payable Payment Vouchers for July 2018 and August 2018

Motion Rhonda L
2nd Amanda L

Discussion: Page 12, 13 financial report; what is Quill: office supplies, school supplies. Page 14-21 (description) J&J is tech support; CIS Website reimbursement; Rosetta Stone: fewer licenses for support only.

No opposition
Passed

Discussion: APS and Independent auditors audit the school for financials. Internal controls are also in place for protection, contracted through Aptability. Finance Committee goes over finances each month with business office and Mr. Tolley.

G. GC Business

1. Board Member Training (update)
Mr. Tolley will continue to send updates to board members as they are received.
Hours are divided between disciplines related to board member training.
2. Attorney Professional Services Agreement (Discussion)
Matthews Fox Legal
3. New Board Members (discussion)
Discussion: five board members are minimum. Seven is good.

H. Head of School update, Mark Tolley

1. 2017-2018 School Grade (discussion)
Re-calculated by state and grade was increased to an 'A'.
Met attendance Rate at 95%.
Current personnel is strong and pro-active, working with each other to differentiate and improve reading and math scores.
2. Enrollment Numbers (Discussion)
Concerns with students leaving in transition years. Students who stay, graduate. We are a very viable and rigorous program offering a unique program for students looking for more challenge, different options for education (PLTW-Bio Medics, Chinese, etc.). We are still getting calls for more students to join our family. We are accepting applications for 7, 8 and 9th grades.
Email addresses given to board members.
Newsletters to board members

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

New building: process of what is needed for new building; waiting on new attorney and lease agreement review. Foundation is doing well with funding.

Reinstating SAC: Yes; more information to go out soon.

Is the foundation still doing bricks? Mr. Tolley will find out from the foundation what the status is of this program.

K. Adjournment 6:31pm

Motion: Amanda B

2nd Raj Shethia

No Discussion

No opposition

Passed

The next regular meeting of the Governing Council will be on Monday, October 08, 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."