

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
July 13, 2020– 5:00 p.m.
Final Meeting Minutes

1. Call to Order 5:07pm
2. Roll Call: Justin Sawyer Raj Shethia, Stacy Blackwell, Nicole Palacios, Mark Tolley, (HOS), Kimberly Romero (Scribe)
Absent: Rhonda Ledbetter
3. Adoption of agenda July 13, 2020 meeting
Motion to adopt agenda for July 13, 2020
Raj S
2nd Nicole P.
Discussion: August 17th is noted as the next meeting due to the fact the 10th is the 1st day of school.
No opposition
Passed
4. Approval of minutes for the June 29, 2020 meeting
Motion to approve June 29, 2020 minutes
Stacy B
2nd Raj S
Discussion: question regarding subsections of 7A, 7B (organization of subsections-not changing any language)
No opposition
One abstention
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 Comment
M. Tolley: Introduction of public...Rita Hirschy, Melissa and LaJean M. (Foundation Members), Patti Brainard, (CIS Staff), Sheley Wimmer, (CIS Teacher)
6. Corrales International School Financial Update

None. NMPED has advised schools that update to SEG, per mem allocation and Other budget changes will not be available until August 1st.
7. G.C. Business
 - A. Retention of Board members according to G.C. by-laws. (Discussion/Action)
Motion to table approval of Retention of Board members according to G.C. by-laws
Stacy B
2nd Raj S
Discussion: Reading of previous bylaws. Retention of board members beyond term. Need to research approval and change in new bylaws prior to next meeting. Add to next meeting's agenda. A few of the board members terms will end soon.
No opposition
Passed

B. Formation of a CIS Building Committee. (Discussion/Action).

Motion to approve Formation of a CIS Building Committee with representation from different members of the school and community, with two Co-Chairs: Raj S., (G.C.) and Melissa, (Foundation) overseeing committee.

Stacy B

2nd Nicole P

Discussion: This is to advise and open for discussion. Community members, school staff, students, parents, etc. can provide input and be helpful in this process. We will need to start with this, going from want to what we need, to what we can do. Recommendations to G.C., not approval. It might be good to have representation of all groups involved, two G.C., two teachers (PYP/MYP), two students, two parents, one administration, two foundation members, one staff, one from P.T.A., etc. What is the goal of the committee? How many members (consensus), recommendations, odd number of members recommended, advisory board with representation, not a decision-making body. While we will not need formal bylaws as this an advisory board, however, guidelines for the committee could be considered. Raj and Melissa as possible individuals interested in overseeing the board so there is representation from the both boards. The G.C. will have resolutions to approve, the foundation will have documents that will need to be approved as well. Interested parties include S. Wimmer (MYP), K. Romero (Sped/Admin Team), P. Brainard (Staff/Admin Team), R. Shethia (G.C.), Melissa (Foundation), LaJean M. (Foundation).

No opposition

Passed

C. Discussion with Mrs. Rita Hirschy about the option presented for building Attainment for CIS. (Discussion)

Discussion: In the field of education for over 25 years. She was with APS for 21 years (finance), and then began working with Charter Schools (finance) to help them get back into compliance and in the black). She is a licensed procurement officer and business manager in the state of NM. In California she owned her own business for ten years, therefore she brings a lot of compliance and knowledge to the table. She was directly involved with 21st century and their ability to attain a new building. The school really needed someone to guide the process and Ms. Hirschy understands the rules and guidelines making sure to have the best interest of the school be first and foremost. With working with 21st century to attain a building, she found that that while there were a lot of entities willing to help, they did not always have the best interest of the school in mind. The school really needed to have someone say, this is not in compliance and we cannot do that". It is important to have someone looking out for the school's best interest. Everything needs to comply according to New Mexico compliance regulations for charter schools. The Head of School cannot be responsible for this, G.C. members are volunteers, they have other employment and schools need someone to be sure all complies and making sure questions are answered as we move through the process. She is able to work with NMPED, banks, real estate agent, deputy secretary, senators, and other pertinent entities required to complete this type of task. Mark has worked with Charter schools and APS for several years. Charter schools have had the options of relying on APS for helping charters secure buildings or going out on their own to attain proper facilities through a realtor. There have been issues on both sides and charter schools have paid in ways that have negatively impacted their attempts. There are schools still struggling with owning buildings. This is a very tough process, but Mark has seen Ms. Hirschy complete this successfully and within compliance making sure 21st century was successful. It is a lengthy process. Ms. Hirschy handles all the paperwork as well. The Realtor does not know the resolutions that need to be made, does not hire the contractor, architect, the school's needs, finances, etc. The realtor will be done once building is found and purchased. Ms. Hirschy knows the school's needs, resolutions, New Mexico Procurement laws, compliances, and buildout process if necessary, etc. Without someone like Ms. Hirschy, the requirements fall back on the G.C. and Head of School. The resolution discussed at last meeting came from Mr. Fuentes. It was his job to make sure it was compliant. It states that

