

# **Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

January 11, 2021 – 5:00 p.m.

**FINAL meeting minutes**

1. Call to Order 5:01 pm
2. Roll Call: Stacy Blackwell, Raj Shethia, Justin Sawyer, Rhonda Ledbetter, Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)  
Absent: Nicole Palacios
3. Adoption of agenda January 11, 2021 meeting.  
Motion to adopt agenda for January 11, 2021  
Motion Rhonda L  
2nd Stacy B  
Discussion: n/a  
No opposition  
Motion Passed
4. Adoption of Meeting Minutes for December 14<sup>th</sup>, 2020  
Motion to adopt Meeting Minutes for December 14<sup>th</sup>, 2020  
Motion Stacy B  
2<sup>nd</sup> Raj S  
Discussion: n/a  
No opposition  
Motion Passed
5. 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

6.

**Corrales International School  
Financial Update  
January 11, 2021**

**A. BARs**

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2021-0005-IB	27502 - Career Technical Education	Initial Budget	\$ 12,999

**B. Accounts Payable Payment Vouchers\***

1 December 2020

**C. Financial Statement Reports - as of December 31, 2020**

1 Financial Reports  
2 Bank Reconciliation

**D. Other**

1 Current Capital Resources for Building Purchase  
2 Journal Entries

Motion to approve BAR's #1, (2021-0005-IB – Career Technical Education), \$12,999

Motion Rhonda L

2nd Stacy B

Discussion: n/a

No opposition

Motion Passed

Notes: Education program – Project Lead the Way \$12,999

Motion to approve Accounts Payable Payment Vouchers for December 2020

Motion Stacy B

2nd Rhonda L

Discussion: Question regarding website and whether these items were installments? This was for an additional item for the website, (adding functions for the teachers). It has been delayed because of transfers from old website and we hope to go through clearance on Friday or Monday. We want to go live in the next week to two weeks. It took us time to find what we needed to get and then get it on the website. We are hoping to show it off at the next meeting. What is Smash balloons? Smash Balloon allows us to link and do everything from the website, connecting to the social media for the school. While it is separate from the website, it connects everything together.

No opposition

Motion Passed

Notes: Payroll liability checks.

Financial Statement Reports as of December 31<sup>st</sup>, 2020

- Financial Statement Reports

- Bank Reconciliation

Notes: This is where our ending fund balance as of December 31<sup>st</sup>. In December we do receive SB9 and HB33, showing an increase in the fund balance. Everything is pretty much tracking the same. The cash did go down a slight bit in operational because we had almost double expenses with payroll being the highest expense. Revenue coming in can be off as we don't budget last years

revenue. Expenditures vs actual: The budget is looking good with exception of required PPE. No concerns with the budget.

Bank reconciliations – bank statement. Raj asked why there was a check still showing from last April. Rebekah mentioned we can hold it for up to a year. It appears to be a check for the PTA, Mr. Tolley will talk with the PTA President to resolve. That was from last years budget and it has been already expensed. We will re-issue the check since it is showing expensed.

Other

- Current Capital Resources for Building Purchase
- Journal Entries

Notes: HB33 and SB9 amounts, Perkins to operational as we did not receive as much in the grant as last year.

## 7. G.C. Business

### A. Training

- a. Stacy has finished her training (kudos). You have plenty of time to complete it as it is online

### B. New GC Members

- a. Justin had a couple of people interested. It would be good to have them come to visit, answer questions, etc. We do need to move on this if possible as time will go by fast and June will be here before we know it. Justin confirmed they still have interest, but both are from law firm. Not sure if we want both to come at the same time or one at a time. Justin mentioned that Lily, one of the interested candidates, will not be available until March. Justin suggested having candidates join a meeting. Stacy asked if we might want to consider one candidate for the foundation as they need help as well. Raj stated that we will need three on the GC board and we want to have an odd number. Mr. Tolley stated that while 7 would be ideal, 5 is the minimum. 5 would work and he has a couple of possibilities. Discussion on who is close to being at a point of ending their term. Stacy asked about having possible educators or accountants on the board. Mr. Tolley mentioned it would be good to have people with different skill sets, possibly not connected to the school. Mr. Tolley mentioned there is a possibility of having someone with younger children apply. Stacy asked if we could look at outside educators, with board experience, and Mr. Tolley agreed. Justin stated that one possibility is his wife, after he resigns from the board, as she works for the engineering department and in STEM. She is educationally experienced and holds a PhD in Biology. She just finished serving on the PTA board for their children. This may or may not necessarily be an interest for her; however, a conversation would be worth it. She is really interested in furthering our educational system and is a strong believer in public schools in general and is interested in Charters and Magnets. Her STEM experience is very helpful. She is bilingual and Spanish is her first language.  
Justin would prefer that this be a possibility after he leaves the board. Mr. Tolley would like to talk to her about STEM program. She has also worked with high school and career development.

