

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
January 7, 2022 – 5:00 p.m.
FINAL Meeting Minutes

1. Call to Order 5:02 pm

Roll Call: Lily Perez, Rhonda Ledbetter, John Roumpf, Nicole Palacios, Raj Shethia, Mark Tolley (Head of School), Ana Perea, (Admin), Rebekah Runyan (Business Manager), Kimberly Romero (Scribe)
Absent: Sheley Wimmer, Liliana Benitez de Luna

2. Adoption of agenda, January 10, 2022

Motion to adopt agenda for January 10, 2022

Motion John R

2nd Rhonda L

Discussion:

No opposition

Motion Passed

3. Adoption of Minutes, December 13th, 2021

Motion to adopt Meeting Minutes for December 13th, 2021, with change to roll call (add John Roumpf to roll call)

Motion Rhonda L

2nd John R

Discussion: John Roumpf attended the last meeting

No opposition

Motion Passed

4. 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. n/a

6.

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0023-I	31700-Capital Improvements SB-9	To budget cash carryover	\$ 4,319.00
2	2122-0024-IB	28211-NM Schools COVID 19 Test	Initial Budget	\$ 77,800.00

B. Accounts Payable Payment Vouchers*

- 1 December 2021

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

- 1 Financial Reports
- 2 Bank Reconciliation

D. Other

- 1 Current Capital Resources for Building Purchase
- 2 Journal Entries

* Requires GC approval

Motion to approve BAR's 2122-0023-I, (\$4,319.00), 2122-0024-IB (\$77,800.00),

Motion: Nicole P

2nd Lily P

Discussion: SB9, (state match portion), goes through required process. New fund for Covide19 testing program added. This helps to pay for nursing staff and tests. Patti is our certified health assistant and Michele K. is our school nurse. The nurse is at the school two days per week. Patti will be reclassified. Journal entries are not done manually. Individual hepa filters are being purchased for the classrooms, through a separate fund within ESSR.

No opposition

Passed

1. Accounts Payable Payment Vouchers December, 2021

Motion to adopt accounts payment vouchers December 2021

Motion Rhonda L

2nd Lily P

Discussion: Technology: did we purchase more equipment? We are pretty much completed with this. All of the hardware work is completed. Everything is working well with internet and server.

No opposition

Motion Passed

A. Financial Reports/Bank Reconciliation as of December 31st, 2021

1. Financial Reports

Notes/Discussion: There is not too much change since last meeting. Reviewed fund balances. The cash decreased slightly due to payroll being paid out. Actual Expenditures reviewed. Have we received all of the monies coming in? We should see an increase this year in our fund balance by the end of the year. Budget vs revenue to date reviewed. Property tax revenue – should receive in January. Balances through 12.31.2021 reviewed. Operational looks good. Cash reviewed, not encumbered. ESSRIII monies – BAR was approved at last month's meeting. Waiting on APS to approve on their side so we can begin receiving reimbursement. Cash by fund reviewed. Negative funds are borrowing money from the operational fund until they get paid.

Bank Reconciliation

Notes/Discussion: Reviewed along with bank statement. Balances for HB33 and SB9 reviewed.

Other

1. Current Capital Resources for Building Purchase

Notes: One was to reclassify codes. The other entry was moving wireless access points to a different fund to claim reimbursement. Question about e-rate - we confirmed we are on the discounted billing.

Journal Entries

Notes n/a

7. GC Business

A. Training update

John & Lily completed their initial training. There are three additional hours required. Mr. Tolley will figure out what they need to take and send it out. The rest of the board will receive an update as well.

B. Possible Remote meetings.

If it is decided that a meeting needs to take place online, is the board okay with doing? Yes, board concurred.

C. Possible meeting date change 2-14-2022. (Discussion/Action)

Motion to change next GC meeting from 2-14-2022 to 2-7-2022

Motion Lily P.

2nd Nicole P.

Discussion: Due to holiday – board discussed Jan. 7th as the next possible meeting date, avoiding Valentine's day and President's day.

No opposition

Motion Passed

8. Head of School update

A. School updates

1. Covid

We have seen an uptick at the school with cases. There have been no known transmissions at the school. It has been traveling through families. We are staying on top of it through our school nurse and health assistant. We are hoping to receive a new covid kit from the state with new guidance. As of right now, if a family member tests positive for Covid, the student needs to stay home for ten days. We are hoping the tool kit will follow the new CDC guidance for five days. We will struggle if too many teachers have to be out at once due to Covid and have discussed possible solutions for this as a staff. The state is trying to avoid closing schools and going remote. We have been letting parents know when a student is in close contact.

2. Test to Stay program

Due to a number of restrictions and lack of tests available to the public, CIS has chosen to be a part of the Test to Stay program. Other schools that were using an outside agency to come into the school to test on site have found the agencies to be inconsistent. The decision was made to have Patti and Michele certified to test. This has been completed and we are currently waiting on the testing to arrive. If you are exposed to Covid and are vaccinated, the test is administered on the 3rd and 5th days. Vaccine data collection questionnaire went home to parents this week. We are taking this data for the Department of Health. Forms went home to parents to be completed for testing. Teachers/Staff are required to be vaccinated by January 17th. Any unvaccinated individuals must follow the DOH guidelines and weekly testing must be followed. The biggest concern with unvaccinated individuals is the amount of time they have to be out when they become infected and lack of substitute teachers available to cover classes.

3 Numbers and Marketing

We are lower this year with current situation. Most schools are down in numbers across districts. As of December, 41 new applications. Normally we have well over a hundred applications. Mask push marketing – around various parts of town and through advertising online. This will start in January and run through April. We need to get word out about the programs we offer here. Mr. Tolley is working on networking and getting the word out about our school.

5. Renewal of Charter (Fall 2022)

Charter renewals are usually every 5 years. We want our numbers to be consistent. The board will be a part of the renewal. Mr. Tolley will be reviewing the bylaws to be sure all is clear this spring. There will be sessions planned for upcoming board meetings to show the various programs we offer for our students. Plan is to budget based on numbers this year for next year. We usually budget conservatively. As we add students throughout the fall semester, and numbers go up, additional funding will be received in the spring for students added after state pre-determined reporting periods.

Homeschooling has not proven to be affective as students have been struggling socially the most. The school fair has always been pretty good, however, the last one was virtual and there was very little attendance. When in person, it allows us to really talk about and showcase our program. We are looking forward to when it opens up again for in person. We don't compete so much with the IB schools as we are so far distanced in our programming. We have lost a few high school students to The Academy, Hope or St. Pius.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to make a comment. Where do we keep our data? It is backed up to servers, on site program (Accountability), and paper. Legislative starts soon. Finance committee and Governor proposed 7-7.2% raises for teachers. They have also discussed raising minimum salary brackets, competing with surrounding states. This should make NM more competitive. Each states criteria is different for teachers' salaries. Building availability? Not as much through December. Will be touching base with realtor soon. We might need to consider some other options but still plan to stay within our demographical area. Changing this would be like starting a new school and is not an option we wish to do.

10. Adjournment 6:02 pm
Motion to adjourn at 6:02pm
Motion John R
2nd Rhonda L
Discussion: n/a
No Opposition
Passed

The next regular meeting of the Governing Council will be on February 14, 2022, at 5:00pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113 or Zoom remote as needed.

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“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.”