

Corrales International School  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
August 10, 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 pm 5:04pm
2. Roll Call: Rhonda Ledbetter, (5:56 exited meeting), Raj Shethia, Stacy Blackwell, Justin Sawyer, Mark Tolley, (HOS), Kimberly Romero (Scribe)  
Absent: Nicole Palacios
2. Adoption of agenda August 10, 2020 meeting  
Motion to adopt agenda for August 10 2020 meeting  
Raj S  
2nd Rhonda  
No Discussion  
No opposition  
Passed
3. Approval of minutes for the July 13, 2020 meeting  
Motion to approve June 13, 2020 minutes with addition of “resolution or consulting agreement”, (pg. 3, under Discussion section)  
Raj S  
2<sup>nd</sup> Justin S  
Discussion: adjusting pg. 3, under discussion, add ‘or consulting agreement’  
No opposition One Passed
4. 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

5. Corrales International School Financial Update

- |    |                                                   |
|----|---------------------------------------------------|
| A. | <u>BARs*</u>                                      |
|    | <u>BAR #</u>                                      |
|    | None                                              |
|    |                                                   |
| B. | <u>Accounts Payable Payment Vouchers*</u>         |
|    | 1 Jun-20                                          |
|    | 2 July 2020                                       |
|    |                                                   |
| C. | <u>Financial Statement Reports</u>                |
|    | 1 Financial Reports as of June 30, 2020           |
|    | 2 Financial Reports as of July 31, 2020           |
|    |                                                   |
| D. | <u>Other</u>                                      |
|    | 1 Current Capital Resources for Building Purchase |
|    | 2 Journal Entries                                 |

Motion to approve accounts payable  
Vouchers June-20 and July 2020  
Rhonda L  
2nd Justin S  
Discussion: July 27<sup>th</sup> and June 29<sup>th</sup> (noted in  
the report  
No opposition  
Passed

Notes:  
Financial Statement Reports as of June 30<sup>th</sup>  
and July 31<sup>st</sup>, 2020. Budgeted  
revenue/expenditures=ended year as  
expected on each one. Journal entries: year  
end has been closed out and preparing for  
the audit. More journal entries due to year  
end, normal function for this time of year.  
We had paid out one payroll in July,  
however, all other payroll was complete by  
June 30<sup>th</sup>. First teacher payroll will be in  
August. There will be more encumbrances,  
especially on the benefit side. Cash balance  
as of July 31<sup>st</sup> and where we anticipate  
ending year with HB33 and SB9 is in  
report. The state has given us the unit value  
but has not issued what the new SEG will  
be. We are still waiting to hear back on a  
lot of the funding. Decrease is small for this  
year. Budget will be adjusted to show  
decrease in funding. Time frame for when  
we receive this information. Unsure as they  
gave a date for August 1<sup>st</sup> but we do not  
have it as of yet.

\* Requires board approval

## 7. GC Business

### A. Retention of Board members language for GC by-laws. (Discussion/Action)

Motion to approve retention of board members language for GC bylaws with changes noted: from 2  
two-year terms to 3 two-year terms, update of removal and resignation of board members

Justin S

2nd Raj S

Discussion: Document with current and proposed wording. Mr. Tolley has been researching and  
came up with updated information. This addresses several aspects. The last sentence is what is most  
important in updating the bylaws. It provides the extension if a board member if they need it or if it  
is in the best interest of the school. Language was presented last year; however, it was not officially  
voted on. In the best interest to approve the language moving forward with the new language. The  
language could potentially remove term limits and then it possibly turning into term limits that may  
not make sense. It does put this more on the board but gives more flexibility to the board member as  
they need or the school needs. We should still consider two more board members as well to be at  
seven. The language is more concise rather than complicated. Terms: 2 of 3 or 3 of 2 would not  
have an affect anything extensively. Justin and Rhonda have been on the board for some time. It  
would be beneficial to explore. Justin would like to see the new building through to the end. With  
the new building process getting started, our current members are best to see it through. Ms.  
Blackwell was part of the last building search and move. We have a lot of good experience as we  
embark on this new journey to move to another building. What changes would the board like to see  
on the "retention of board members language for GC bylaws"? Justin is largely comfortable with the  
changes to this document. As this year closes, looking now towards replacing members as they exit.  
One potential option: extended term beyond two years, receives unanimous vote by board, not to  
extend another full term, could be a possibility. We need to be careful with this, we need room to be

