

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
September 14, 2020– 5:00 p.m.
FINAL meeting minutes

1. Call to Order

2. Roll Call: Rhonda Ledbetter, (5:56 exited meeting), Raj Shethia, Stacy Blackwell, Justin Sawyer, Mark Tolley, (HOS), Kimberly Romero (Scribe)
Absent: Nicole Palacios

3. Adoption of agenda September 14, 2020 meeting
Motion to adopt agenda for September 14, 2020 meeting

2nd
No Discussion
No opposition
Passed

4. Approval of minutes for the August 10, 2020 meeting
Motion to approve August 10, 2020 minutes – tabled for next meeting as clarification is needed, from the scribe, to approve.
Stacy B
2nd Raj S
Discussion: Discussion is in question for sections 7A and 7B as they are repeated comments. I stated in section 7B..."**As noted in previous section 7. A (G.C. Business)**. "I noted this because there was so much redundancy and repeating of what was already stated and a separate section (7B) with similar information and I could not leave it blank. Therefore, I stated, "**As noted in previous section 7. A (G.C. Business)**. I don't know what I can change except to add what I did at the beginning of 7B, so it was at least noted the conversation was the same or very similar to the conversation for both sections.
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 September 14, 2020

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	BAR 001-028-2021-0001-I	31200 - Public School Capital Outlay	Increase	\$ 195,043
2	BAR 001-028-2021-0002-D	11000 - Operational Fund	Decrease	\$(133,694)
3	BAR 001-028-2021-0003-IB	27502 - Next Gen CTE	Initial Budget	\$ 12,180

B. Accounts Payable Payment Vouchers*

1 August 2020

C. Financial Statement Reports - as of August 31, 2020

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries - None
3* Fixed Asset Certification
4* 2020-2021 Salary Schedule (Updated for 1% Raise)

* Requires board approval

Notes: Lease adjustment for first BAR; operational fund increase; Next Gen CTE for new program (replacing reduction in Perkins grant monies)

Motion to approve BARS 001-028-2021-0001-1 31200; 001-028-2021-0002-D 11000; 001-028-2021-0003-1B 27502

Raj

2nd Stacy B

Discussion: Perkins grant-what was it used for? It was used for our PLTW Program. When the PLTW program likes what we do so much that they asked us to apply for the CTE program and will offer career and technical opportunities to our MYP Program students.

No opposition

Passed

Motion to approve the Accounts Payable Payment Vouchers

Nicole P

2nd Stacy B

Discussion: Purchase of Dell laptops: Additional laptops for the admin staff. Mr. Fuentes: offered agreement? No, they reviewed the developer contract. Update will be given under Head of School update. Supplies? Everything from paper/pencils, textbooks with online access, PPE, future needs to re-open, remote learning needs, etc. Amazon \$5000 (multiple orders are done on Amazon for availability and cost reduction). A breakdown would be helpful to the board. Purchase requisition shows the breakdown of the orders. The purchases range from simple school supplies to larger building needs, and janitorial as necessary. A better list can be provided. Supplies that are reimbursed to Mark are for students who needed connectivity and able to get it through a service not available through Amazon. Some places don't allow credit cards or PO's so there are times where this is necessary.

No Opposition

Passed

Financial Statements: Had a lot to do with paying out payroll by June 30th. We are pretty much now into the new spending for the year. Next slide showing what we received vs what has been budgeted. Next slide showed expenditures for the year vs. budgeted. Cash as of end of August was reviewed. Bank statement was reviewed. HB33 and HB39 reviewed. FY20 correcting expense to write off that liability. Expensing expenses from FY20 to FY21, and a reclassification of the copier lease to rent.

Three Fixed Assets: CES: Conductor Admin Station, Server (fully depreciated), and PowerEdge Tower Server (purchased last year). These are the only three fixed assets the school has.

Motion to approve the fixed assets list

Raj S

2nd Stacy B

No Discussion

No opposition

Passed

Updated Salary Schedule for the 2020-2021-Updated from 4% to 1%

Motion to approve updated salary schedule for 2020-2021

Raj S

2nd Nicole P

Discussion: the first approval for 4% was required by the legislature, at that time. The update came after the second legislature session where they reduced this amount to 1%.

