

**Corrales International School**  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
November 9, 2020 – 5:00 p.m.  
**FINAL meeting minutes**

1. Call to Order 5:01 pm
2. Roll Call: Stacy Blackwell, Rhonda Ledbetter, Nicole Palacios, Raj Shethia, Mark Tolley (Head of School) Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)  
Absent: Justin Sawyer
3. Adoption of agenda November 9, 2020 meeting.  
Motion to adopt agenda for November 9, 2020 meeting with following amendment: Table item 7A (G.C. business)  
Motion Rhonda L  
2nd Nicole P  
Discussion: Table section 7A (G.C. business-discussion of development consult agreement with Duponte. Board would like Justin Sawyer present for the discussion. Mr. Tolley noted that Mr. Fuentes can reschedule when it is most convenient to meet our needs, possible special session and discussion with Justin Sawyer, absent from GC meeting this evening.  
No opposition  
Motion Passed
4. Approval of minutes for the October 12, 2020 meeting.  
Motion to approve minutes for October 12, 2020 meeting with suggested changes as noted in discussion  
Motion: Rhonda L  
2nd Raj S.  
Discussion: Check on table of September 14th agenda or minutes, change of meeting end time, section 7B  
(last sentence 7C repeated)  
No opposition  
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

6.

A. <u>BARS*</u>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Type</u>	<u>Amount</u>
1	001-028-2021-0004-D	CARES	Decrease	\$ (286)
B. <u>Accounts Payable Payment Vouchers*</u>				
1	October 2020			
C. <u>Financial Statement Reports - as of October 31, 2020</u>				
1	Financial Reports			
2	Bank Reconciliation			
D. <u>Other</u>				
1	Current Capital Resources for Building Purchase			
2	Journal Entries - None			

\* Requires board approval

Notes: Decrease should come in next month, waiting on APS to adjust on their end.

- A. Motion to approve BARS 001-028-2021-000-D CARES Decrease \$(286)  
 Motion Nicole P  
 2nd Rhonda L  
 Discussion: Expecting a larger decrease next month. Waiting on APS, (allocation of free and reduce vs general student count) Did we spend any of that? We have put off spending it. There was also FEMA funding, however, there are expenditures that may need to be reclassified under CARES Act.  
 No Opposition  
 Passed
- B. Motion to approve Payment Vouchers for October 2020.  
 Motion Rhonda L  
 2nd Nicole P  
 No opposition  
 Passed  
 Discussion: FEMA funds: \$20,000 (if doesn't come through, reclassifying to CARES). Likely to be reclassified to CARES ACT. Supplies: Lunch tables were ordered during summer, correct? Unfortunately, we did not receive until after June 30th. \$6-7,000 supplies? Most of what is being ordered is for PPE for the school, (being prepared for reentry following guidelines). Some supplies have been ordered for other needs for the school that have been put off but have been needed for some time.  
 Notes: not allowed to pay for items until they are received. As of June 30th, we had not received some items ordered such as lunch tables.  
 Level three communications? Century Link is for phone and internet service.  
Financial Statement Reports: Beginning fund balance vs increase, so far, we are on track with the budget. We have not had expenditures we were not expecting. We are waiting on APS to push awards through, (Perkins Grant, Next Gen Award). They will basically remain where they are until we can note the BARS and request reimbursement. Looking good for budgeted revenue. Salary and benefits are

around 53% of overall expenditures for the year. Cash balances and then Bank Reconciliation.

Capital Resources for building purchase: HB33 and SB9 accumulating (projected to be at 1.3 by June if school does not get into a building purchase agreement).

7. GC Business (tabled per motion #3)
  - A. Discussion/Questions pertaining to Development/Consultant agreement with Duponte Investments. (Discussion)

8. Head of School update

Mr. Fuentes will reschedule whenever necessary. We are working with public school's authority with e-rate. E-rate helps defer the cost of internet and hardware for internet access. In the past, we have never worked on E-rate or taken advantage of that. Schools have usually not taken advantage of this because of the application process and what you must go through to attain the service. It is very difficult to get it through, however, PSFA has decided to create a team to help schools by doing the process for us. Hopefully by next meeting, an agreement will be available to present to the board. This would likely pay for about 40-80% of our expenses in that area depending on what we have and what they cover. During discussions, it was found out that there was a group providing a free service, internet access, in parking lots. They came and put this in, for our back-parking lot, hopefully making the service much better back there and in our MPR.

The APS site visit, virtually, occurred about a month ago. Kim in charge of Special Education, Rebekah in charge of finance. There were no problems or findings in any area. As soon as the report becomes available, it will be shared with the board. IB Evaluations/Visits: PYP and MYP (MYP was postponed in the Spring due to Covid, therefore both are being done this school year. MYP will happen very soon while PYP will occur in the Spring of this year. These will be virtual. Sheley will take care of the MYP visit and Ana will take care of the PYP visit. We will be calling on some of the board members, parents, and staff, to speak with them. We are continuing to prepare for a hybrid model, getting ready, however, we are kind of in a "no man's land" as the Governor is scheduled to speak on Thursday, November 12th with more information. The state is planning on releasing a toolkit for reentry for middle and high school programs. There will also be a modified toolkit for the elementary school. The Secretary stated there it might not be until next week before these are released. They might be waiting to hear what the Governor has to say before they release these toolkits. The numbers are quickly rising and there could be a good chance she will put off going into a hybrid model or opening schools in person for a while. There is also a question with schools and districts who have opened in a hybrid model and whether she will pull that back as well. Right now, we have only a few attending for Kindergarten. We had a few for Special Education, however, that has slowly been reduced. We discussed bringing in some of our ELL students in, but we put a hold on that too. We need to get our kids in but on the other hand we need to keep our kids safe. We are in a high time now, along with the holidays coming up and in general, people not changing their habits, we could very well get hit again in January. We just do not know. Right now, we are in a holding pattern. The last couple of

weeks, teachers are really doing their best to engage students and keep them going. Students are struggling with grades and working as a team to help the students. Is there any movement regarding building? They are looking, a few buildings have come out but out of our area. They are consistently looking. As soon as we get any possibilities the board will be made aware.

Any mention regarding younger grades attending smaller class sizes, Spanish suffering, can Wednesday be a smaller class to meet the needs of Spanish programs? We are meeting and looking at ways to address this and implement something very soon, balancing everything. We offer several options for the older students to attend additional office hours with teachers. I am working with Ana to address what we can do better or more for our younger students, so we don't lose what we are doing. It is difficult to walk the line between what is too much and what is not enough. The legislature has also talked about possibly adding six weeks to next year to help with catch up. This is a struggle with time and funds available from the state. That would not be a feasible option, but we will see what they decide. There appears to be a lot of extra time on Wednesdays for PYP that we might utilize for Spanish, saving extra time rather than bringing students in during the summer. The state projections for the extra weeks added on would likely be 138 million just to cover salaries. This would not include maintenance, utilities, transportation, etc. We will investigate what we can do more of in PYP and continue to collaborate for our upper grades.

Kinder enrollment throughout the state and district is down due to parents waiting one more year to enroll their Kinder's.

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

Special session to include Justin Sawyer. Mr. Fuentes is available when we need him. We will try for next week.

10. Adjournment 5:39pm

Motion to adjourn at 5:39pm

Raj S

2nd Nicole P

Discussion

No Opposition

Passed

The next regular meeting of the Governing Council will be on December 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."**