**Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

June 20, 2017 – 1:00 p.m.

DRAFT MEETING MINUTES

1. Call to Order

The meeting was called to order at 1:00pm by GC Co-Chair Justin Sawyer.

1. Roll Call

Present were Stacy Blackwell, Rhonda Ledbetter, and Justin Sawyer.

Robin Yoder and attended via speaker phone.

Absent were John Emerson, Amanda Bassett, and Joe Lopez.

Also present were CIS Head of School, Mark Tolley and CIS Business Manager, Rebekah Runyan.

Tara Armijo-Prewitt was in attendance as a member of the public.

1. Adoption of agenda June 20, 2017 meeting.

Stacey Blackwell move to approve agenda for the meeting. Robin Yoder seconded. There was no opposition.

D. Approval of minutes for the May 24, 2017 meeting.

Justin Sawyer suggested removing discussion language from the Recommendation to approve the Head of School contract for the 2017-2018 school year section of the minutes. The speaker was not recognized to comment in the meeting. Robin Yoder had a procedural question about taking action during the approval of minutes. Rhonda Ledbetter moved to adopt minutes as amended. Stacy Blackwell seconded. There was no opposition.

E. Public Comment:

Tara Armijo-Prewitt read the following statement: “Tara Armijo-Prewitt noted that the tone of the discussion of the robustness of the budget seemed inappropriate without mentioning that her position was cut due to budgetary shortfalls following a discussion by GC members about the cost that her family plan insurance was costing the institution. Stacy Blackwell reported that the two events were unrelated. Robin Yoder noted that having part-time employees often is not a good fit for small organizations.”

**F. Financial**

**1.** BARs\* BAR # Fund Description Type Amount (Action)

There were no BARs.

**2.** Payroll & Accounts Payable Payment Vouchers (Action)

Rebekah Runyan stated that there was nothing unusual about this month’s Payroll and accounts payable. Stacy Blackwell commented on the African American Performing Arts Center Foundation notation in accounts payable. She stated that maybe for next year’s graduation that something like that performance could be included. Rhonda Ledbetter moved to approve the Payroll & Accounts Payable Payment Vouchers. Robin Yoder seconded. There was no opposition.

3. Financial Statement Reports ‐ as of May 31, 2017.

Rebekah Runyan presented the reports. There was no discussion.

4. Other

Rebekah Runyan went over current capital resources for building purchase. There were no journal entries. She presented an inventory disposal list on page 28 of the finance package. (Action) Stacy Blackwell moved for approval. Rhonda Ledbetter seconded. There was no opposition.

G. GC Business

1. Consideration for the Approval of a date change for the July Governance Council Meeting. (Action)

Mark Tolley explained that this was on the agenda because the Governance Council had not decided whether to meet in July in previous meetings. There was a short discussion on whether or not there was a need to meet. Stacy Blackwell moved to not meet in July. Robin Yoder seconded. There was no opposition.

H. Head of School update.

Mark Tolley presented an outdated copy of CIS governance council bylaws and discussed items that the Albuquerque Public Schools Charter School Office recommended be included. He also presented a copy of, what he considered, complete bylaws. He asked the governance council to look over both documents and provide some comment at the next meeting.

I. Governance Council Retreat

At this point Mark Tolley asked the Board if it would make sense to move the retreat to after the official meeting since they were going to lose their official quorum shortly when Robin Yoder needed to end her phone connection. Stacy Blackwell moved that item I. Governance Council retreat be removed from the agenda and take place after the meeting. Rhonda Ledbetter seconded. There was no opposition.

1. Other Business/ GC Member Comment:

Justin Sawyer commented on the new Board member training he attended in June. He stated that it made him think about the school updates that the Council should be receiving and how they can be improved. Also, he would like more specific trainings on finance, program and other topics.

1. Adjournment

Stacy Blackwell moved to adjourn the meeting at 2:05pm. Rhonda Ledbetter seconded. There was no opposition. The meeting adjourned at 2:05pm.

The next regular meeting of the Governing Council will be held on August 9, 2017 at 5:00 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113