

Corrales International School  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
May 11, 2020– 5:00 p.m.

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

1. Call to Order 5:03pm
2. Roll Call: Stacy Blackwell, Rhonda Ledbetter, Nicole Palacios, Raj Shethia, Justin Sawyer, (5:04pm), Mark Tolley, (HOS), Rebekah Runyan (Business Manager)
3. Adoption of agenda May 11, 2020 meeting  
Motion to adopt agenda with revision of date for May 11, 2020  
Rhonda L  
2<sup>nd</sup> Nicole P  
Discussion: N/A  
No opposition  
Passed
4. Approval of minutes for the April 27, 2020 meeting.  
Motion to approve minutes for April 27, 2020  
Rhonda L  
2<sup>nd</sup> Justin S  
Discussion: N/A  
No Opposition  
Passed
5. 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.  
Introductions: Dawn Jackson-registration/STARS Coordinator, Lisa Tiger – Teacher for Individuals in Society, Kimberly Romero-Special Education Director/Athletic Director, Patti Brainard-Executive Office, Manager/Health Assistant, Rita Hirshy, (Consulting)

6. Corrales International School Financial Update

**A. BARS\***

BAR # Fund Description Type Amount

1 001-028-1920-0028-D Food Services Decrease \$ 2, 201

2 001-028-1920-0029-I Non-Instructional Support Increase \$ 2, 928

3 001-028-1920-0030-T Operational Transfer \$ -

Motion to approve of BARS 001-028-1920-0028, 001-028-1920-0029, & 001-028-1920-0030

Rhonda L

2<sup>nd</sup> Raj S

Discussion: N/A

No Opposition

Passed

**B. Accounts Payable Payment Vouchers\* 1 April 2020**

Motion to approve Accounts Payment Vouchers April 2020

Rhonda L

2<sup>nd</sup> Justin S

Discussion: Question on amount of Level Communications.

No Opposition

Passed

**C. Financial Statement Reports - as of April 30, 2020**

1 Financial Reports

2 Bank Reconciliation

**D. Other**

1 Current Capital Resources for Building Purchase

2 Journal Entries

\* Requires board approval

Discussion: Looking at what we need to accommodate possible social distancing requirements, (technology/lunch tables, etc.). Viewed revenues, actual expenditures (pg. 13), cash balance report (pg. 22), bank reconciliation, & bank statement.

7. GC Business

**A. Discussion and Approval of the hiring of a Real Estate Attorney to represent Corrales International School (action).**

Motion to approve the hiring of the Real Estate Attorney, Mr. Fuentes, to represent Corrales International School, authorizing action (s) of the engagement letter dated March 3<sup>rd</sup>, 2020, and further authorizing Mr. Tolley, Head of School, to provide direction and Point of Contact to Mr. Fuentes in the representation of Corrales International School.

Nicole Palacios

2<sup>nd</sup> Raj Shethia

Discussion:

Head of School – Governance counselor is directing head of school to direct real estate attorney as needed to move forward.

Discussion: Ms. Hirshy and Mr. DuPont have a successful history with charter schools to get into a building they need (21<sup>st</sup> century). P. Matthews is very good as well. There are several

aspects to consider with this and we need to look at all aspects to move forward. Each provide different expertise and experience of what we will need to be successful to get into a new building. PED goes over each plan thoroughly and will not allow if not complete. Concern is time. Other things to consider is the lease, allocation needed with growth, need a solid team with flexibility and experience to make process successful. Do we have a proposal in writing? We need to secure a real estate attorney first and then move forward. The school will secure the real estate attorney and the foundation will enter in the agreement with the investor. Can't do anything until we have the real estate attorney to advise the school and receive proper documentation on advisement. The step being proposed is the beginning and will allow us to move forward. We need someone who has done this, successfully. Each charter school is different and requires it's own unique approach to fulfill their program and charter. There are multiple divisions and requirements that take a lot of time to be sure it is done correctly. This is where we start. Malpractice insurance is carried by the real estate attorney at a level that is acceptable and above the \$100,000 requested by the board. Mr. Fuentes has worked with Mr. Dupont's attorney. Attorney's work with attorney's. There is a process that is different from any other process when working with schools. The engagement letter is not a contract.

No Opposition

Passed

8. Head of School update

A. School update

We are continuing with extended learning, graduation online and finishing the last two weeks of school. Met with seniors, not well attended. We will be posting on our website. We will be expanding on Zoom.

Public recognition for S. Wimmer and P. Brainard on securing something for our teachers during teacher appreciate

We finished our APS audit, Special education and Finance are completed and with no findings.

We are full for next year and still receiving applications.

We are looking for a science teacher, math teacher (secondary level)

Thank you to the board for their engagement, knowledge and caring for the school to be sure we are making the right decisions moving forward on providing for the students what is needed. Ms. Hirshy is available and provided contact information to the board.

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

Have we heard from PED regarding budgets? PED has advised to provide a budget as if everything was what it would have been without current situation. We will get more information as the state figures out what needs to happen to balance the budget.

Head of School evaluation: excused per the state, however, a discussion needs to happen on renewal of contract.

Board members coming to term: discussed at next meeting.

10. Adjournment  
Motion to adjourn  
Justin S  
2<sup>nd</sup> Raj S  
Discussion: N/A  
No Opposition  
Passed

The next regular meeting of the Governing Council will be on June 8, 2020 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."**