

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
November 8, 2021 – 5:00 p.m.
Final meeting minutes

1. Call to Order 5:01 pm

Roll Call: Raj Shethia, Lily Perez, Rhonda Ledbetter, Liliana Benitez de Luna (5:21 pm), John Roumpf, Mark Tolley (Head of School), Rebekah Runyan (Business Manager), Sheley Wimmer, Kimberly Romero (Scribed from recording)
Absent: Nicole Palacios

2. Adoption of agenda , November 8, 2021, meeting

Motion to adopt agenda for November 8th, 2021, meeting
Motion Lily P
2nd John R
Discussion: n/a
No opposition
Motion Passed

3. Adoption of Meeting Minutes for October 11th, 2021

Motion to adopt Meeting Minutes for October 11th, 2021, with changes noted in “discussion”
Motion Rhonda L
2nd Lily B
Discussion: Date on bottom for next regular meeting change to November 8th, 2021
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.

Rita Herschy: No Comment

6.

**Corrales International School
Financial Update
November 08, 2021**

A. BARs*

	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0013-I	11000 - Operational	Cash Carryover	\$ 100,580.00
2	2122-0014-M	24308 - CRRSA ESSER II	1000 Function Maintenance	\$ -
3	2122-0015-M	24308 - CRRSA ESSER II	2XXX Function Maintenance	\$ -

B. Accounts Payable Payment Vouchers*

1 October 2021

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

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries
3 Permanent Cash Transfer - Lease Assistance*

* Requires GC approval

Motion to approve BAR's 2122-0013-I, 2122-0003-IB (11000-Operational- &100,580.00), 2122-0014-M, (24308-Function Maintenance), 2122-0015-M, (24308-CRRSA ESSER II, Functional Maintenance), 24308-CRRSA ESSER II, Function Maintenance)

Motion: Lily P

2nd John R

Discussion: Three budget adjustment requests: Budget is due April 15th and we estimate what we think our cash will be and present this as our budget. After audit is completed and no material adjustments are needed, we will true up our budget. 1st: Estimated cash at end of year (April). We take what our actual cash as of June 30th and compare to what was budgeted and adjust budget accordingly. This is cash money going into the budget. Fixed asset line item shows this. This is not new revenue, this is truing up our balance. 2nd: The ESSR II funds are moved to be more accurate account line items to reflect moving funds. 3rd: ESSR II: moving monies to Fixed Asset Line for internet. This has to do with what is not covered by e-rate. What is typical for cash at the end of the year? In the past, there were times when the school was worried that we would not have the funds to pay out the payroll and offset the possibility of taking away the small school size adjustment. The small school size adjustment was always threatened and about three years ago it was taken away at a rate of 20% per year. In preparation for this, funds were saved to create the cushion for this reduction. One year, the state came through and swept the carryover funds. We are carrying the cash for the building purchase. The carryover that has been saved is allowing us to offset issues with funding being removed. Due to Covid and additional federal funding, we are doing well, however, eventually we won't be if we

do not grow and purchase a new building to do so. We have been very fiscally responsible, however, we now have funds to purchase items the school is in need of. This puts us in a good position if something drastic were to occur with funding availability. Ms. Hershey will be able to talk soon as she is helping with the process of the building purchase. If anything were to downturn, we want to be sure we are covered.

No opposition

Passed

1. Accounts Payable Payment Vouchers October, 2021

Motion to adopt accounts payment vouchers October 2021

Motion John R

2nd Rhonda L

Discussion: Checks for month of October reviewed. Question regarding uniforms...extras are carried by the school. Some families needed generic uniforms while waiting for our vendor to provide the CIS uniforms ordered. They were backlogged with our vendor. Some families could not afford to buy generic uniforms and then purchase the required CIS uniforms. The school was able to reimburse a few families for this expense on an as needed basis. Question regarding internet...there are multiple items included in the amount referenced. Mr. Tolley offered to print them out if needed. This entry allowed us to extend internet to the MPR. The Amazon purchase made will be returned and we should see a credit.

