

## **Corrales International School**

Governing Council Regular Meeting

5500 Wilshire Ave. NE

Albuquerque, NM 87113

April 26, 2021 – 5:00 p.m.

**DRAFT meeting minutes: not the official minutes and are subject to approval by the public body.**

1. Call to Order 5:02 pm
2. Roll Call: Stacy Blackwell, Raj Shethia, Nicole Palacios, Justin Sawyer, Rhonda Ledbetter, (5.11pm), Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)  
Absent: n/a
3. Adoption of agenda April 26th, 2021 meeting.  
Motion to adopt agenda for April 26th, 2021.  
Motion Raj S  
2<sup>nd</sup> Stacy B  
Discussion: n/a  
No opposition  
Motion Passed
4. Adoption of Meeting Minutes for March 8th, 2021  
Motion to adopt Meeting Minutes for March 8th, 2021.  
Motion Raj S  
2<sup>nd</sup> Stacy B  
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.  
Lilliana Benítez De Luna and Lily Pérez  
Comments: n/a (see below "New GC Business")

6.

**Corrales International School  
Financial Update  
April 26, 2021**

**A. BARs**

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	BAR 2021-0025-IB	24308 - CRRSA, ESSER II	Increase	\$ 306,391.00
2	BAR 2021-0026-D	21000 - Food Services	Decrease	\$ (5,000.00)

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

1 March 2021

**C. Financial Statement Reports - as of March 31, 2021**

1 Financial Reports  
2 Bank Reconciliation

**D. Other**

1 Current Capital Resources for Building Purchase  
2 Journal Entries

- A. Motion to approve BAR's #1 (BAR 2021-0025-IB 24308 – CRRSA, ESSER II, Increase \$306,391.00) and  
BAR #2, (BAR 2021-0026-D 21000 – Food Services, Decrease \$5,000.00)

Motion Nicole P

2<sup>nd</sup> Raj S

Discussion: n/a

No opposition

Motion Passed

Notes: Adjustments requests (BAR's), from the second stimulus package. These funds do carry over and can be spent through 2023. We are getting the funds in our budget from PED and APS. APS notified the school that our students will be included in the meal program over the summer. Spending will likely occur next fiscal year and there might be a third allocation for the funds. With this money we can support current staffing such as reading interventionist and tutoring. We will be hiring a 4<sup>th</sup> grade teacher, moving Ms. Perea to more of an administrative position according to Mr. Tolley. Ms. Wimmer will not be returning, and her position will not be replaced. Her duties will be absorbed by other staff members. We are also looking into a summer academic program. We will be very careful with the funds we receive. There are certain criteria that likely needs to be followed, however, this is more fluid with how it is spent, (Mrs. Runyan, question posed by Mr. Shethia). The second BAR is a revenue decrease.

- B. Accounts Payable Payment Vouchers

1. March 2021

Motion to adopt accounts payment vouchers March 2021.

Motion Stacy B  
2<sup>nd</sup> Nicole P.

Discussion: Vendor (securities), question clarified by Mrs. Runyan for Mr. Shethia, (Vendor question clarified by Mrs. Runyan for Mr. Shethia, regarding costs related to new website-last payment). T3IT Solutions is our new IT vendor, replacing J & J Services, according to Mr. Tolley. Final payment to J & J is listed. Mr. Shethia asked if procurement process was followed. Mr. Tolley verified the process was utilized and followed.

No opposition  
Motion Passed

Notes: Accounts payable – Month of March, (presented to Governing Council members).

C. Financial Reports as of March 31, 2021

1. Financial Reports
2. Bank Reconciliation

Notes: Fund balance = cash balance + payroll, (liabilities for each fund). The negative funds are reimbursement basis and we have not received the full reimbursement which is normal. We have the HB33 and SB9 that we will go over. Cash balance – higher than we were this same time last year due to the HB33 estimation. Operational stayed relative flat for last year. Salary and benefits = . Budgeted revenue 63.2%. Budgeted revenue vs. actual reviewed. Account Summary Balance reviewed. Cash balances is what is expensed but not yet paid. Total cash balances for each fund is on the GL (general ledger). Checks cleared reviewed. Payroll reviewed. Bank Statement and Capital resources reviewed (HB33 & SB9). Four journal entries reviewed, (new program codes into budget). We upload all of our actuals, actual expenditures, every quarter. Reclassifying professional development for one our Educational Assistants for IB training from the title II funds into the operational funds since it is not for a teacher.