you as the G.C. agree that the Foundation may move forward in the process of obtaining a building. It was a general form that was used for 21st Century. The forms have been tailored to CIS. It does need to be updated except for the date. The G.C. is making the decision to allow the Foundation to review and sign the agreement. This type of resolution will be needed to move forward and give to Foundation ability to review and sign. G.C. has to approve resolution before Foundation can review and sign. Everything the Foundation moves forward with must also be agreed upon by the G.C. CIS hired Mr. Fuentes to review and approve. This resolution is giving the foundation the authority to move forward. CIS has engaged him for the school. We have to turn over the decision-making ability to the foundation regardless of what we do. This is the first step, the resolution. G.C. and Foundation work together throughout the process. G.C. reviews and approves. Foundation reviews and signs. There will be other resolutions throughout the process. Financial entities will want to see the approval (signatures) from board members to show it is real. The review and agreement are two separate items. We could have done this resolution a year ago, however we are now in a place where we need to have it. The Foundation will have G.C. review before it is signed. Is there a reason that the resolution states the Foundation has authority to sign? Is there any reason the resolution describes execution of that agreement as well? Is there a feature that we need? You do not have to have it that way, but it does expedite the process, (Ms. Hirschy). The G.C. is agreeing to the Foundation's review, attorney's review of the agreement and signature from Foundation. The Foundation can send to G.C. prior to signing to allow G.C. to review. The concern from the G.C. is the document has not been seen therefore members are not comfortable giving it over to the Foundation. This is not necessary, and it is guaranteed that the Foundation cannot and will not do anything prior to G.C.'s approval. There is a process, with the attorneys, to create the agreement before it can be viewed. The concern is with the language. There is more concern with the first paragraphs. The last two paragraphs are not of concern, (J. Sawyer). Mr. Tolley brought two reviews to the G.C. and we are continually piece-mealing each step. We are in a situation where we need to move quickly, and Ms. Hershey has plenty of schools to work with. Mr. Tolley has done this a long time, Ms. Hirschy has done this a long time, and we need to save our school. Without the small school size adjustment and no way to grow, we need a plan. We need a bigger building to grow and trust the process. This has been done before, we will and know how to do it better this time. G.C. would like to see specific document. Ms. Hirschy suggests that the sentence be struck from the resolution or the wording be changed to show, 'contingent upon' G.C. Approval. The G.C. would appreciate language (J. Sawyer, R. Shethia) that meets the criteria mentioned. If the resolution needs to be changed it needs to go back to the attorney. Ms. Hershey offered to have attorney call into meeting. If G.C. voted tonight to approve resolution with amendments than we can move forward. When document is received, Mr. Tolley can change language with G.C. guidance and approval. Mr. Tolley will contact attorney to have the changes made. At next meeting, affirm the changes and vote on final document.

D. Approval of a Resolution authorizing and approving the signing of a specific development/consulting agreement. (Discussion/Action).

Motion to approve Resolution authorizing and approving the signing of a specific development/consulting agreement to allow the Foundation to move forward with the following amendments, "to revise the resolution, to take out the reference to the specific agreement but rather authorize the foundation to begin negotiating an agreement for the acquisition of a facility with the developer and then that agreement would subsequently be approved by the G.C."

