

Corrales International School

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

December 14, 2020 – 5:00 p.m.

Final Meeting Minutes

1. Call to Order 5:02 pm
2. Roll Call: Stacy Blackwell Raj Shethia, Justin Sawyer, Rhonda Ledbetter, Nicole Palacios Mark Tolley (Head of School), Kimberly Romero (Scribe), Rebekah Runyan (Business Manager)
Absent: n/a
3. Adoption of agenda December 14, 2020 meeting.
Motion to adopt agenda for December 14, 2020 meeting to add additional meetings for approval for November 24th, 2020
Motion Stacy B
2nd Raj S
Discussion: Motion to add November meetings
No opposition
Motion Passed
4. Adoption of Meeting Minutes for November 9th, 2020
Motion to adopt minutes for November 9th, 2020
Motion Raj S.
2nd Nicole Palacios
Discussion: N/A
1 abstention
No opposition
Motion Passed
5. Adoption of Meeting Minutes for November 24th, 2020
Motion to amend the minutes for November 24th, 2020 meeting to make the changes mentioned by Raj S, in respect to his statement on Page 4 of the meeting minutes, (a couple of lines stating, “Raj S: signatures are not needed until the agreement and definitions are understood by the board”), as I believe that comment was made by Mr. Fuentes and then with regard to my, (Justin S.), note below, just indicating that, “ my concerns are largely alleviated about the termination fee and due to us not being asked to sign the agreement as is.”
Motion Justin S.
2nd Raj S.
Discussion: Check spelling on minutes...no content issues. (pg.4 – “signatures are not needed under the agreement; understood by board” ...believed to be comment from Mr. Fuentes, not Raj. S. Raj S: Is Justin ok with language, how it was written? Justin S.: as I read it, it made sense in my head, however, I can see now that it could be read differently and sound ambiguous. Raj S.: I just want to make sure we do not need to rectify the language? Justin S.: to make clarification: My intent was the amount of the termination fee was blank on the agreement for now if we are not being asked to sign the agreement. My concerns were alleviated because we are not being asked to sign the agreement without the exhibits attached and without the termination fee being blank on the agreement.

No opposition
Motion Passed

6. 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 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 act 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

7.

**Corrales International School
Financial Update
December 14, 2020**

A. BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2021-0006-D	24301 - CARES ACT	Decrease	\$ (33,097)
2	2021-0007-T	24301 - CARES ACT	Function Transfer	\$ -
3	2021-0008-M	24106 - IDEA B	Maintenance	\$ -
4	2021-0009-M	11000 - Operational	2000 Function Maintenance	\$ -
5	2021-0010-M	11000 - Operational	1000 Function Maintenance	\$ -
6	2021-0013-I	11000 - Operational	Cash carryover	\$ 36,551
7	2021-0014-I	14000 - Instructional Materials	Cash carryover	\$ 3,578
8	2021-0015-I	21000 - Food Service	Cash carryover	\$ 1,970
9	2021-0016-I	31600 - HB 33	Cash carryover	\$ 5,797
10	2021-0017-I	31701 - SB 9	Cash carryover	\$ 4,710
11	2021-0018-D	23000 - Non-Instructional Support	Cash carryover	\$ (2,336)
12	2021-0019-I	29102 - Private Grants	Cash carryover	\$ 34
13	2021-0020-D	21000 - Food Service	Decrease	\$ (6,500)

B. Accounts Payable Payment Vouchers*

1 November 2020

C. Financial Statement Reports - as of November 30, 2020

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries - None

Motion to approve BAR's 1-13 as stated

Motion Raj S.

2nd Rhonda L.

Discussion: N/A

Notes: Rebekah Runyan (Business Manager) 13 BARS on the agenda...mainly they are the maintenance BARS and cash carry over BARS. More than 1/2 of our budget was decreased due to APS wanting to change the way they were approaching how they were distributing this money based on some litigation that was happening across the country. The next BAR is also for the CARES act. Maintenance BAR 24106 is based on IDEA-B. The next BAR is maintenance-operational fund for the 2000 functions. No new money coming in, just moving money between line items. Raj S.: Is this also taking into consideration the reduction of the CARES Act fund as well? Rebekah R.: We have not spent all the CARES Act funding yet, therefore we are fine with

