

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
August 9, 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 5:03 pm
2. Roll Call: Raj Shethia, Rhonda Ledbetter, Lily Perez,
Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)
Absent: Nicole Palacios
Introductions of potential new board members, see section 5 for more information.
3. Adoption of agenda August 9th, 2021, meeting
Motion to adopt agenda for August 9th, 2021, with change to section 7D, appointment of a
member for finance committee.
Motion Rhonda L
2nd Lily P
Discussion: Do we need any changes to the agenda for the appointment of a member for finance
committee member? Yes, we will need to add this to section 7D.
No opposition
Motion Passed
4. Adoption of Meeting Minutes for June 14th, 2021
Motion to adopt Meeting Minutes for June 14th, 2021
Motion Rhonda L
2nd Lily P
Discussion: Raj. S: Scribe absent at last board meeting and was not part of the roll call. It was
explained that roll call does not and has never included the scribe, head of school or business
manager. When roll call is taken, only board members respond. The scribe, are listed, whether
absent or not, is not part of the board, and does not speak when roll call is taken. In the absence of
the scribe, a recording of the meeting is provided to the scribe to be sure the minutes are
completed within in the timelines required, according to the ‘Open Meetings Act’. Head of school
is not on the board and does not speak when roll call is taken. The business manager is listed as
the individual who provides the financial information, is not a part of the board and does not
speak when roll call is taken.
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.
Sheley Wimmer: Long time educator interested in our board. She has been with CIS for a while,
however, decided to retire but stay involved in our school. She has three grandchildren who
currently attend CIS.
Lily Perez:

John Rounph: Interested in our board. He has two boys attending CIS at the PYP level. Liliana Benítez De Luna was unable to attend meeting.

6.

BARs

	<u>BAR #</u>	<u>Fund Description</u>
1	None	

Accounts Payable Payment Vouchers*

1	June 2021
2	July 2021

Financial Statement Reports - as of June 30, 2021 and July 31, 2021

1	Financial Reports
2	Bank Reconciliation

Other

1	Current Capital Resources for Building Purchase
2	Journal Entries

1. Accounts Payable Payment Vouchers June 2021 and July 2021
Motion to adopt accounts payment vouchers June 2021 and July 2021

Motion Lily P
2nd Rhonda L

Discussion: Are the double entries due to having two fiscal years? Needed to be paid out by June 30th as much as possible. July's account vouchers are smaller. Is the liability an amount annual? Yes

No opposition
Motion Passed

A. Financial Reports as of June 30, 2021 and July 31, 2021

1. Financial Reports
Notes: HB33, SB9, funds accumulating for building purchase. Perkins and IDEA B, waiting on funding.

Other

1. Current Capital Resources for Building Purchase

Bank reconciliation and resources presented

Notes: For June we ended our physical year with 764,000 in operational and 846,000 in HB 33 and 510,000 in SB9. We are really starting to accumulate funds for the new building. We did have some outstanding BARS at year end and the federal funds, IDEA-B and Perkins funds as well as next gen, we were still waiting for funding for expenditures we could spend at the end of the year. This is the reason for the negative balance. Cash balances reviewed. We are ending at about 2.2 million. Question posed regarding state sweeping funds? It was stated by Head of School, there are no known plans for a sweep by the state as of date. With the Esser funds, flow of cash federal, with a 30 day session coming up they will likely not discuss sweep up. With all of the ESSR funds, there will likely not be discussions regarding sweep up for some time to come. The money will be utilized, or at least most of it, prior to sweep up being discussed in the

future. We ended within the budget parameters, and the finalized the reporting to PED on our balances. We will have our annual audit as well. The cash balances included a little more property taxes than what we expected, about 23,000.

2. Journal Entries

Notes: two journal entries that are reclassifications. One was for IDEA-B to spend down and the second was for the training funds. Question: there are checks for J&J that have not been cashed. Yes, we have contacted them several times and won't get back to us. Question: what is the timeline for the vendor to cash the check? It is 180 days. We will continue to reach out to them. They were also provided the option to pay online. Will continue to work on this.

