**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

APPROVED MEETING MINUTES

October 12, 2016 – 5:00 p.m.

1. Call to Order

The meeting was called to order at 5:00pm by GC Co-Chair Justin Sawyer.

1. Roll Call

Present were Stacy Blackwell, Rhonda Ledbetter, Robin Yoder, Justin Sawyer, John Emerson

Also present were Ana Perea, Nicole Montague, Mark Tolley, Rebekah Runyan, Kim Romero and Tara Armijo-Prewitt.

Joe Lopez was absent.

1. Adoption of agenda October 12, 2016 meeting.

John Emerson moved to adopt the October 12, 2016 agenda as presented. Stacy Blackwell seconded. There was no opposition.

1. Approval of minutes for the September 14, 2016 meeting.

Robin Yoder moved to approve the September 14, 2106 meeting minutes for the September 14, 2106 meeting. Stacy Blackwell seconded. There was no opposition.

1. Public Comment: No public comment was offered.
2. GC Business

Stacy Blackwell noted that this month has been very difficult and reported that Mark Tolley did a great job addressing these difficult issues.

1. Head of School update, Mark Tolley (Discussion)

Mark Tolley reported that once the governor signs the budget legislation from the special session, CIS will lose approximately $40,000 (1.5%) and further noted that more cuts could occur in the spring during the regular session which would cut significantly the 2017-18 budget.

Mark Tolley noted that there was a plan floated by Senator John Sapien to focus cuts on charter budgets.

Mark Tolley presented the amended school report card from PED and noted that the loss of one student (of 5) in last year’s graduate cohort impacted CIS significantly and reported that CIS’ grade is now a C.

Mark Tolley reported that the Public School Finance Authority sent a letter stating that CIS wasn’t meeting the legal requirements of our lease and they were going to take the lease reimbursement originally allotted to CIS. Mark Tolley further noted that the PSFA had not actually requested the information that was being called into question and he has requested this be reviewed and further reported that he has requested that the CIS lawyers write an appeal.

1. CIS Finance and Budget Report, Rebekah Runyan

Rebekah Runyan reported that there are only 2 bars, both for incoming funds. Rebekah Runyan reported that professional development funds as well as dual credit instructional materials have been received and must be budgeted.

**I. BUDGET \* (Action/Discussion)**

BARS: \*001‐028‐1617‐0018‐I 24154 –Teacher/Principal Training & Recruiting – Increase

\*001‐028‐1617‐0019‐I 27103 – Dual Credit Instructional Materials – Increase

Robin Yoder moved to approve both BARs. Stacy Blackwell seconded. There was no opposition.

**II. FINANCIAL STATEMENT REPORTS AS OF SEPTEMBER 30, 2016**

\*Budget Analysis

Rebekah Runyan presented that operational is 99% spent and encumbered because the lease assistance is all budgeted in operational until CIS receives the award. Rebekah Runyan further noted that Reads to Lead and IDEA-B is at 100% as those are used for salaries.

\*Budget to Actual – Expenditure and Revenue

Rebekah Runyan noted that the school is required to not be overbudget on the function level by the end of the year (not the line item level) and that we are currently overbudget due to the lease assistance amount not being received.

\*Statement of Revenues, Expenditures and Changes in Fund Balance

Rebekah Runyan presented the list of funds that have had activity this year.

\*Balance Sheet

 Rebekah Runyan presented the balance sheet.

**III. BANK RECONCILIATION REPORTS**

\*September 2016

 Rebekah Runyan presented the bank reconciliation reports.

**IV. PAYROLL & ACCOUNTS PAYABLE PAYMENT VOUCHERS \***

\*Accounts Payable Listing – September 1, 2016 – September 30, 2016

\*Payroll Voucher Listing – September 1, 2016 – September 30, 2016

Stacy Blackwell inquired about the missing check numbers on the list. Rebekah Runyan noted that the missing numbers on the AP list may be on the payroll list as the accounting system breaks them up by type in the list. Rebekah Runyan further noted that the school does not use preprinted checks, but blank check stock paper that the check numbers are printed onto along with all other relevant information.

John Emerson moved to approve the AP listing and the Payroll voucher listing. Stacy Blackwell seconded. There was no opposition.

**V. OTHER**

\*Journal Entries – September 1, 2016 – September 30, 2016

Rebekah Runyan noted that there is on journal entry regarding a BAR that was approved at the last meeting to move funds from 31700 to 31701 separating the SB9 money from what was received from the state.

1. Consideration to Adjourn to Executive Session pursuant to the Open Meetings Act (Discussion NMAC 2.2.2.10 (J) (3) provides that "Neither the IPA nor agency personnel shall release any information to the public relating to the audit at the time of the exit conference or at any other time until the audit report has been officially released by the State Auditor and becomes public record"

Stacy Blackwell moved to enter into closed session. Rhonda Ledbetter seconded. There was no opposition. Closed session was entered into at 5:38pm.

Closed session as exited at ­­­5:57pm. Justin Sawyer requested roll call confirmation that the only matters discussed in closed session were those set forth in the approved agenda.

H. Head of School Evaluation

1. Survey Questions (Discussion/Action)

Mark Tolley presented the survey questions as edited, noting that the some questions from the 2015-2016 Head of School survey were cut to reduce redundancy and others were edited for clarity.

Stacy Blackwell requested that the survey be translated to Spanish and sent out by this weekend.

I.Other Business/ GC Member Comment: No GC member comment was offered.

J. Adjournment

John Emerson moved to adjourn the meeting. Stacy Blackwell seconded. There was no opposition. The meeting was adjourned at 6:24pm.

The next regular meeting of the Governing Council will be on November 9, 2016 at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113