

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
September 14, 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: Raj Shethia, Lily Perez, Sheley Wimmer, Mark Tolley (Head of School), Ana Perea (Admin), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)
Absent: Nicole Palacios, Rhonda Ledbetter
3. Adoption of agenda September 14th, 2021, meeting
Motion to adopt agenda for September 14th, 2021,
Motion Lily P
2nd Sheley W
Discussion:
No opposition
Motion Passed
4. Adoption of Meeting Minutes for August 9th, 2021
Motion to adopt Meeting Minutes for August 9th, 2021
Motion Lily P
2nd Sheley W.
Discussion: 7c Motion for treasurer-to be determined after review of minutes. Motion by Raj S and 2nd by Lily Perez. Minutes will be adjusted if necessary.
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.
Liliana Benitez de Luna: No comment

6.

**Corrales International School
Financial Update
September 13, 2021**

A. BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0002-M	11000-Operational	1000 Function Maintenance	\$ -
2	2122-0004-M	24106-Entitlement IDEA B	1000 Function Maintenance	\$ -
3	2122-0005-M	24308-CRRSA, ESSER II	1000 Function Maintenance	\$ -
4	2122-0006-M	24308-CRRSA, ESSER II	2XXX Function Maintenance	\$ -
5	2122-0007-M	11000-Operational	2XXX Function Maintenance	\$ -

B. Accounts Payable Payment Vouchers*

1 August 2021

C. Financial Statement Reports - as of August 31, 2021

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries - None

Motion to approve BAR's 2122-0002-M, 2122-0004-M, 2122-0005-M, 2122-0006-M, 2122-0007-M

Motion Lily P
2nd Sheley W

Discussion: These are all maintenance BARS. Cleaning up the budget with the actual changes that have come in with employees and benefits. IDEA – adjusting salary and benefits. ESSR2 for salary and benefits. ESSR2 in the 2000 function. We voted in June but cannot back pay in June. Due to Covid and state auditor – Additional funds to employees written for training days and Covid safe practices. Operational funds in the 2000's function is the next BAR. The budget is adjusted to the actual salary. 1.5% salary increase from the state for this fiscal year for all employees.

No opposition
Passed

1. Accounts Payable Payment Vouchers August 2021

Motion to adopt accounts payment vouchers August 2021

Motion Lily P

2nd Sheley W

Discussion: Reissued check due to an address change. Computer – due the graphics needed; apple computers are being used. Saved quite a bit of money due to careful purchasing; six more purchased.

No opposition

Motion Passed

A. Financial Reports as of August 31st, 2021

1. Financial Reports

Notes: Statement of revenues and expenditures. The resulting balance is where we sit as far as fund balance. We have started to spend down certain funds. Due to salaries, some are not expensed until June. This is similar to cash balance. Balances will tie out to anything that was outstanding as of year end. Cash balances this year vs past fiscal year reviewed. The changes include property tax revenue and future spending out of federal funds. When reimbursement requests come in, all will be adjusted. Review of graphs of where we are now and what is encumbered. The budget portion show budgeted revenue vs what we have received to date. Not all is budgeted until all comes in. This is our full allocation but reimbursement funds take time to come in and can carry over. Revised budget with expenditures reviewed. Two funds are still waiting for BAR input, (ESSR 3). Application was submitted and awarded. We are waiting for APS to do their part. ESSR 3 has more restrictions than ESSR 2 funds. Lease reimbursement occurs in the Spring and the amount is encumbered. Cash balances reviewed.

Bank Reconciliation for the month of August. Reviewed. Bank statement reviewed.

Other

1. Current Capital Resources for Building Purchase

Notes: HB33 and SB9 reviewed. We expect to be at 1.6 M by end of year, June.

2. Journal Entries

None

7. GC Business

A. Training

- All new members of GC have been submitted, including roster, by Mr. Tolley. A training schedule is expected soon. They will contact members directly. It would be beneficial to do one all together but not sure what we can work out. Seven hours for new members with a set curriculum. Returning board members have eight hours.

B. Voting in New GC Members (Liliana Benitez de Luna), effective September 14, 2021

(discussion/action)

Motion Lily P

2nd Sheley W

Discussion: Liliana is an attorney and has been with her firm for the past three years. Excited to see how she can help and willing to do more than attend the meetings.

No opposition

Passed

C. Motion to approve Resolution 9-14-2021 #1, with amendment of adding 'operational' to document before 'fund balance' (discussion/action)

Motion Lily P
2nd Sheley W

Discussion: Carry over has been questioned in the past and pulled when funds are needed by the state. The schools are recommended to put things in writing such as this resolution to be sure our funds for securing a building without the fear of it being pulled. The small school size adjusted was voted out three years ago, 20% each year. While we have been very careful with spending the last five years, there has been opportunity to improve our curriculum, adding additional diverse opportunities for students to learn and for the new building purchase with additional funds available. Add 'Operational' to document before 'fund balance'.

No opposition
Passed

8. Head of School update

A. School updates

We stand at a total of 3 positive cases. None have been transmitted on campus. We are distancing, masking, hand sanitizer and weekly testing of individuals weekly. Our third-grade teacher will not be returning due to a personal issue. We do have a new third grade teacher. With the help of our curriculum coordinator and our 4th grade teacher, we have been able to keep the students learning and engaged. Our new teacher is from Peru and very happy to be here. She is being supported and going very well in the classroom and working with students. She is young and savvy and students learning have not been compromised thanks to the hard work of our faculty members. The IB open house was well attended, and all teachers were able to talk with teachers and had a good outcome. We are hoping to be able to do more in person soon. Mr. Tolley has a meeting tomorrow with the developer and Ms. Herschey regarding new building. The developer is vested in helping Charters. A couple of different sites are being considered. One is in the Jefferson Commons area, and they are doing their due diligence for what the school needs. It is in the right area, and basically is a big empty shell. This is perfect as we can renovate for our needs. There is a good amount of parking and space. We are hopeful. The air conditioning has been an issue in our current building; however, it is being worked on. It is already working much better. When the time is right, the board and other pertinent individuals will be able to be a part of viewing of the building. When current building was purchased, thought of growth was not considered. The size needs to be right for our growth. We should be able to get into something that financially does not affect our SEG. Terms will be worked out.

B. NMPED updates

The Secretary of Education resigned. This administration tried to rewrite curriculum and write several new programs. The first thing the new Secretary of Education stated was that the administration is here to support you and hold you accountable. There are several platforms that need to be used to accomplish all that needs to be completed for the PED. Equity and Yazzie/Martinez lawsuit is driving a lot of the changes. New policies will be coming soon and be introduced to the board. There have been several deadlines to meet, and it has been difficult but getting done.

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

n/a

10. Adjournment

Motion to adjourn at 6:03pm

Motion Lily P

2nd Sheley W

Discussion: n/a

No Opposition

Passed

The next regular meeting of the Governing Council will be on October 11th, 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.”