D. Other

1. Current Capital Resources for Building Purchase
2. Journal Entries

E. CIS Budget 2021-2022\* (discussion/action)

Motion to conditionally approve the CIS budget, 2021-2022, pending final approval by the PED with possible budget changes.

Motion: Stacy B  
2<sup>nd</sup> Nicole P

Discussion: n/a  
No opposition  
Motion Passed

Notes: Unit value increased 5.64%, (across state, all schools), medical (high option) increase of 6%, (all schools except APS go through NMPSIA), low option had an increase of 3.6% for medical insurance, decrease of 20% for small school size adjustment, decrease of 0.09% for at risk index, (not school specific as it is tied to APS), and an increase of 17.3% in T&E and TCI, (Training & Experience/Teacher Cost Index). This will be the last year for T&E. TCI will continue after next year. There was a decrease of 11% for state equalization guarantee. Whatever the school's SEG was January 1<sup>st</sup>, it cannot drop below that for the next budget year. Our SEG went up slightly at mid year. Other changes: ERB increased by 1.00%, (employer portion), meaning the school pays 15.15% to ERB (employees salary). For fiscal year 2023, this will increase another 1%. There was an increase of 1.5% for all employees. There were no changes in the teacher levels I, II, III or principal minimums, (same as last year). Within the budget,

the minimum wage increase was factored in to begin January 1<sup>st</sup>. The budget as a whole, we are presenting is for \$5,356,289.00, (includes new revenue and projected cash carryover-see budget summary). When the budget is completed we project what our current cash is, estimated expenditures for remainder of year, how much cash we believe we will end with at the end of the year, and that projected cash is included in our budget. The PED requires that all cash be budgeted. Of the budget, part of it is new revenue and the other part is cash carryover. In the general fund we have our operational budget and food service, special revenue, IDEA-B, Title II, Title III, ESSER II, CRRSA funding and local / state grants or private donations are included in the cash carryover amount. We have our capital amount, property tax collection as well.

Student activity fund, off of the projected cash balance at the end of the year. Revenue Summary, (where we were at vs. the upcoming year), showing a small decrease in operational funding. Food service is 0 since we moved these funds in the BAR's, (it is added back in for new year). We put our budget back next year, as it was the past few years prior to the pandemic. IDEA-B: We have not received allocations as of yet. We did include in our budget as we pay partial teacher salaries out of IDEA-B. Title II: allocation went down slightly, Title III went down quite a bit, (ELL). We do not need to fund any major programs. Perkins and Next Gen grants, (career oriented programs), we have not received an allocation and it is not included in initial budget as it does not go to pay salaries. When it is received, it will be adjusted in the budget. We expect a third round of stimulus money. Lease assistance is also not included in the budget, however, we are expecting about the same amount of funds for next year. HB33 and SB9 increased 6.7%. Those numbers come from the county. Program cost presented by Ms. Runyan, (unit value increase,(current year vs next year), actual counts for these numbers are located on the side, program units, program dollars). Everything stayed close to the same overall. We had a slight decrease of enrollment due to the pandemic. All schools experienced this. Expenditures by Functional Code – Operation reviewed and clarified by Mrs. Runyan and Mr. Tolley, including but not limited to class C, D, & A/B for special education, decrease in value. Ancillary services providers (special education), increase in services and decrease to our SEG. Fine Arts: decrease based on student allocation. The largest amount is the small school size adjustment of 20%. Reviewed expenditures and cash carryover. Includes all funds. Background checks for new employees and miscellaneous funds (IB membership, evaluation visits).