the decrease because we have not projected those expenditures out yet. The maintenance is not a required BAR, it is mainly to make line items look better overall, from a visual perspective. This year is different than in past year because of all the new program codes. When we initially did the budget, these were not set up correctly on the PED side, meaning they may have some missing, therefore we did have to budget without the ones that were missing. Some of those are moving and are very small. This is mostly cleaning up line items. With the CARES Act, we did not need to make any adjustments because we did not actually spend it all. The next BAR is for operational but the 1000 function. Another new thing the PED added this year was program codes on the benefit lines. Previously program codes were not here. The other BARS are cash carry over BARS. When we usually do the budget, we project where we feel we will be at, at the end of the year. PED does require that schools have all their cash budgeted. Every year, when we do the budget, we are projecting where we will end up with cash, then the next year we true it up to show where the actual cash was. These BARS are what we budgeted for cash and where we ended up with cash. For the operational fund, we are adding \$36, 551 because we have this much more cash than what we projected in April. Instructional materials, we have an increase, food service increase, HB33 increase, SB9 increase, Student activities decrease, and private grants and donations increase. Food Services, when we do that budget, there is not a grant. We are estimating revenues we think are going to come in collectively through the school for food. Since the school was doing remote learning the first part of the year, we did not have the amount of revenue come in that we would normally have, so this first BAR is a decrease BAR for not being in operations that first part of the year. If the second semester continues in the same way, we will probably just remove this altogether since we have not received revenue to date for these services. Raj S: Is this through APS? Mr. Tolley: Yes and we have made sure all of our families have the information.

No opposition

Motion Passed

Motion to approve Accounts Payable Payment Vouchers for November 2020

Motion Stacy B.

2nd Nicole P.

Discussion: Pg. 22, \$2000 for? That was for books.

Notes: Rebekah Runyan (Business Manager): This is the listing for the accounts payable for the month of November.

No opposition

Motion Passed

Financial Statement Reports as of November 30th 2020

- Financial Statement Reports

- Bank Reconciliation

Notes: Rebekah Runyan (Business Manager): Where the school is at as far as fund balance at the end of November, everything, so far, is looking good. We did an Oct. 1st lease payment, these can get kind of big, but we submit these quarterly. Reimbursement will follow this month. Also, cash, report also shows where we are 2021 vs where we were last year 2020. Actual expenditures, pretty much looking similar where salary and benefits were. Mr. Tolley: this was a good one for us, if you happen to see APS's site visit, and look at the salary and benefits, we are supposed to spend, on direct instruction, (68%), we were at 77% which was very good. Rebekah Runyan (Business Manager): Revenue budgeted vs actual revenue is reflected in the BARS, more realistic to what will happen this year. Overall PED and Auditors look at where you are by function, internal. Everything is looking good, the 2000's all roll up together. The bank reconciliation and statement, where we are on HB33 and SB9 – should go up quite a bit in January once property taxes are collected.

Other

- Current Capital Resources for Building Purchase
- Journal Entries – None

Notes: Rebekah Runyan (Business Manager): included in above comments under financial reports and bank reconciliation

8. G.C. Business

Special Education Credit Policy. (Discussion/Action)

Motion to approve the Special Education Credit Policy

Motion Raj.

2nd Rhonda L.

Discussion: N/A

Notes: These are not new policies, however, they have been updated by Ms. Romero, to reflect changes in law and reflect what we are doing. When we admit students, we have a lottery, following the law, meaning we take students of all abilities. This means that we do receive students who receive special education services, however, because of our advanced program, we offering high school credit in the 8th grade requiring a 75% or higher to pass these classes and showing they are able to demonstrate competency and ready to move on to high school. Not all our students who come into our school, with an IEP, are able to meet that minimum requirement. This policy allows us to alleviate that requirement, on a case-by-case basis, and lower the percentage a little, if necessary. If a student can show competency but cannot quite meet the 75% threshold that is required, we would then consider this possibility. We do this in collaboration with team members, look at student's IEP and consider factors from data collected to make the determination on making the exception. Raj. S: It is not like you are reducing the requirements, just to confirm? Mr. Tolley: They still need to be able to pass the class and perform. We have just put that 75% requirement in place to be sure students can demonstrate they are ready for the next year of high school classes. In high school, in a regular home high school, students would be taking these classes in 9th grade and a 60% is passing in high school (9-12th grade), but since they are taking them a year early, (advancing students a year ahead), we want to be sure our students are prepared earlier. Raj S: a student with an IEP, to clarify, any student with an IEP can receive a 70% and still be part of the accelerated program, correct? Mr. Tolley: Yes, at minimum, 70% or higher, on a case-by-case basis, and not every student.