Bank Statement reviewed

July – starting out with our new years budget, (actual expenditures), not all salaries have been added yet as Friday is their first paycheck, revenue (received funds so a couple of accounts are now balanced), encumbrances (will change a little bit now that payroll is finalized as of today), lease assistance award will not be released until fall, (budget adjustment will be made when these are received), ESSR and CARES will be classified and everything else is current. New projections for HB33 and SB9 reviewed.

One journal entry for payroll hitting the bank early. Cash carryover-we normally have it budgeted in the 1000 function, however, it is split at this time between 1000 function and 4000 function. Technically if we have a purpose for the funds, there may be an exception made if a sweep occurs. The cash balances is estimated until it can be finalized and trued up.

7. GC Business

A. Training

Notes: As soon as we have a full board in place, training information will be provided to all members. The new member training is more extensive and restrictive. The trainings are quite good and provides good information moving forward. There are a couple of options for trainings such as APS, Charter school office, or by individual certified to do these types of trainings.

Question: Is there a requirement for new board members to get it done within a certain timeframe? There use to be that it needed to be completed prior to vote, however that is no longer in statute. New members need to complete within the school year. Sometimes trainings are offered in one day covering what is needed or it can be broken up into chunks. Will try to find training (s) in town as to limit travel for board members.

B. Voting in New GC Members, effective August 9, 2021 (discussion/action)

Motion to approve New GC Members effective August 9, 2021

Motion Rhonda L

2nd Lily P

Discussion: Two people are interested in becoming board members. Sheley Wimmer had been with APS for about 24 years, owned a private school for 12 years, and then before that I worked at Sandia with machines. I decided I liked kids better. I have been involved in aspects of education, such as developing programs to grant writing to MYP Coordinator with I.B to testing coordinator. I have also done Disney Academy, really getting kids involved so I have a real passion for it. I have grandkids attending CIS and want to be involved with CIS as she has a passion for CIS. The littlest is in 3rd grade. Working on the change in schedule but I am excited to be involved in this school, first with the board and eventually with PTA after that. John R. is married to Ray and has two boys attending CIS, 2nd and 4th grade. We are very passionate about their education, especially with Covid, realizing how difficult it was to be educators in that

situation. It is a pleasure to be on the board and get more and more involved and help the school any way we can. 22 years with the Fire Department, my wife is a nurse at UNM, and I am also the treasurer of the union for about the last 12 years, working on our benefits and negotiating contracts with the city. Looking forward to the experience on the board and getting as involved as I can with the school. Question: Do we need a motion? We just need a recommendation and then it go to a vote. It is Recommended that John and Sheley be voted in as new board members.

No Opposition

Passed

C. GC Election of Officers (discussion/action)

Motion to approve GC Election of Officers – Raj S. as Co-Chair, Nicole P. as Co-Chair, and Rhonda L. as Treasurer

Motion Rhonda L

2nd Lily P

Discussion: We have had Co-Presidents as they can back up each other. Traditionally boards have officers. We should consider recommending Raj and Nicole as Co-Presidents moving forward.

Mr. Tolley probably communicates more with the Presidents of the board discussing what is needed to be brought to the board. Question: It was thought that the previous board members were ‘Chairs’, not Presidents? Chairs is fine. Mr. Tolley would like to recommend Raj Shethia as one of the Co-Chairs. Ms. Ledbetter would like to recommend Nicole Palacios as the other Co-Chair. Nicole has expressed interest as she would like to learn and be more involved.

No Opposition

Passed

D. Appointment of a member for the Finance Committee – Lily P.

Notes: Do we need to find two, possibly three members. If need be, however, two is still fine. It seemed liked it worked well in the past. If needed, we can consider a third. John might be interested in the future.