## 8. Head of School update

### A. School Advisory Committee

- a. The SAC has restarted. We have made a concerted effort to get more people involved. The first meeting went well with the new group. It was good and positive. The old advisory committee was tough and did not often reflect what the SAC was put into place to accomplish.

### B. NMPED updates

- a. The PED continues to advise us on different ways to reopen. We must report our PPE status, how many people are in the building, etc. Once the county goes green, we will move into some form of a hybrid learning model where students could attend a couple of days a week, if they choose. The governor changed the levels of who will be getting the vaccinations. Teachers are now included in Phase 1b. They are projecting winter/spring, but it is not a set timeline yet. Kinder will start soon. High Risk will be considered when we can. Slowly we are having staff tested. This will also help us move into a hybrid model bringing in students a couple of days a week. We have only had two or three teachers coming in the building. 10% of everyone in the building needs to be tested weekly. They are now testing through registration process. Mr. Tolley has completed it, and sending at least one teacher each week.

### C. General School updates

- a. Mr. Tolley was supposed to visit with Ms. Hershey; however, it was rescheduled for tomorrow. As soon as he has more information, he will keep the board apprised of the information he receives. As we look at more specialty things, we will discuss when it is appropriate. Once we have a space we can discuss needs and wants. Stacy asked if we are hoping to be done with the building purchase by July for next year. Mr. Tolley stated, it is possible but hard to say. Not sure about entering a new building by then but as Ms. Hershey stated before, it starts out slow and then goes fast once a building is selected that fits our needs. One was suggested but it was not in a place that would solve parking issues, pick up and drop and was too close to questionable businesses. Raj asked what the SAC structure looked like and the purpose of it? Mr. Tolley answered, The SAC is an advisory committee for the Head of School. We are using the same type structure, providing email addresses through Corrales and details are being discussed as to how the advisory will function as it is defined by the state. The previous SAC did not exactly function in the way that it should have. This new SAC will follow the definition of what the SAC is and how it is to be utilized as an advisory. The structure will be set up to bring information and discuss solutions, be informal, and follow what is meant to be followed. Raj mentioned he has not seen communication on the SAC and that in the past, parents would bring classroom or school issues to the SAC that sometimes-required GC participation would be there. Stacy agreed, mentioning the last SAC was more of a discussion group and very little was solved. It was more of a social gathering. The same topics were brought up again and again. Mr. Tolley mentioned that it was not necessary for the G.C. to be there, however once the SAC members are more comfortable and familiar with the structure and objectives of the committee, and with what they are doing, it can be opened up for others to attend if they would like. It is important to have the structure in place first, with advisory and hopefully it can also be utilized as an advocacy group (helping with equity, bilingual, communications with legislators, etc.).

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

Raj asked Stacy about time left on the GC board for Rhonda as it might be coming close to an end. Stacy mentioned she thought she joined when Justin joined. Mr. Tolley is going to double check on Rhonda's time left on the board to be sure we know who will be moving on and who will be staying. Raj, knowing most members are seasoned, we might be looking at whole new board. Some terms were extended. Rhonda mentioned that with Covid and the time lost, it has been difficult to move faster. Mr. Tolley mentioned that different boards have different requirements. It is important that you know you are appreciated and stated that this is volunteer, and everyone has been generous and committed. Justin mentioned anyone can reach out to him if anyone has questions, he is happy to help to fill in any gaps once off the board. Stacy stated a similar statement, willing to help even after term is up.

10. Adjournment 5:51 pm

Motion to adjourn Raj S

2nd Rhonda L

Discussion: n/a

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on February 8, 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."**