No opposition

Motion Passed

Full Continuum of Services Policy. (Discussion/Action)

Motion to approve Full Continuum of Services Policy

Motion Rhonda L

2nd Nicole P

Discussion: Justin double checked policy.

Notes: Mr. Tolley: This policy talks to Least Restrictive Environment. Ms. Romero: This is considering FAPE (Free and Appropriate Education) and LRE, (Least Restrictive Environment), when we are working with our special need's students. We are required to have this policy as it required by PED/APS and shows how we will address continuing services to meet the needs of students with disabilities, on an IEP (Individualized Education Plan). What we do at CIS is we work very hard to provide inclusion to the full extent possible. This also addresses AES, (Alternative Education Services) for student who might need to be removed for more than 10 consecutive days, thus changing their placement. We need to have this policy in the event any of these become an issue for a student and basically what CIS will do to continue to provide a student's services regardless of placement. This policy is very similar to APS's; however, it was fine tuned to be sure it considers our specific program as well as the needs of the student's should

anything arise. For example, if there is a change in placement, LRE, etc., that is done within our school. APS has departments and facilities set up for this that as an APS authorized Charter School, we are prohibited from utilizing. This is the reasoning behind needing to provide services within the parameters of our school. This usually means we will use the resource room (Special Education Office) as the AES location. We work one on one with our students to be sure they are receiving everything they need so they do not fall behind.

No opposition

Motion Passed

Continuous Learning Plan for Support Services. (Discussion/Action)

Motion to approve Continuous Learning Plan Support Services

Motion Stacy B.

2nd Rhonda L.

Discussion: N/A

Notes: Mr. Tolley: This policy is for instructional support for our students with diverse needs and comes under ADA, IDEA, Section 504, and Title II. This document spells out our state and federal guidelines of what is required to be followed and what we need to provide. This has helped us to outline what we need to do with our Special Education Students, during this time of COVID-19 or any pandemic/mandated closure of school, and how we will maintain service under 504 plans and IEP's. We have the needed guidelines noted and our inclusion guidelines we provide at our school. We did add what parents might expect in any type learning model (in-person, hybrid, remote, distance, or similar), following state and federal guidelines. Ms. Romero: Every parent received this in the form of a PWN (Prior Written Notice), and it is now being added to IEP's and PWNOA (Prior Written Notice of Approved Actions). These are two different documents. The PWN is a notice that is sent out when there are meetings being scheduled or a change being made, such as the situation we are in now. The PWNOA is a summary, at the end of the IEP, and is a summary of the meeting in its entirety, (includes all discussed and approved/declined proposals or discussions for the meeting). Both are in the IEP now. Mr. Tolley: we did have a few Special Education Students attend, in the beginning, to receive services, in person, following state guidelines. We were careful to limit it to our higher risk students. Mostly they met with Ms. Romero, however, about middle of November or maybe it was October, with everything going on and a new shelter in place, we required them to stay home. This document is making sure we still provide them everything they need at home or anywhere they are.

No opposition

Motion Passed

Special Needs Inclusion Policy. (Discussion/Action)

Motion to approve Special Needs Inclusion Policy

Motion: Raj S.

2nd Rhonda L.

Discussion: Raj S: Comment: the logo at the top is different from the normal CIS logo. We use this as well as a couple of other logos. We are working on consistency with our logos. Mrs. Romero: This document was required by I.B., therefore we needed to use the I.B. logo. We do have this document labeled with our CIS logo for the school. Mr. Tolley: That speaks to part of the problem Raj S: When I.B. came to visit, they required the I.B. / CIS logo, however, when APS wanted to see it, they preferred the CIS logo by itself. We can try to make one that incorporates both, but we will see. Mrs. Romero: Raj, it is basically the difference between what I.B. wants to see and what APS wants to see. APS has a copy of this with the CIS logo and now I.B. has a copy of it with their logo.

Notes: Mr. Tolley: PYP/MYP: This talks about our diverse population, students with IEP's under IDEA, Section 504, Title II, FAPE, LRE, Gifted, and how we are making sure all these needs are met. When I first started in education, the idea of inclusion or putting students in a class with general education students was frowned upon. I feel with the charter schools and other types of different programs, the districts have really looked at the way we do inclusion and how students' needs were being met while attending general education classes, with very little pull-out. This policy speaks to that and how we have been doing it. Mrs. Romero: to be honest, we have been doing it this way since I took over the program in 2014. Now that we have it in writing, APS is starting to ask questions and have asked for this information as they are interested in doing it within their district more. We are kind of leading the way, along with other charters, which is positive, and we are collaborating more and more with APS.

