

**Corrales International School**  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
April 23, 2019– 5:00 p.m.

**DRAFT** meeting minutes: not the official minutes and are subject to approval by the public body.

- A. Call to Order 5:00 pm
- B. Roll Call Rhonda Ledbetter, Raj Shethia, Justin Sawyer, Amanda Bassett, Mark Tolley (HOS), Rebekah Runyan (Business Office), Anna Cress, (Business Office), Kimberly Romero (Scribe)
- C. Adoption of agenda, April 23, 2019  
Motion to adopt agenda for April 23, 2019  
Motion Amanda B  
2<sup>nd</sup> Rhonda L  
No Discussion  
No Opposition  
Passed
- D. Approval of minutes for the March 18, 2019  
Motion to approve minutes for the March 18, 2019  
Motion Amanda B  
2<sup>nd</sup> 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.  
Public: Anna Cress (Assistant Business Manager), Amber (Business Manager). No Comments
- F. **Corrales International School  
Financial Update**
  - 1. BARs\*  
BAR # Fund Description Type Amount
    - a. 001-028-1819-0020-D Dual Credit Instructional Materials Decrease \$ (846)
    - b. 001-028-1819-0021-D Dual Credit Instructional Materials Decrease \$ (1)
    - c. 001-028-1819-0022-I Perkins Increase \$ 26,996
    - d. 001-028-1819-0023-I Student Activities Increase \$ 10,146
    - e. 001-028-1819-0024-T HB-33 Transfer \$ 1,000
    - f. 001-028-1819-0025-T SB-9 Local Transfer \$ 1,000
  - 2. Accounts Payable Payment Vouchers\*
    - a. March 2019
  - 3. Financial Statement Reports - as of March 31, 2019
    - a. Financial Reports
    - b. Bank Reconciliation
  - 4. Other
    - a. Current Capital Resources for Building Purchase
    - b. Journal Entries
  - 5. Budget\*

- a. Approval of School Year 2019-2020 Teacher Salary Schedule
  - b. Approval of School Year 2019-2020 School Calendar
  - c. Approval of School Year 2019-2020 School Budget
- \* Requires board approval

Motion to approve BARS.

- 001-028-1819-0020-D Dual Credit Instructional Materials Decrease \$ (846)
- b. 001-028-1819-0021-D Dual Credit Instructional Materials Decrease \$ (1)
- c. 001-028-1819-0022-I Perkins Increase \$ 26,996
- d. 001-028-1819-0023-I Student Activities Increase \$ 10,146
- e. 001-028-1819-0024-T HB-33 Transfer \$ 1,000
- f. 001-028-1819-0025-T SB-9 Local Transfer \$ 1,000

Motion Rhonda L

2<sup>nd</sup> Amanda B

No Discussion

No opposition

Passed

Notes: Decrease in dual credit due to when it was received and when it needed to be spent. Perkins came in later than usual but will be used to support programming and training. Activities fund-fundraising. Transfers are between functions.

Motion to approve accounts payable payment vouchers March 2019

Motion Amanda B

2<sup>nd</sup> Rhonda L

No Discussion

No opposition

Passed

Notes: Pg. 9 (summary listing).

3. Financial Statement Reports as of March 31, 2019

Notes: Pg. 12 (fund balance) - amounts are reimbursement amts. Pg. 13 (revenue). Pg. 17 – expenditures.

Bank Reconciliation

Notes: Pg. 25

4. Current Capital Resources Building Purchase

Notes: Pg. 30

Journal Entries

Notes: Pg. 31

5. Budget

a. Approval of School Year 2019-2020 Teacher Salary Schedule

Motion to approve salary schedule

Motion Amanda B

2<sup>nd</sup> Rhonda L

No Discussion

Passed

b. Approval of School Year 2019-2020 School Calendar

Motion to approve 2019-2020 School Calendar

Motion Raj S

2<sup>nd</sup> Amanda B.

No Discussion

Passed

c. Approval of School Year 2019-2020 School Budget

Motion to conditionally approve the budget pending final approval by the PED with possible budget changes.

Motion Rhonda L

2<sup>nd</sup> Amanda B

No Discussion

Passed

\* Requires board approval

Notes: Salary scheduled adjusted to meet new minimum requirements for teachers, small school size adjustment decreased, increase in medical insurance, ERB increase, increase in SEG, decrease in SB-9. Total initial budget includes all aspects of budget, (includes cash). School has taken steps to be fiscally responsible. At risk index and extended learning increased. Unit value increased.

G. GC Business

1. Acceptance of New Board Member- Nicole Palacios (Action)

Motion to accept Nicole Palacios as new board member Rhonda L

2nd Amanda B

No Discussion

Passed

Notes:

2. Board Member Training (update)

Notes: Information will be sent to board members.

H. Head of School update, Mark Tolley

1. Upcoming dates and events

Notes: Jog-a-Thon (4.24), Volleyball game (MYP vs. Staff), International Day (5.4), New Student registration, Graduation (5.15), Awards Ceremony (5.21).

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

a. Meetings are posted according to open meetings act

J. Adjournment

Motion to adjourn 6:32pm

Motion Amanda B

2<sup>nd</sup> Raj S

No Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on May 13, 2019 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."**