No opposition

Motion Passed

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

1. Financial Reports

Notes/Discussion: Question regarding new internet provider? Ms. Runyan briefly discussed e-rate W-9 and invoice. The new internet provider is Unite, (Fiber), and e-rate pays for part of the new internet provider. The monthly amount will fluctuate slightly. This month we have three months of the e-rate credit on the statement. The discount billing with e-rate is different from month to month. Mr. Tolley asked that we check on what percentage e-rate covers overall. When doing the research, this was a very good deal for the school. More information will be available by next GC meeting. Amazon question? Spending on supplies and equipment. Mr. Tolley mentioned we are working on putting orders together to lessen the number of orders placed through Amazon. There has been no funding from the PTA or other sources, therefore, the school is needing to take on more of these expenses.

2. Bank Reconciliation

Notes/Discussion: Ending fund balance by fund as of 10.31.2021. The main difference is payroll liabilities for us as a school. This is cash basis with the exception of payroll liabilities. Cash balance reviewed. Current cash balance, almost 2.3 million, compared to last year at this time, almost 1.9 million. The

difference is from the property tax and holding on for the building purchase. Actual expenditures reviewed. This is what we have actually spent to date and what we have encumbered in our system. 63% is salaries and benefits. Other Services – rental of building as we do not own the building. The property services is where the rent comes from. These are service line items until we actually own a building. Current budget, revised, revenue we have received to date and what we expect to receive. Any outstanding as of June 30th is not included in budget. Expenditures reviewed, (encumbered for the year, what we spent to date and budget balance).

Other

1. Current Capital Resources for Building Purchase

Notes: HB33 and SB9 reviewed. Cash balance by fund reviewed. HB33 and SB9 to date-1.3 million. By end of year, expected to be closer to the 1.7 million if we do not spend for building first. Bank reconciliation, bank statement reviewed.

Journal Entries:

Notes: Pre-paid expense as of June 30th. Journal entry is to offset the pre-paid expense. Journal entry to offset pre-paid. Line item was to reclassify funds for the wireless and request reimbursement. \$3.00 owed by APS to Corrales International. This will not be collected from APS after trying for quite some time.

Permenant Cash Transfer - .99 – reached out to PSFA. They advised school to keep it.

Motion to approve cash transfer

Motion Rhonda L

2nd John R

Discussion: n/a

No opposition

Passed

7. GC Business

- Building Update (Info)

- Rita Herschy (R.H.) – has been working with us and a developer to secure a new building. Introduction of new board members, Sheley Wimmer, (former teacher with CIS), Liliana B. (Attorney), Lily P., (CPA) and John R., (Parent)
- Background-built 21st Century with new gymnasium. They are looking at acquiring more facilities close by. Our developer has been working with Charter schools and locates buildings and financing. Short lease period, with developer, while funding is secured. It ends when the school has the certificate of non-profit and we are no longer on a tax exempt for the property we will own. Banks do not prefer to loan to schools due to the nature of the requirements the school must follow. Due to the delay in the board of CIS putting on paper the vote to move forward with a building purchase and the pandemic, the process was delayed. The school's foundation will assume the loan and the school will make the payments. This process was further delayed