No opposition

Motion Passed

9. Head of School Updates

a. Update

Before we start, I want to thank Mrs. Romero for her work on this. She has one of the most difficult jobs. The Special Education Director is required to look at these policies and they are changing all the time. They change every year, sometimes weekly or daily, so for her to stay current and keep above this, keep us out of trouble, receiving 100% on her evaluations are commendable and for her doing this work. I just wanted to say thank you. Mrs. Romero: Thank you. Mr. Tolley: we wanted to work over the summer on our policies and procedures, bringing them up to date and standardized. With Covid-19 and other things we had to do, this was pushed back. We are hoping to get this done next summer, bringing people in to continue that work. Since Rebekah alluded to it, we did have our exit Audit. We did have one finding, it was a repeat finding from last year, (not getting a deposit to the bank within the allotted time). It was a deposit that came in on a Friday, but due to Covid and it came in around mid-April, or May, we did not have anyone at the school to make the deposit. It is a very minor finding, and likely occurred with other schools as well. There was really nothing we could have done because of the shut-down. It was a very, very good audit. Kudos to Rebekah for this. The colors, green, yellow, and red, is what we will be talking about for the coming months. The governor set conditions for each county. Currently, in Bernalillo County, we would need to be in green. The actual goals to move us into green seem almost unattainable right now with everything going on. Hopefully, getting passed the holidays and receiving a vaccine in the spring, even if we can get our students back in for as little as a month, it will be worth it. The other item that came out from the Governors office is that no one will be allowed to come back to school until at least the 18th of January. This is for all schools and districts. The state will reassess data and decide if we are in a place where we can start to bring students back. I would like to see us bring students back, in a hybrid model, beginning of February. Now, the other part of this would be PYP, (elementary), as a tool kit was released for these grades by the state. However, a tool kit, for re-entry, for middle and high school has yet to be released by the state. I am guessing, they figure they have a little more time since only elementary and high-risk students, (special education/504), would be allowed back first. The legislature will have a 60-day session in January. I have spoken about the fact that I am concerned with the state sweeping up part of our carry over, I am not sure how much, as they have done this in the past. I am also at a point now where there have been a lot of things brought up in the finance committee as to meeting the budget concerns and fortunately the sweep has not been mentioned yet. The other thing that was mentioned in the finance committee meeting, last week, was they received some good news that it appears the revenues are going to be higher than they originally thought. So right now, they are projecting, that instead of coming in and cutting, we might be able to budget flat next year. That would be a huge win. If they do target carry over, we will push hard, send emails, and contact our legislators and see if we can get them to understand

why we have that money. Rebekah and I are also exploring some possibilities of possibly not budgeting it but rather encumbering the money. The other thing that is unpredictable about the legislature, is that in the last four years, I can pretty much see how things might go. There is a whole lot of old guard that was pushed out in the election, people who have been in office for quite some time and the recent election brought in several new people we do not know a whole lot about, into the legislature. The head of finance was replaced, as an example. The difficulty is, we cannot just bring people up there to talk with the newcomers. We will have to do this all online and by making contact electronically.

