

**Corrales International School**  
Governing Council Regular Meeting  
5500 Wilshire Ave. NE  
Albuquerque, NM 87113  
June 14, 2021 – 5:00 p.m.  
**FINAL meeting minutes**

1. Call to Order 5:00 pm
2. Roll Call: Stacy Blackwell, Raj Shethia, Rhonda L., Nicole Palacios, Justin Sawyer, Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)
3. Adoption of agenda June 14th, 2021, meeting Motion to adopt agenda for June 14, 2021.  
Motion Stacy B  
2<sup>nd</sup> Raj S  
Discussion: n/a  
No opposition  
Motion Passed
4. Adoption of Meeting Minutes for May 10th, 2021  
Motion to adopt Meeting Minutes for May 10<sup>th</sup> with change to reflect Mr. Shethia’s statement was a question.  
Motion Stacy B  
2<sup>nd</sup> Nicole P  
Discussion: Mr. Shethia mentioned that the statement he made on the May 10<sup>th</sup> minutes, (section 8, “Head of School Update” under discussion of bylaws) was a question not a statement and asked that the minutes reflect this.  
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

6.

**Corrales International School  
Financial Update  
June 14, 2021**

**A. BARs**

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2021-0027-IB	24176-Carl D Perkins - Redistribution	Final Allocation	\$ 23,929.00
2	2021-0028-M	11000-Operational	2000 Function Maintenance	\$ -

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

1 May 2021

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

1 Financial Reports  
2 Bank Reconciliation

**D. Other**

1 Current Capital Resources for Building Purchase

**A. Approval of BARS 2021-0027-IB (\$23, 929.00) & 2021-0028-M**

Motion to approve BARS 2021-0027-IB and 2021-0028-M

Motion: Raj S.

2<sup>nd</sup>: Stacy B.

Discussion: The first BAR is for the PLTW program. This is a redistribution of funds. It is required to be spent by end of school year. Thirty new laptops will be purchased for this program. Mr. Tolley confirmed they were ordered and received. The second BAR is an operational maintenance BAR. This is to clean up individual line items for the year. This is not required.

No opposition

Passed

**B. Accounts Payable Payment Vouchers**

1. May 2021

Motion to adopt accounts payment vouchers May 2021.

Motion Stacy B

2<sup>nd</sup> Nicole P.

Discussion: Question regarding IT payments for two separate companies. There was an overlap between J&J and T3 Solutions in the billing and changeover of companies. Are dates accurate? Yes, but the contract dates were prorated. July Rent? Rent is prepaid. We have not yet paid for July as of this meeting. Why two lines? Page 7: the two lines are for two different funds. Art Subscription? Purchased to provide planning time for Art Teacher. Is El Pinto classified correctly? Yes. The fund was a donation, private. It was at the school's discretion to spend it. This is allowed per the PED as an allowable fund, (R.

Runyan). This was for the school's graduation as UNM was not able to allow the use of their facility due to Covid.

No opposition  
Motion Passed

C. Financial Reports as of May 31st, 2021

1. Financial Reports

Notes: Reports are through the end of May, not too many changes as far as end balance. This is showing where we are at. This is basically the school's cash minus payroll liabilities. Expenditures: the majority, 65% have been salary and benefits. Budgeted Revenue vs. Actual Revenue that has come in was presented. APS has been sent a reimbursal. Account balances presented. Cash balances presented.

D. Other

1. Current Capital Resources for Building Purchase

Bank reconciliation and resources presented

2. Journal Entries

n/a

7. GC Business

A. Training

- All members have completed their required trainings.
- Certificates will be given to board members.

B. GC Election of Officers (discussion/action)

Motion to approve GC Election of Officers

Motion Stacy B

2<sup>nd</sup> Rhonda L

Discussion: Table voting on election of officers for August 2021 meeting as not all potential new members were in attendance for tonight's meeting.

Motion to table GC Election of Officers until next GC meeting scheduled for August 9<sup>th</sup>, 2021.