8. Head of School update

A. School updates

Notes: Started school last Monday, August 2nd, (extended learning time). We almost needed to in order to get our extended learning time in and have a complete calendar. We have a lot of movement in our student numbers. For the first time ever, at least in the time I have been here at CIS, we had a few Kindergartners not attend the first day. We had two or three state we are not coming. We have not had any turn us down before. We are filling those spots. This program is probably the strongest it has ever been. Our teaching ranks, we lost a couple of teachers. Ana Perea moved out of her teaching role and Marina Cortez-Nunez is our 4th grade teacher (has worked for CIS in the past), is very happy to be back with us. Ivonne Bouche is our new 5th grade teacher (an experienced I.B.) and experienced in exhibition so we are in very good shape. Mr. Duran, our music/drama teacher came in toward the end of July to move to another school. A young woman did apply, however, had a conflict with another class. A gentleman who recently moved to New Mexico with his wife applied for the position, came to visit our school, and fell in love with it. He started last week preparing. This situation appears to have worked out for the best. He was with students today and fantastic. He has a lot more experience than the last candidate, he is passionate, and the students seem to really like him. It appears it will work out great. I am waiting until Wednesday to get some feedback. We are still getting things together, we had a good, successful first week of school. We had one Covid Positive case, went through all the procedures required and our nurse is fantastic. We walked around to all the teachers, got

together all the seating charts and checked vaccinations, and basically this individual only had one close contact for the day and that individual had been vaccinated. Quarantine procedures are being followed for both individuals. There was one other case today, however, again with only one close contact throughout the day, and is in quarantine and scheduled for testing. School was advised of two others who were being tested but not in attendance so again, no contact with others. If our school has had two this far, it can only be expected that schools much larger will have more. There are too many individuals at the larger schools to track and trace. We have been very lucky that it has been very minimal. Question: is distance learning being offered? At this time, no. If it becomes a problem we will. Distance learning and teaching in class was very difficult. We will not offer distance learning if it becomes a need as the fear is families might take advantage for vacations, appointments, etc. We hope not to have to go that route. The last two months of school, 2020-2021, we did not have any cases at CIS. We have been able to check all who have been vaccinated and who have not been vaccinated. It was very minimal. We do not have distance learning in place at this time, however if it becomes a need we will revisit. We have tutoring starting and a great after school program as well. Question: 6th grade seems low. Is distance learning an option to help with numbers? Other schools in the district who have offered distance learning are typically full-time online. It is hard to tell what the issue is as it is also a normal transition for students to move to a bigger middle school. Offers for spots are out. Numbers are fluctuating up and down right now due to different possible reasons, including Covid and parents are unsure about what to do. There is fluctuation across districts/state right now. We will get students from struggling schools and marketing. The numbers will go up. We have a great program and will continue to grow, especially with a new building on the horizon. We do a really good job talking with parents and being available. With the current situation, things are different.

B. Building update

Notes: The building being looked at is being sold but the employees are not aware yet. When that happens, a couple of board members will be invited to tour the building. The developer has sent his architect in to see if it is feasible. At this point, it is very feasible, and it will be able to be renovated to what we need. Everything is done up front and then the school goes through the bank. It is also being explored as a building being sold at a good price for us. It is in the demographic area that we want to stay in. They are still looking just in case there is anything more appropriate just in case. Things appear to be moving now that buildings are becoming available. Within the next six month, they are planning on getting current leasers out of the building if this is the right fit for us. If this is a viable building, the new location currently being considered would be in our current demographic area and that includes the Jefferson area close to where our previous building was located. Building a new building right now would not be cost effective due to the current situation. The board will be updated as Mr. Tolley is updated. When 21st century was renovated, it was very quick once that process began. The second phase included the gym and other areas needed. Mr. Tolley will update the board on what we do, what we do on the board and review our bylaws for updates. Raj S. suggested a committee for creating the bylaws. The entire board would be the final vote. Mr. Tolley will be giving new board members guidelines for the board and bylaws. The bylaws do need to be updated based on what has been voted on. The board needs to vote on the approval, board members only.

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 5:56pm

Motion Rhonda L

2nd Lily P

Discussion: n/a

No Opposition

Passed

The next regular meeting of the Governing Council will be on September 13 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.”