Instruction = 50%, classroom support = Looking at all funds, building and Plant funds reviewed along with instruction, classroom support, administration, central services and other. Expenditures by Object Code – Operational reviewed and clarified by Mrs. Runyan, (compensation and benefits, supplies, contract services and property). Personnel costs = FTE is staying the same, however, there is a shift in the positions. I.B. expects the school to have a full-time Coordinator and Ms. Perea will assume this role along with Bilingual Coordinator. We will also plan to absorb the position of crossing guard. Non-personnel costs, (ancillary, other contract services, other professional / technical services), reviewed and clarified = \$421,118. Audit services – 40% increase from last year, (chosen by APS-Moss Adams was the only company that applied), limiting choices. APS will also be absorbing this increase. Purchased Property Services will likely decrease substantially once we are in a building (lease to purchase agreement). Question regarding extended learning costs, clarified by Mr. Tolley (aftercare). Mr. Tolley will speak with PTA to figure out what will occur for next school year. Mr. Tolley clarified that this is part of the extended learning program and is to satisfy part of the requirements, (question asked by Mr. Shethia). Mr. Shethia asked if the CRRSA funds could be used as well? Mr. Tolley clarified that this is a possibility and will look into it. Review of Other Costs, (general supplies and materials, textbooks, software, board

training travel, employee travel, (local in-state travel), student travel and professional development, (out of state). This includes all funds including our Title II funding. Capital reserve accounts: Educational technology and furniture (CRRSA funds), SB9 & HB33: usually 1% but like to budget 1.5% to avoid any surprises with a large June payment, covering any audit findings. Reviewed operational reserve, (includes projected). Operational cash: we are projecting slightly less. We spent down a lot of the fund balance at the beginning and end of last year. The numbers will be trued up next year after we have received our audit and financial statements to close out the year, making this projected. Question posed by Mr. Shethia regarding technology and funding. Clarified by Mrs. Runyan: we did use some of the operational budget to purchase necessary technology, for example the chromebooks for students while in remote learning. We used some of the CRRS funding as part of reopening, however, we were only provided \$30,000 for the initial CRRS funding. There was not very much utilized as stated by Mr. Tolley. State equalization guarantee summary (official form representing amount projected to board).

F. CIS Salary Schedule\* (discussion/action)

Motion to approve CIS Salary Schedule

Motion Raj S

2<sup>nd</sup> Nicole P

Discussion: n/a

No opposition

Motion Passed

Notes: Salary schedule presented included 1.5% increase. Last year included 1%

increase. Mr. Shethia asked if the 1.5% is in addition to the 1% increase for last year?

Mrs. Runyan explained that the salary schedule was increased last year to account for the 1% and this year we need to increase it again to account for the new increase.

G. CIS Calendar 2021-2022\* (discussion/action)

Motion to approve CIS Calendar 2021-2022

Motion Stacy B

2<sup>nd</sup> Rhonda L

Discussion: n/a

No opposition

Motion Passed

Notes: Mr. Tolley clarified school calendar and discussed required professional development days that must be added to account for the 80 hrs. for extended learning, additional time for Thanksgiving, training will begin in July and 1<sup>st</sup> day of school for students is August 2<sup>nd</sup>, 2021. Mr. Shethia asked, "will the Kinder Academy be available for the summer?" Mr. Tolley mentioned that we are unsure with restrictions if or how this will roll out. Extended learning discussed along with total days of 199.25 for contracted teachers. This is very close to APS's extended learning. Total instructional days = 187, putting us 10 over where we were at, according to Mr. Tolley. Non-instructional days = 12.25, for a total amount of 199.25. All of our minutes and time requirements are in the green, parent/teacher conferences and report card dates are noted, board meetings are noted. Mrs. Runyan mentioned that the board meeting dates might need to be adjusted for February and April due to Valentines day and budget meeting needing to be later in April due to budget. These dates will be adjusted before being published, (updated prior to the meeting). How will Ms. Wimmer's job duties be absorbed, (Mr. Shethia). Ms. Perea and Ms. Banks will help with testing of students, Ms. Jackson will help with dual enrollment, Ms. Tiger might be able to take over the Disney project. Ms. Sheley will be

providing support to staff through the transition. She has provided all of the documents needed for the items she was doing. With all of the duties that all the teachers have, how will this work?, (Mr. Shethia). Mr. Tolley mentioned that with all the teachers have to do, it was better to put these duties back on the administration to handle. Mr. Tolley does not want to give the teachers more to do as they already do so much.