As far as our program, we have lost some students but are holding steady. Some students have chosen home-schooling and are showing up as registered. Others have made that same decision but have not yet registered with the state to home-school, (the state requires criteria regarding home-schooling a child). We are following up on students not yet registered. Multiple people who have come to us and said they are thinking about leaving, we have talked to them about program and how we can ease some of the tension and they have stayed. We have also worked a lot with our MYP students who are struggling, to take reduce some of the pressure on them, without really dumbing down our program. We had students who were getting behind, being online all the time, some of them just seemed to get more and more behind to the point where it appeared unsurmountable to get caught up. Our teachers have been working hard and doing a good job with encouraging their students and working with them, saying things like, "let's just do one thing at a time, breaking it down for them, working on it slowly". This has helped to get a lot of our students caught up. We have also been providing a lot of extra time, through office hours (tutoring) to help students. I have also extended the time they are required to turn in assignments to January 6th, 2021. Normally we end the semester on the last day of school in December but now they will have their break and an extra week in January to turn in make-up assignments, with no penalty, providing students who are really struggling physically or mentally to have the extra time they might need. We have had a couple of cases where we had to remove their Wednesday classes, electives, allowing them to concentrate on their core classes. We are working very hard, the teachers are working very hard to make contact with the families, and parents. The Foundation had a fundraiser, cooking decorating, that went very well. It brought families together and was successful. We are going to do some things on Friday before heading into the break. I think we are doing the best job we can, we are really doing a better job than most of the schools in the district or comparable charters. When I listen to other leadership, some are putting all the weight on the parents, where we are trying to be more involved with the families, reaching out to them, communicating with them, calling them, seeing what we can do, so it is a different mindset that we have. With our size, we are able to better track where are students are going or doing and I think they will likely want to stay or come back, at some point, if they chose to leave. I am concerned, of course, with students missing things online. I think most of them are keeping on track with what they are doing. I am curious to see what the legislature come up with, or PED decides, on their side, and how they want to address a foreseen shortfall. I feel we can handle this issue within our school, without being told we must do an extra month of school or whatever they decide to do. We will see what we come up with after the legislature has met and we will adapt. We already have a plan to adapt but will know more as the rest of the year plays out. Our teachers have done a phenomenal job working with our students and adapting to this new norm. Raj S.: How are we working with waitlist? Mr. Tolley: We have already put out the application for next the next school. As far as PYP, for this year, the spots we have lost are being filled by students who will start with us in January. We do have some spots in the MYP. It is harder to get students to switch schools mid-year, however, we have had quite a few parents interested as they feel they will receive a better education with us. Raj S.: PYP, I knew was easier and MYP harder. Mr. Tolley: over break and in the beginning of January, we are going to put together some virtual site visits. Tomorrow we have some training on our new website that will be going up in December after training. It is looking very nice. Even with our old, out of date website, we are still getting

quite a few hits from people looking at our school. Stacy B.: Is there anything new regarding the new building? Any movement at all? Mr. Tolley: I spoke with Ms. Rita Hershey. There are quite a few buildings out there, but nothing that really fit well. Mr. Duponte saw possible interest in the old indoor recreational building that used to be a movie theatre, on San Mateo, behind Hooters. Mr. Tolley did not feel that was a good fit due to its location, demographics, and concerned with type of business surrounding it. We will be looking at more soon. We will meet at the first of the year again. Raj S.: Is there a time where criteria will be shared with the board, regarding the building? Mr. Tolley: Loosely we are looking for a building that will allow us to grow our PYP, but I will have a better plan come January with regards to space, classrooms, office space, needs and wants. We met with a new group for SAC (advisory committee), discussing need and wants. Raj S.: How many classes are we looking at for expanding in the PYP? Are we looking at adding 2 or 3 classes for each grade or what is the plan? Mr. Tolley: Well at minimum, 2 per grade level. Having the possibility to have 3 to feed into our MYP would be optimal, however, I will be looking at attrition numbers, through 6th grade, to see how that would work out. We want to balance those numbers also with staying a small, family-oriented school. We also need to balance those numbers with what we can afford. We need a plan that does not force us into a situation where we must take a bunch of students all at once, and we keep a fidelity to our language program. Raj S: I agree with you. I want to be sure we are not caught off guard with the building situation and the space we might need. Mr. Tolley: I honestly have always thought 450 – 500 max. is a good number where we can maintain IB and our language program. In the future, it is possible, at some point, with a new board, they may want to change, but that is not what we want to do.

10. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. Raj S: APS Audit, looks good. My questions are why the area on the report is yellow regarding posting minutes on our website. Mr. Tolley: That is yellow as that is something they check. Raj S: Are we posting on the website. I do not remember seeing the minutes posted on the website. Mr. Tolley: Yes, when you go into the website, go to G.C. page, they are all listed, with the financial reports, if you scroll down. Raj S: The last time I checked they looked older. Mr. Tolley: They are up to date on the website and it will be transferred to the new website. Raj S: I see minutes from 2018. Mr. Tolley: we are in transition and all minutes are posted and up to date.

11. Adjournment at 6:08 pm

Motion to Adjourn at Raj S.

2nd Rhonda L.

Discussion: Mr. Tolley: I wish you all a happy holiday and hope you have a wonderful Christmas. Let us all hope this is new year is a lot better than the last one.

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on January 11, 2021 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.”