

Corrales International School
Governing Council Regular Meeting 5500 Wilshire Ave. NE Albuquerque, NM 87113
October 12, 2020– 5:00 p.m.
FINAL meeting minutes

1. **Call to Order** 5:02 pm

2. **Roll Call:** Nicole Palacio, Raj Shethia, Rhonda Ledbetter, Stacy Blackwell, Justin Sawyer, Mark Tolley, Rebekah Runyan (Business Manager), (HOS), Kimberly Romero (Scribe)

3. Adoption of agenda October 12, 2020 meeting

Motion to adopt agenda for October 12, 2020 meeting

Motion Stacy B

2nd Nicole P

No Discussion

No opposition

Passed

4. Approval of minutes for the August 10, 2020 meeting

Motion to approve minutes for August 10th meeting minutes.

Motion Stacy B

2nd Rhonda L

Discussion: Confirmed language was repetitive in section 7 as conversations were similar for each section.

No opposition

Passed

Motion to approve September 14, 2020 minutes –clarification made and corrected on September minutes.

Motion Stacy B

2nd Nicole P

No Discussion

No Opposition

Passed

5. **Public Comment:** This is an opportunity for members of the public to address the Governing Council ("G.C.") for up to 5 minutes with comments or issues, whether they are posted on the agenda. The Chair may reduce the time for each participant to speak to ensure adequate time to conduct G.C. business. The G.C., 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: No Comment

6. Corrales International School Financial Update

Corrales International School
Financial Update
October 12, 2020

A. <u>BARs*</u>	BAR #	Fund Description	Type	Amount
	None			
B. <u>Accounts Payable Payment Vouchers*</u>	1	September 2020		
C. <u>Financial Statement Reports - as of September 30, 2020</u>	1	Financial Reports		
	2	Bank Reconciliation		
D. <u>Other</u>	1	Current Capital Resources for Building Purchase		
	2	Journal Entries - None		

* Requires board approval

A. No BARS to approve

B. Motion to approve the Accounts Payable Payment Vouchers September 2020

Motion: Raj S

2nd Stacy B

Discussion: Supplies questioned (amounts of each transaction), supplies for Brady (main cleaning supplies), and the other supplies are PPE type supplies we are required to have. Are we hiring for website help? We are and moving forward with the website. It is with a business that Mark has had the privilege of seeing some of their work and was impressed. What are the books for Michelle? Michelle is our Spanish Instructor and these are textbooks provided online, allowing student access. These are aligned with the current classroom textbook. Read Naturally is for Special Ed. The reading program, RAZZ Kids and Reading A-Z are used by some general education teachers.

No opposition

Passed

C. **Financial Reports as of September 30th**, (including Financial Reports and Bank Reconciliation), reported on by Business Manager. Business Manager presented expenditures to board, summary balances, new program codes for new school year.

D. **Other:** Cash balances, current capital resources for building purchase was explained and there were no journal entries. Question proposed regarding purchased items or entries made by Michelle. Clarification was provided that the purchase was made by the school nurse.

7. GC Business

- A. Development/Consulting Agreement with DePonte Investments Inc. document (Discussion/Action)
- B. Corrales International re-entry plan for 2020-2021. (Update)
- C. Training

A. Development/Consulting Agreement:

- a. We are not agreeing on a contract, we are just agreeing on the format/template. When the contract is ready to be signed it will be brought to the board
Discussion: is this what you might expect or is this a completely different contract (question directed towards Justin). Mark, it not a real estate contract, it is with a developer. Justin mentioned this is not his area of expertise. Raj is concerned with it appearing to be a one-sided

agreement. Mark: approved by PED, all necessary data is collected and ready for us when it is time. It is completely public as we are a public entity. Once signed, it appears we agree, the developer finds the property, going through the proper steps, we are included. Justin stated, once we find the building. Paragraph A and 18H, making sure that what is reflected does not conflict with each other. Mark: We do not need to vote if it is not necessary, however, I did not want to leave the option off the table if the board felt a vote was warranted. Justin suggested the idea that a signed written document would be better. Mark stated that there is not a lot of upside on the developer's part (we are only paying for his fee), he would take the bigger risk. He is willing to work with us, any member of the board can make comments or ask questions on the current agreement and send to Mark. This will allow Mark what he needs to discuss questions and comments the board has. Guidance from our attorney might also be a good idea to double check what is written so we are protected. What is our exposure, what are ways this arrangement may jeopardize our position, etc. Where do we stand, down the road, if there are any disagreements? Definitions clarified would also be helpful. Send anything else you might have questions about, to Mark, so he can then have a discussion with the appropriate persons. There are other provisions later down the road but not yet and will include Rebekah. Mark will talk with Rebecca and double check on the procurement guidance and regulations. Everything will go through the board, so everyone knows what is happening. Once it is ready to be provided to the Foundation, the GC members will see the transactions made by the Foundation. Mark will work to get all the board's comments questions addressed before next meeting. Justin sent Mark his comments and/or questions during the meeting. There are questions regarding suggested revisions, (paragraph 9, last sentence and beginning of next paragraph, 10). Section C is unclear. It speaks to the PED needing to approve, however, Mark stated he would research this further. I have not felt pressured by anyone, everyone, so far has been comfortable and willing to answer any questions. Justin: A closed session is permitted, when felt necessary, with regards to the agreement. Ultimately, we all need in writing, the steps, or main items we need to discuss and ultimately have in writing. I also feel the board needs a closed session to solve or answer questions and discuss wording, so everyone agrees on both sides. Nicole is also in agreement with both sides being on the same page regarding the agreement.

B. Corrales International re-entry plan for 2020-2021. (Update)

- a. We are struggling to work with HVAC services since the state is requiring the Merve13 filter, making everything very costly as they are not compatible with current HVAC. Patti was able to find a company that was getting ready to receive a shipment. We do have them and new fans to support the new filters. We do not yet have an entry date, but we are continuing to prep for when we can open as we continue to receive updates daily.
Training: Mark will set it up and provide members of the board the information they need to attend.

C. Training

- a. Mark will set it up and provide members of the board the information they need to attend. Justin has noticed the trainings appear redundant; items that have already been trained on.

8. Head of School update

School is going well. We are still having fluctuations in numbers. The Secretary of Education stated we should be able to stay flat and funding not hit as hard as originally thought. It appears the charter leaders are having discussions Teachers are doing well. Most parents are upset about what is going on but understand the situation. We are looking forward to getting back in school. School is going fine. We are still having fluctuations in numbers. The Secretary of Education stated we should be able to stay flat and funding not hit as hard as originally thought. Charter leaders are working hard and talking. You know you can always call me if you have questions, I'm here. Individuals Justin has talked to about joining the board are interested in serving with the board. They, Lillian and Robert, have looked up CIS and were very impressed. Stacy asked Justin if the two individuals are confirmed, I wonder if they might be interested in the Foundations, as an option. Justin will email both them and invite them

to our next meeting. Thank you, Justin.

9. **Other Business/ GC Member Comment:** This is an opportunity for any GC member to make a comment.
No comment

10. **Adjournment** 6:32pm
Motion to adjourn Raj
2nd Stacy B
No Discussion
No opposition
Passed

The next regular meeting of the Governing Council will be on November 09, 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.”