

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
May 10, 2021 – 5:00 p.m.
Final meeting minutes

1. Call to Order 5:00 pm
2. Roll Call: Stacy Blackwell, Raj Shethia, Nicole Palacios, Justin Sawyer, Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)
Absent: Rhonda L.
3. Adoption of agenda May 10th. 2021 meeting.
Motion to adopt agenda for May 10, 2021.
Motion Stacy B
2nd Raj S
Discussion: n/a
No opposition
Motion Passed
4. Adoption of Meeting Minutes for April 26th, 2021
Motion to adopt Meeting Minutes for April 26th, 2021 with possible revisions as noted by Raj S.
Motion Stacy B
2nd Nicole P
Discussion: comments on different rolls and how duties will be distributed when Ms. Wimmer leaves, and double-checking section 7 as everything is appears to be lumped together. Agreed to vote to approve minutes. Mr. Sawyer asked if Mr. Shethia would like to table the vote and bring minutes back for next month? Mr. Shethia did not feel it needed to be brought back for next meeting, just wanted the minutes double checked and prefers to accept minutes with possible revisions if needed.
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.

6.

**Corrales International School
Financial Update
May 10, 2021**

A. BARs

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	None			

B. Accounts Payable Payment Vouchers*

1 April 2021

C. Financial Statement Reports - as of April 30, 2021

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries
3 Audit

A. No BARS

B. Accounts Payable Payment Vouchers

1. April 2021

Motion to adopt accounts payment vouchers April 2021.

Motion Raj S.

2nd Nicole P.

Discussion: Ms. Runyan presented the checks. Mr. Shethia.: J&J account was surrendered last month, however, last entry in March is still showing. Mr. Tolley confirmed this charge was during the transition period, moving from J&J to the new IT company and is the last charge to be paid to J&J. Mr. Shethia asked about Amazon orders. Ms. Runyan responded that Amazon accumulates monthly, therefore, some items are showing from March. The total amount was confirmed by Ms. Runyan. It may appear as one check, however, it can be used to pay several invoices. Mr. Shethia asked about one amazon charge for white board another for webcams. Mr. Tolley confirmed that it was for the math classroom as was needed to accommodate online and in person learning. The webcams with microphones were purchased for distance learning students so students could see better and hear better for all teachers. The CARES Act monies has been spent down and closed out. Mr. Shethia asked if we would use the ESSR monies.

Expenditures can be reclassified to ESSR. Mr. Tolley confirmed that the classroom teacher is using the promethean board and white boards in classroom.

No opposition
Motion Passed

C. Financial Reports as of April 30th, 2021

1. Financial Reports

Notes: Waiting on request reimbursement. Cash across all balances discussed. Actual Expenditures by function, revenues vs revenue budgeted, Perkins requests for reimbursement began as of last month, additional funds will be expended. Actual expenditures vs budgeted looks good, on track. Cash as of April 30th, bank statement, capital resources, building purchase

2. Bank Reconciliation

a. Bank statement presented.

D. Other

1. Current Capital Resources for Building Purchase

a. Presented by Ms. Runyan.

2. Journal Entries

One journal entry for IB training and reclassing IB training from 24154 to 11000
Audit: audit findings presented. One finding for one deposit made after the 24hr. deadline for deposits. This deposit was late as it was during Covid while businesses were shut down and Auditors would not waive this requirement. The rest of the audit was in good standing. The state auditors office did not issue any waivers, therefore, they followed the standard requirements. Audit has been released and available under 'Audits for APS Public Schools'. Mr. Shethia asked if this was an audit finding in the past. Ms. Runyan confirmed there was one in the past, however, this one was during the Covid Pandemic and the shut down of businesses. Mr. Tolley has worked hard with the front office staff to be sure monies are deposited same day and we have not had this finding since with the exception of the pandemic. Moss Adams was the only auditor that replied to bids that went out from APS. They are able to handle a district as big as APS and are thorough. We have worked with Moss Adams for the past five years and will continue to work with them.

