

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
June 10, 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: Stacy Blackwell, Justine Sawyer, Rhonda Ledbetter, Amanda Bassett, Mark Tolley (HOS), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)
Absent: Raj Shethia, Nicole Palacios
- C. Adoption of agenda, June 10, 2019 meeting
Motion Stacy B
2nd Amanda B
No Discussion
No Opposition
Passed
- D. Motion to approve minutes for the May 13, 2019
Motion Stacy B
2nd Justin S
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.
no public present

F Corrales International School Financial Update June 10, 2019

1. BARs*

BAR #	Fund Description	Type	Amount
a 001-028-1819-0028-D	Operational	Decrease	\$ (6,160)
b 001-028-1819-0029-T	Operational	Transfer	\$ -

2. Accounts Payable Payment Vouchers*

a May 2019

3. Financial Statement Reports - as of May 31, 2019

- a. Financial Reports
- b. Bank Reconciliation

4. Other

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

* Requires board approval

Motion to approve BARS. A. 001-028-1819-0028-D & B. 001-028-1819-0029-T

Motion Rhonda L

2nd Stacy B

No Discussion:

No opposition

Passed

Notes: National Board-Certified Teacher no longer on staff; transfer between bars

Motion to approve accounts payable payment vouchers

Motion Rhonda L

2nd Stacy B

No Discussion

No opposition

Passed

Notes: Pg. 4 & 5 - summary

Financial Statement Reports - as of May 31, 2019

Notes: Pg. 14, (expenditures); Pg. 15, (revenue – budgeted vs actual rev. for yr.); Pg. 18, (expenditures-budgeted vs. actual); Pg. 26, (cash balances as of May 31st); Pg. 27, (bank reconciliation); Pg. 30, (bank statement); Pg. 33, (current capital resources)

F. GC Business

1. Fiscal Accounting and Reporting Policy (discussion/action)

Motion to approve Fiscal Accounting and Reporting Policy

Motion Amanda B

2nd Rhonda L

Discussion: Procedures to support policy

No opposition

Passed

Notes: HOS & B. Mgr.

2. CIS Accounting Procedures (discussion)

Discussion: See prior motion

3. Board Member Training (update)

Board members are up to date on training

4. Amendment to GC bylaws (discussion/action)

Motion to approve Amendment to GC bylaws

Motion Amanda B

2nd Stacy B

Discussion: next meeting-add to agenda for meeting

No opposition

Passed

Notes: extension of terms

5. Consideration for the 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 of Head of Schools contract).

6. Approval of Head of School Contract for 2019-2020. (Discussion/Action)

Motion to move that the Governance Council of Corrales International School convene in closed session to discuss limited personal matters related to staffing as authorized by section 10-15-1 of the New Mexico Open Meetings Act.

Motion Justin S

2nd Amanda B

No Discussion

No opposition

Passed

Roll Call Vote: Amanda B, Stacy B, Rhonda L, Justin S.

Motion to move that the Governance Council reconvene in Open Session and that all matters discussed in the closed session were limited to only those specified in the motion for closure.

Motion Justin S

2nd Amanda B

No Discussion

No opposition

Passed

Roll Call Vote Amanda B, Stacy B, Rhonda L

Motion to approve Head of School contract for 2019/2020 school year

Motion Amanda B

2nd Stacy B

No Discussion

No opposition

Passed

7. Set meeting date (or not) for July meeting (discussion, action)

Motion to not conduct meeting in July

Motion Amanda B

2nd Stacy B

Discussion: G.C. does not typically meet in July. Retreat, (training, building, goal setting), August 12th (meeting and retreat). No meeting date for July.

No opposition

Passed

H. Head of School update, Mark Tolley

1. Next year's schedule, daily schedule, MYP block.

Beginning earlier in August. Administrative team will return July 22nd. Teachers will return July 29th for Professional Development. August 2nd – half day/open house registration.

August 5th – first full day of school for students.

Daily schedule will change – 8am to 2:30pm (Mon, Tues, Thurs, Fri); Wednesday 8am to 1:30pm. Professional Development for staff from 1:30-3:30. Mon, Tues, Thurs, Fri will have an academic component from 2:30-3:30 and will work in conjunction with permaculture and teachers.

Block Schedule being instituted

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

J. Adjournment

Motion to adjourn 6:12 pm

Motion Stacy B

2nd Amanda B

No Discussion

No Opposition
Passed

The next regular meeting of the Governing Council will be on August 12, 2019 at 5:00pm 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.”