Motion Stacy B.

2<sup>nd</sup> Raj S.

Discussion: no further discussion

No opposition

Passed

C. New GC Members, effective August 1, 2021 (discussion/action)

Motion to approve GC Members, effective August 1<sup>st</sup>, 2021.

Motion Rhonda L

2<sup>nd</sup> Stacy B.

Discussion: Suggested: with one new member present and recommendation for three others, we hold off vote to next meeting for new members not present at this meeting. We will have a quorum by voting in the one new member in attendance tonight. Question: regarding bylaws.

New members cannot vote or be a part of executive sessions same night as induction. There will need to be 10 hours of training by the PED for all new members. New members have the school year to complete. The plan was to have someone come in prior to Covid, however, it needed to be completed online. It is important to vote Lily in tonight, so we have a quorum for next meeting.

No opposition

Passed

- D. One time staff Retention Stipend (discussion/action)  
Motion to approve One Time Staff Retention Stipend  
Motion Stacy B.  
2<sup>nd</sup> Nicole P.

Discussion: With the CARISSA II funds, PED approved funds to be used in this way. The state Auditor stated it could not be used for this and it was not in initial contract. There is a clause that states it can be used as a retention stipend for returning and being aware of the extra duties needing to be performed to bring students back up to level. We would like to get the boards approval. The amount would be \$1,000 (+ benefits), for all staff members, (26 stated at meeting). Part 1 has been spent. Part 2 did not have as many restrictions. Part 3 will have several more restrictions. Question regarding purchases under Part 1 and/or 2, were purchases allowed, (R. Shethia). Yes, they were and classified under previous BAR (s) presented to board and approved by the board, (R. Runyan).  
No opposition  
Approved

- E. Head of School Contract (Executive Session)

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 contract). (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> Justin S.  
Discussion: n/a  
No opposition  
Roll Call: Stacy B., Raj S, Rhonda L., Nicole P., Justin S.  
Motion Passed

(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  
Roll Call Vote: Stacy B., Raj S, Rhonda L., Nicole P., Justin S.  
No opposition  
Motion Passed

- F Head of School Contract (Action)  
Motion to offer Head of School a 2-year contract that increases the current salary by 3%.  
Motion Stacy B  
2<sup>nd</sup> Nicole P.  
Discussion: Is that total or for each year? That is the total for two years, 1x increase. This will begin July 1<sup>st</sup>.  
No opposition  
Motion Passed

8. Head of School update

A. School updates

We are looking for one position, P.E. Coach and E.A. position. We have advertised for a part-time and full-time P.E. Coach. We have filled the 4<sup>th</sup> grade position with a highly recommended individual. Continuing to look for Social Worker. We may need to contract for one.  
Still looking at buildings. There are several deadlines through July that Mr. Tolley will be working on during the summer.

B. Corrales International School Governance Council Recognition

Mr. Tolley would like to thank Mr. Sawyer and Ms. Blackwell for their time and support to CIS over the years they have served on the board. Your service has been very much appreciated. Both members stated that it has been rewarding and exciting to be a part of this organization and to work with the other board members.

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

One building we are looking at is being discussed with the current owner. It is double the size of the building we are in now, near Jefferson's Commons. Things are starting to break free; more buildings are starting to show up now. It is good timing with the small school size adjustment moving forward and increase of enrollment. There are several factors to consider with any new building. How is enrollment (R. Shethia): we are down slightly, looking to fill some spots in 7<sup>th</sup> and 8<sup>th</sup> grades. Advertising in different areas. Parents have also been notified in case they know anyone that might be interested. There will be a virtual audit meeting on June 24<sup>th</sup>.

10. Adjournment

Motion to adjourn at 6:21 pm  
Motion Stacy B.  
2<sup>nd</sup> Rhonda L.  
Discussion: n/a  
No opposition  
Motion Passed

The next regular meeting of the Governing Council will be on August 9th, 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."**