by the pandemic. Pricing and availability have been challenging. Demographics and accessibility are very important. Multiple properties have been explored, however, with cost and demographical area in which we want to stay, it has been difficult. The search is ongoing, property is looked at and discussed to see if it is viable for our school. The method put together is a working method. The current circumstances have created some hurdles; however, this is an active ongoing process and will continue. There have been various issues due to non-negotiables that must be considered, (traffic flow, westside location-not applicable, something affordable, and fits our needs). One building we looked at might have been good, however, there was no access to the adjacent parking lot that could have been turned into more space for our program. This has been going on for some time now. Some properties viewed were either out of price range, outside of demographic area and/or were not feasible for what we are needing. We continue to look. As soon as a property looks viable, Mark is called, and they go and look at it. Due to cost effectiveness, it would not behoove us to build new at this time. The vision for this is to grow our population and secure this institution to last longer than all of us. No one will work with us the way the Ms. Herschy and the developer will work with us. Our institution has longevity and is not going anywhere. This is an institution that the developer will support 100%. CIS renews next Fall. We need a building that is sustainable and works for the school for the next twenty years and beyond. The new building is owned by the foundation as the school cannot take on the debt. The foundation becomes the landlord, and the foundation has committed to being the landlord. Lease for current building question. The negotiations that developer makes is very confidential. He wants to give back to the community and help the charter schools. Ms. Herschy mentioned the developer is still 100% in this venture since we are strong and viable for the future. The realtor we are working with is also looking and lets us know when buildings are going to be coming available. The developer is very well known in the community, works with the PED, charter schools and is very well-versed in the negotiation process. Decisions regarding facilities is up to Mr. Tolley, however, we can discuss as a board. We can look at the expansion of areas we are looking for in. Square footage was discussed and what we need is no less than 42,000 square feet, (computer room (s), science rooms, bathrooms, teachers' lounge, work room for teachers, area for students to have lunch inside, special education offices (two teachers/two E.A's)/classrooms, (Related Services such as Occupational Therapy, Physical Therapy, Speech, Social Work, IEP/Evaluation meeting room- all requiring privacy), storage, number of general education classrooms – different sizes and facilities depending on type of class, number of students, etc.). We are looking at doubling in size. We will need to have discussions regarding our upper program. Kinder vs. middle school has several guidelines to follow. More opportunities are presenting themselves as things continue to open. We need some new board members for the foundation. Please let Mr. Tolley know if you are interested in helping on the foundation board.

8. Head of School update

The phone company and the billing were not correct, and this took a lot of time to fix. There has been a lot of disconnect with the previous phone company and the current phone company. This is still being worked on. APS Food services delivers to their schools and 20 charter schools. They are down to 8 drivers and can no longer deliver food to charters. They have asked what we, as charter schools, can do to help. The head of the APS lunch, we are hoping it is short term once more drivers are hired. One charter offered to pick up food 2-3 day ahead of time if we have refrigerator space. Several ideas were discussed. This is a good idea; however, several schools do not have the space. Granger has a three-door 72 cf. refrigeration system we could purchase. We are struggling with how to pick up the food as we are short people to do it. The MPR would fit the large refrigerator and all the doors lock on the appliance. We cannot not provide the food as we do have families that would not be able to provide lunch for their child. We do not have the people to leave school and bring to the school and the liability is an issue. We should hear more in the next couple of weeks. We could also look for a different food service, however, nothing would match the level of good quality and price of APS. They package it in a large, well-organized facility. They are pretty good as they package their own food at their own plant. The new refrigerator could fit at least two days' worth of food. There is nothing special needed for the refrigerator and we have a plug to support it. The only other things we have plugged in out in the MPR include the warmers and the sink. We will likely test the plugs being used at once to be sure it can support it.

Our new board members should tour the school and attend our international day in the spring. It is even better to visit when students are here. International Day would be a great opportunity to do so, during the spring.

NMPED updates: The discipling policy needs to be revisited due to the new training coming out for the Black Education Act. Training will be required for equity and the Black Education Act for teachers, (Everett). There is room for improvement. There is a section where they have re-written the social studies standards. There are no issues with including these areas as they are important. There are issues with taking certain things out that students should know, like teaching the constitution. As decisions are made by the PED, the information will be provided to the board. There have been several new items to be completed, however, this new administration has been changing a lot of things that were working well previously. A good example is the teacher evaluation system. Rather than working with the program to focus it in the areas they wanted, they replaced the entire program. Thank you for allowing Ms. Herschy to join us tonight.

Will trainings be checked on? Yes, there is a new on-demand training should give you the whole program. They have a lot of new offerings and Mr. Tolley is looking into what is required and how to put it together that is more cohesive. Mr. Tolley will send out information to board members, prior to next meeting. Audits went well and will discuss once they are finalized.

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 6:20 am

Motion John R

2nd Rhonda L

Discussion: n/a

No Opposition

Passed

The next regular meeting of the Governing Council will be on December 13th, 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.”