No Opposition

Passed

7. GC Business

A. Corrales International re-entry plan for 2020-2021. (Discussion/Action)

Motion to approve Corrales International re-entry plan for 2020-2021

Stacy B

2nd Nicole P

Discussion: During the Spring Pandemic was more focused on social / emotional well-being and working with students on a limited basis to the best of our ability, For the Fall, we had a plan for hybrid, full open and virtual. We then received guidance regarding high risk and K-3rd attendance for in-person learning to start Labor Day. We did bring in a handful of special education students and kindergarten. We wanted to bring in more, and expand, however, as we keep receiving more and more requirements needed to open further. Teachers were also given autonomy to work from home. Some teachers were not comfortable, safety reasons, to bring in students just yet. The state then came up with the red, yellow and green map. The Secretary of state mentioned that if you are in the green, you can start to partially bring in students in a hybrid model. While I wasn't fully comfortable with his, I thought that maybe after the first nine weeks, we could start working students back in. Guidance was provided that we could bring in students at 50% capacity. However, that was then Changed to per class size. Last week, a couple of bigger changes came through that included, rules and testing, health and protocols, and very involved. Several districts felt that they could do this and follow it. However, another small change was added on September 3rd that noted different things, but the main issue was with spread through the air and is spread through water droplets. However, this was released only three days prior to allowing schools to open. It was noted that a certain filtering system would be required to be used, (Merve13). After calling our heating and cooling company, it would require some adjustments and protocols possibly daily and the quote has not been received as of yet as I just spoke with them this past Thursday. Another issue is that with the current heating and cooling systems in place, the Mervee13 slows down the rate of exchange of air which is negative to what we are trying to do and in some cases will cause the motors to burn out. I immediately called the company we work with and he said we can do it but we turn up the motors a lot higher and then turn them down when we are done. The Mervee8 or 9 would require several doors to be open to work, so that is also a problem for safety reasons. The bigger problem is that we received a letter from the New Mexico Insurance Authority (NMPSIA). They are requiring that we apply with all CDC and state guidelines orders and we wanted to send a clear statement stating that due to several liability issues with schools (intentional or non-intentional), NMPSIA does not guarantee that the entity will be covered by the insurance and schools may incur costs if they can show that we are out of compliance. If we were to be sued, we would likely we would not be covered. NMPSIA is the main insurance company used for schools. There are several entities that are not clear as there are so many directives. Basically, we are not covered by opening.

It is concerning that other districts are gambling with his information. Are there other charters opening? Some were going to, but some have backed off only allowing high risk. Some districts are upset with all the changes and want to open. It is not worth the risk with so many different directives and now the insurance issue. Until we get more clarification from the insurance and the state, we will need to wait on opening for now. The survey showed an almost 50 splits with our surveys that went out to our person. PYP had more interested. The MYP wanted to come back but they seemed more comfortable with what they are doing online. The surveys were aimed more at the parents. The teachers are split as well, a little more than 2/3rds of the teachers wanted to stay in remote learning. We will likely still honor the families who choose to stay online all year. We have a couple of teachers who are teaching mostly at home and the majority doing both.

We have some that come in every day. We have asked teachers to let us know if they will be home, so we know how to get a hold of them if we need to. Parents are faced with hard decisions. We have had students consider moving schools to districts that are open and it is their choice. We want to support them the best way we can. We cannot hold spots though. We have replaced spots that we have lost as we still have waiting lists. Some parents have chosen to homeschool but did not know they had to go through the state for approval to do that. The teachers are doing a great job and giving the students several breaks and time to work on their assignments, a lot of times with much guidance so students are not lost. We have to be sure our teachers and students are safe. We have temperature scanners as well now. We have purchased a lot of new technology, but it does not appear teachers are using them, especially with the promethean boards. Most are not using them. There has been a learning curve with the technology, and we have ordered new cameras for the boards so the teachers can interface more efficiently. Internet is getting better; J&J have been helping with this. We are now at a point to start reconnecting with our students, adding some more fun things. We never really got a chance to connect with parents or students like we normally do with our open houses and events at school. What about the schedule: It is difficult to balance what they need academically and what they need actively while trying to balance state guidelines as well. Spanish is especially hard online. We are considering a lot of things and plan to meet to discuss options with faculty. The older grades, it seems to be going very well. We have worked out some of the issues as well. We do have some students who have figured out how to put a fake picture up but we did talk to them and that is better. Teachers are notifying parents when issues have occurred. Progress reports go out next week. Grades are not great, but we expect them to come up. It appears to be the right approach as there are too many unknowns currently. And we have parent and teacher surveys all pointing in the same direction. The bill being discussed in the U.S. Senate, protecting employees from being sued? Would that protect schools? Not known at this time but it could be by January. We will have to wait to see. It may pass the Senate but not sure about the House.

No opposition

Passed

8. Head of School update

A. Building update

Spoke to Mr. Dupont and Ms. Hershey. The options brought forth were not viable. We do need the developer's agreement. We do not have to sign the developer's agreement until we find a building and agree upon it. Mark will send to board to review. The blanks are things that will be filled out when we find a building. Look at the agreement, make suggestions if you would like. At what point do we want to send it to our legal counsel? Do we do it now or wait? This has already been mostly reviewed so whenever we are comfortable with it, we can send it to him. It probably does not matter at this point. We are wanting to expand within just a couple of square miles if possible, in either direction. We generally want to double our space in the classroom, and we want to slowly add grades so we can support our language program adequately. We would like a music and art room and add more office space and area enough to add space if needed. It would be best to find a pre-existing building and renovating to our needs. That does not mean we are not open to land and build from scratch, but it would have to be the right situation for our school.

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

- Training: the state has offered several options. We are working on Kelly doing a training with the group. This would be the goal as it seems more conducive.

Foundation update: There are no new members yet. Raj, or anyone, if you know anyone who would be interested please let Mark know. Covid19 has really delayed this process.

10. Adjournment

Motion to adjourn at pm

Raj S

2nd Stacy B

No Discussion

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.”