flexible, so we do not have too many board members exit with no one in place to take their seat. Another option: extending three two-year terms and then voting if a member would go beyond that, or having them re-apply where there were no more than two years beyond. We might want to think about looking for someone sooner, we will have another member with institutional knowledge to help finish this year's processes. This would allow for an easier transition if process is not fully completed by end of year. However, to keep our board strong, there should not be any current board member that leaves before the end of next year. Justin might be able to help with this. Changes from 2 two-year terms to two 3 year-terms, and updating removal and resignation section to provide more flexibility for the board members and the board to retain and remove members, providing more precise language.

No opposition

Passed

#### B. Retention of Board member. (Discussion/Action)

Motion to extend Justin Sawyers term for one year

2nd Raj S

Discussion: As noted in previous section 7. A (G.C. Business). "What changes would the board like to see on the "retention of board members language for GC bylaws"? Justin is largely comfortable with the changes to this document. As this year closes, looking now towards replacing members as they exit. One potential option: extended term beyond two years, receives unanimous vote by board, not to extend another full term, could be a possibility. We need to be careful with this, we need room to be flexible, so we do not have too many board members exit with no one in place to take their seat. Another option: extending three two-year terms and then voting if a member would go beyond that, or having them re-apply where there were no more than two years beyond. We might want to think about looking for someone sooner, we will have another member with institutional knowledge to help finish this year's processes. This would allow for an easier transition if process is not fully completed by end of year. However, to keep our board strong, there should not be any current board member that leaves before the end of next year. Justin might be able to help with this. from 2 two-year terms to two 3 year-terms, and updating removal and resignation section to provide more flexibility for the board members and the board to retain and remove members, providing more precise language."

No opposition

Passed

Motion to extend Rhonda Ledbetter's term for two years

Raj S

2nd Justin S

No Discussion

No opposition

Passed

Motion to extend for Raj Shethia for a 2<sup>nd</sup> term

Stacy Blackwell

2nd Justin S

No Discussion

No opposition

Passed

## 8. Head of School update

### A. School Opening

We are open as of today. We are fully online. We had a few hiccups but a good response. We hired a new third grade teacher, who Ms. Perea and Ms. Escobedo helped to get ready to start August 10th. We have a new math teacher. He has been very good and well received. We have a new science teacher who also done a great job to start. She has also been well received. Some parents have opted to homeschool but may not fully understand what that entails. Raj stated his children were excited

about the new math teacher. MYP seemed to be a lot more prepared and ready to go last week. All in all they appeared to be more prepared than PYP. K-2<sup>nd</sup> may struggle more being all virtual. We are going to try to get them in as soon as we possibly can. Could we do smaller groups at different times? Finding the balance is the key for PYP but we should see improvements as we move forward.

B. Expenses

CES: Several quotes were researched. We purchased 300 chrome books for the school, supporting hybrid and virtual, with cameras. New computers for Teachers were also ordered as we needed good reliability. We ordered new lunch tables, math, Spanish and Biology textbooks. We have also researched programs that can work within the online model and support the textbook content. We are looking at possibility of replacing furniture in the library. The items that have been purchased can be moved to new building. Payroll was paid early as well. All of this for the good of the school and lower carry over.

C. Building update

The developer's agreement: Dupont's lawyer looked over document. There are negotiations and we will wait until we can meet with Mr. Dupont in person. This was agreed upon. The development contract should be available to the board by the next meeting. No one wants to be in a situation not conducive to our schools future plans.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. Happy we have been able to lower our carry over and improve our students and teachers access to technology to allow for success. We no longer have Chinese. Will we need to explore another language? IB requires two languages and English/Spanish count as the two languages. In the future, it would be nice to explore another option as we grow. Mr. Tolley will research beyond IB to look at language in the charter.

10. Adjournment

Motion to adjourn at 6:21pm

Raj S

2<sup>nd</sup> Justin S

Discussion: No

No opposition

Passed

The next regular meeting of the Governing Council will be on September 14, 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."**