## 7. GC Business

- A. Training (new Deadline of June 1, 2021)
- B. New GC Members
- C. Head of School Evaluation

Notes: New deadline to complete training by June 1<sup>st</sup>. Ms. Blackwell has completed the required hours. The training is online and at your own pace. Mr. Tolley encouraged all other board members to complete their required training by the deadline.

New GC member introductions: Lilliana Benitez De Luna introduced by Mr. Sawyer. Ms. Benitez De Luna works at a law firm with Mr. Sawyer and has expressed interest in serving on the board. Ms. Benitez De Luna thanked the board for allowing her to be a part of the board. She expressed that her family has a long-standing relationship in education (family), this is an opportunity for her to help and appreciate the board accepting her. Her sister is an assistant principal at Atrisco Heritage Academy, her mother was a teacher in Mexico and is currently a substitute teacher in Albuquerque and her husband is in school now to become a teacher. She has been surrounded by education her whole life. She is looking forward to working with everyone and hopes she can be of help and a resource to the board. She is looking forward to the experience. Ms. Lily Perez introduced by Ms. Palacios. Ms. Palacios mentioned she is currently a senior analysis and is very helpful. She likes to teach. Through numerous conversations, she has expressed interest in being part of a board, therefore when this opportunity presented itself, I mentioned it to her. Ms. Ledbetter also stated she has also worked with Ms. Perez. Ms. Perez mentioned she is a CPA. Prior to that she was in public accounting and has some experience in auditing. She is excited to be part of a board and see how that works. She is appreciative of the opportunity. Mr. Tolley welcomed both potential members, briefly touched based on the various opportunities our school offers our students and is very appreciative of the interest in our board. Mr. Sawyer mentioned that he might know an additional individual who might be interested. Would the board like to have Mr. Sawyer ask this potential volunteer? Mr. Tolley mentioned he would discuss this further with Mr. Sawyer. Mr. Tolley also has a couple of parents who are interested in being more involved in the school. Mr. Tolley mentioned that we also need foundation members for our new building purchase. They have fun events to raise funds. Ms. Ledbetter asked if an individual could serve on both boards? Mr. Tolley will check on this. Ms. Ledbetter is interested in possibly serving on the foundation for this next year as her last year. If she starts the building process, she would like to see it through.

Consideration for the Approval to Adjourn to Executive Session Pursuant to the Open Meetings Act NMSA 1978, 10-15-1 (H) (2) (Limited Personnel Matters) for the Purpose of (1) Discussion of Staffing and personnel matters (Discussion of Head of Schools evaluation). (Action)

Motion to move that the Governance Council of Corrales International School convene in closed session to discuss limited personal matters related to staffing as authorized by section 10-15-1 HC of the New Mexico Open Meetings Act.

Motion Stacy B

2<sup>nd</sup> Nicole P

Discussion: n/a

No opposition

Motion Passed

Roll Call Vote: Justin Sawyer, Rhonda Ledbetter, Nicole Palacios, Mark Tolley

(Back in Session)

Motion to move that the Governance Council reconvene in Open Session and that all matters discussed in the closed session were limited to only those specified in the motion for closure.

Motion Stacy B

2<sup>nd</sup> Nicole P

Discussion: n/a

No opposition

Motion Passed

8. Head of School update

A. School updates

Will have an update at next meeting, nothing critical at this time.

B. Building Update

Notes on CIS Facility Needs: map presented by Mr. Tolley. There was a building on Singer, worked on a set of questions and waiting for a response. If questions come back in our favor, we might be able to move forward and tour. It is large and a good chance we can add a second level if needed. There are other buildings becoming available as well.

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

10. Adjournment

Motion to adjourn at 7:43pm

Motion Stacy B

2<sup>nd</sup> Nicole P

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