

Corrales International School

Governing Council Regular
Meeting 5500 Wilshire Ave. NE
Albuquerque, NM 87113
March 14, 2018 – 5:00 p.m.

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

- A. Call to Order 5:00pm
- B. Roll Call:
Justin Sawyer, Stacy Blackwell, Amanda Basset, Mark Tolley (HOS),
Rebekah Runyan (Business Office),
Kimberly Romero (Scribe)
Absent: Joe Lopez, Robin Yoder-Kear, Rhonda Ledbetter,
- C. Adoption of Agenda, February 7th, 2018 meeting with amendment: postpone HOS update (section F)
Motion Amanda Bassett
2nd Stacy Blackwell
No Discussion
No Opposition
Passed
- D. Approval of minutes for the February 7th, 2018 meeting.
Motion: Stacy Blackwell
2nd Amanda
Bassett
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 present

**F. Corrales International School
Financial Update**

- A. BARs*
- | | BAR # | Fund Description | Type | Amount |
|---|---------------------|-----------------------------|----------|------------|
| 1 | 001-028-1718-0020-I | Instructional Materials | Increase | \$ 545 |
| 2 | 001-028-1718-0021-I | Operational | Increase | \$ 12,502 |
| 3 | 001-028-1718-0022-M | Operational | Maint | \$ - |
| 4 | 001-028-1718-0023-M | Operational | Maint | \$ - |
| 5 | 001-028-1718-0024-D | Dual Credit Inst. Materials | Decrease | \$ (1,582) |
- B. Accounts Payable Payment Vouchers*
- 1 February 2018
- C. Financial Statement Reports - as of February 28, 2018
- 1 Financial Reports
2 Bank Reconciliation
- D. Other
- 1 Current Capital Resources for Building Purchase
2 Journal Entries

* Requires board approval

* Requires board approval

1) Increase; final reward; 2) Increase; final reward; 3) Maintenance-operational; no new additional money; 4) Support services function; no new money; 5) Decrease – dual credit instructional materials. Everything has to be tied to a student, books are not included.

Motion to approve 5 BAR's: # 001-028-1718-0020-1, 001-028-1718-0021-1, 001-028-1718-0022-M, 001-028-1718-0023-M, 001-028-1718-0024-D

Motion Amanda Bassett

2nd Stacy Blackwell

No Discussion

No opposition

Passed

Motion to approve account payable payment vouchers

Motion Amanda Bassett

2nd Stacy Blackwell

No Discussion

No opposition

Passed

Financial Statement Reports: fund balance is on track; bank reconciliation/bank statement provided in financial packet; Estimate for property tax-money is deposited, total is an estimate; journal entries are to report and reclassify discrepancies between bank reporting dates and system dates as needed.

* Requires board approval

G. GC Business

1. Board Member Training (update)

- G.C. Member comment: Requirements-designated hours for designated categories. Conference on June 20, 21st (state)...free...includes several options to cover all categories. Coalition should also be offering trainings soon.

2. CIS Graduation (discussion)

- Date is May 16, 2018

3. Commercial Real Estate Representation agreement (discussion/action)

- Broker contract for exploration of new building

Motion to approve Commercial Real Estate Representative Agreement contingent on making possible changes to the contract to include modifying paragraph one to include a reasonable for cause termination clause of contract, additional signature line, and delegating Mark Tolley the authority the sole discretion to negotiate the 12%.

Motion Stacy Blackwell

2nd Amanda Bassett

Discussion: standard contract; one year termination with no ability to terminate for cause; waive of right statement.

No opposition

Passed

3. Change of Date for April GC meeting (discussion/action)

Motion to approve 'change of date' for April GC meeting from April 11th, 2018 to April 17th, 2018 at 5pm

Motion Amanda Bassett

2nd Stacy Blackwell

Discussion: Spring budget meeting and conference is scheduled; allows for mine time to prepare.

No opposition

Passed

H. Head of School update, Mark Tolley (Postponed to next GC meeting)

1. APS Site Visit 3/20/2018 (discussion)
Discussion: one board member is needed for March 20th, 2018 for site visit (9-9:45am).
2. Capital/Building update (discussion)
Discussion: bringing realtor on board, discussion of what is needed
3. Staff survey of Head of School (discussion)
Discussion: to go out to staff soon; include parents for feedback at April SAC meeting.
4. Updates (discussion)
Discussion: Select students were chosen to attend a trip to the space port; they were extremely impressed with our 11th grade students and have asked them to arrange the astronaut lounge room. City councilman and police officers were guests to our school and were provided with presentations. International Day had a very good turnout, student art work was amazing. Our Art teacher, Ms. Laurie, does an amazing job with the students providing various projects for them to work on. Car wash tickets are still being sold, school receives 50% of the proceeds.

- I. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment.
- Retreat is in June, discussion will be noted on future GC agenda. Agenda will be developed.
 - Foundation information: foundation is working on projects to fundraise for new building

J. Adjournment 6:27pm

Motion Stacy Blackwell

2nd Amanda Bassett

No Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on April 17th, 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."