7. GC Business

A. Training (new Deadline of June 1, 2021)

a. New deadline: All training needs to be done very soon, even board members who are leaving need to finish their training if they have not already done so. All online training is included.

B. New GC Members

a. We would like to meet in person to do a proper goodbye to members leaving the board and try to provide training to new board members. Mr. Tolley would like to introduce potential new board members in June. Mr. Tolley will check bylaws to be sure community members vs parent numbers are accurately filled.

C. CIS Audit results 2020 (discussion)

a. Moss Adams was the only auditor that replied to bids that went out from APS. They are able to handle a district as big as APS and are thorough.

D. Head of School Contract

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

2nd Justin S.

Discussion: n/a

No opposition

Roll Call: Raj S, Stacy B., 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 Justin S.

2nd Raj S.

Discussion: n/a

Roll Call Vote: Raj S., Nicole P., Stacy B., Justin S.

No opposition

Motion Passed

Motion to offer Head of School a 2-year contract that increases the current salary by 3%.

Motion Justin S

2nd Stacy B

Discussion: Mr. Tolley mentioned that P. Matthews, attorney, was not in approval of doing 2-year contracts for Head of School position. Mr. Tolley stated it was up to the board, however, wanted board members to have this information before making a vote. Mr. Sawyer moved to amend motion. New motion stated below:

Amended motion to offer Head of School a 1-year contract that increases the current salary by 3%

Amended Motion Stacy B.

2nd Justin B.

No opposition

Motion Passed

8. Head of School update

A. School updates

- a. Program purchased: "Edgenuity". This is a program to help students with credit recovery and curriculum. In the past we have sent students to DATA or APS and can be expensive. This will allow our own students to recover. ESSR funding was used to purchase program. Mr. Shethia asked about Kinder graduation ceremony. We will not be doing Kinder graduation this year due to the pandemic. Mr. Tolley plans to do something at the beginning of next school year to provide recognition for transition from Kinder to 1st

grade. Next year, Secretary of Education is not planning on requiring schools to do distance learning. Mr. Shethia asked about 6th grade exhibition. Mr. Tolley stated the Exhibition went very well, the projects were great, and Mr. Diaz provided pizza for students for a job well done.

End of Year dates

- a. Graduation is May 26th. El Pinto will be the location. Small ceremony and should work out nicely for graduates and families. Board members are invited to attend.
- b. Last day of school is June 1st.
- c. Friday May 28th and June 1st are ½ days.
- d. Bylaws for number of members on board and when to vote them in was asked by Mr. Shethia.

Discussion: Mr. Shethia read bylaws regarding board members. Mr. Tolley stated, it appears to be straight forward as far as number of community members and parents. Mr. Sawyer asked if we have enough members interested, is it necessary for one of his potential members to still join. Mr. Tolley stated that it appears we have enough interest at this point if she is not fully vested in the position. Mr. Sawyer will discuss with potential member. Mr. Shethia asked, “do we need to wait until August”, based on the bylaws. Mr. Tolley mentioned that with the bylaws changing, we need to look at bringing them on sooner to be sure they are ready and trained by August. Mr. Tolley will review the bylaws before making this decision. Mr. Shethia asked if we can vote the new members in for June’s meeting? Mr. Tolley confirmed it will be added to agenda for meeting. Ms. Blackwell stated that Ms. Ledbetter would be staying on the board one more year. The language might need to be updated to match what the board is wanting to do.

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

Mr. Shethia asked if there was an update on a new building. Mr. Tolley has not heard since last meeting, however, is hopeful there will be an update for the board. Ms. Palacio asked if potential new members should be invited for next meeting. Mr. Tolley confirmed with ‘yes’, we want to invite the new potential board members to the June meeting.

10. Adjournment

Motion to adjourn at 6:21pm

Motion Justin S

2nd Nicole P.

Discussion:

No opposition

Motion Passed

The next regular meeting of the Governing Council will be on June 14, 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.”