Justin S

2nd Stacy B

Discussion: we are all in agreement and want to move this forward, however we are not comfortable moving forward without viewing the resolution or 'consulting agreement'. Mr. Tolley, do I have the boards agreement to present with changes to the realtor and the attorney and bring back to the board. Yes, that would be good. It is important to keep costs down which is why one person, usually the Director, is in touch with the attorney. Every time he is called or given anything; it costs more money. Mr. Tolley: The G.C. plays a very important

role and I'm never going to do anything about this without the G.C.'s awareness. The G.C. basically has two jobs, "policies, and employment for Director/Head of School." I'm always going to you know come to you with these things and I want your approval because I want us to be on the same page but I don't think there needs to be a resolution for me to hire Ms. Hirschy because she's basically a contract. An example of this would be similar to when Ms. Romero needs a Special Education contractor for a type of therapy, we address it, take care of without the board's approval. It should not need to be a resolution; however, I would appreciate your blessing. I do not want to do something if you are not comfortable with it. There does not need to be a resolution to hire Ms. Hirschy as the G.C. gives that authority to Mr. Tolley as the Head of School (Director). Ms. Hirschy: we want to make sure that we have final documents and that members can review. Ultimately the Foundation approves them and signs them, but you can review them. Mr. Tolley: is it okay if I have your approval that once Mr. Dupont's attorney finishes with the suggested changes have Mr. Fuentes review it before it comes to you, the G.C. Justin S: Yes I think that would be helpful and also having his advice and insight as to the risks and issues. Mr. Fuentes was ready to take a call for tonight's meeting if necessary, to answer any questions. The G.C. acknowledges Mr. Tolley has the authorization to review and discuss contract with attorney, Mr. Fuentes. Mr. Tolley and Ms. Hirschy will keep board apprised of any new information. Raj S: Should we have a meeting with the Foundation in the next week. Melissa: The Foundation has more flexibility in calling a meeting, with three-day notice. If we need to we will have a meeting. Ms. Hirschy: can the changes be sent to Mr. Tolley and I, so I know exactly what you want the changes to be.
No opposition
Passed

8. Head of School update

Mr. Tolley has been a part of several virtual meetings and phone calls with NMPED. We were hoping to bring students back the majority of the students back in and still social distance but have found this will not be possible. It is the same situation with all schools. We have created instead a hybrid model. Half of the students will be in school with half at home streaming live classes. The students will then switch on Thurs/Fri. This will be possible with our new promethean boards we have purchased. Wednesday will be online for specials for MYP students (electives). PYP may be brought in, (K-2nd), full time (following NMPED recommendations). We are looking at Splitting 3-6th and working it out. It is still very possible that the Governor will opt for all to start online instead. It is not the best situation, but we have a great team and brand-new technology to do what we need to do. We are prepared for what needs to happen. Several decisions are being made to be sure everyone is safe, and we follow all guidelines. Families will begin to receive documents to prepare for re-entry.

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

Stacy B: Excited to be moving forward and working with Foundation members. It is exciting to move forward as a team and work with everyone. It is starting to feel more real. Ms. Hirschy will be present in more of the G.C. meetings to make sure she is available to help and make things easier for members. You have an outstanding Foundation. You all do this for the betterment of CIS. Excited to work with everyone and move forward. Justin S: Thank you for attending our meeting. Stacy B: I am thankful that we have these discussions. Happy to have members that are able to go over these documents helping us be comfortable with the decisions we are making. Raj S: Once we get the train moving it will move quickly. Once we have the information, we need we can feel comfortable moving forward. Mr. Tolley, thank you to all of the G.C members because it makes my job easier knowing that you are concerned enough to bring up these issues. I appreciate all of you. Does anyone have a problem with August 17th for next meeting? No except for the possibility of needing to meet sooner due to moving forward on building. We can still meet on the 10th and we can change it

if we need to. Consensus: keep it with the 10th, it appears all are available. We will meet August 10th.

10. Adjournment
Motion to adjourn 6:56pm
Raj S
2nd Stacy B
No Discussion
No opposition
Passed

The next regular meeting of the Governing Council will be on August 10, 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.”