

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
October 11, 2021 – 5:00 p.m.
Final meeting minutes

1. Call to Order 5:00 pm

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

2. Adoption of agenda October 11th, 2021, meeting

Motion to adopt agenda for October 11th, 2021, meeting

Motion Rhonda L

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

3. Adoption of Meeting Minutes for September 14th, 2021

Motion to adopt Meeting Minutes for September 14th, 2021, with changes noted under 'discussion'

Motion Lily P

2nd Rhonda L

Discussion: John Roumpf missing from roll call. Resolution on page #4 (balance transfer), do we need to catch the actual language. Mr. Tolley will attach.

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.

No comment

6.

**Corrales International School
Financial Update
October 11, 2021**

A. BARs*

| | <u>BAR #</u> | <u>Fund Description</u> | <u>Reason/Type</u> | <u>Amount</u> |
|---|--------------|--|--------------------|----------------|
| 1 | 2122-0001-D | 24176-Carl D Perkins Secondary - Redistribution | Decrease | \$ (23,929.00) |
| 2 | 2122-0003-IB | 24175-Carl D Perkins Secodary - PY Unliq Obligations | Initial Budget | \$ 6,733.00 |
| 3 | 2122-0008-IB | 31200-Public School Capital Outlay | Initial Budget | \$ 189,036.00 |
| 4 | 2122-0009-IB | 24316-USDE CRRSA ESSER II 84 425D Share ID | Initial Budget | \$ 3,431.00 |
| 5 | 2122-0010-I | 11000-Operational | Increase | \$ 21,034.00 |
| 6 | 2122-0011-T | 24154-Teacher Principal Training and Recruiting | Transfer | \$ - |

B. Accounts Payable Payment Vouchers*

1 September 2021

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

1 Financial Reports
2 Bank Reconciliation

D. Other

1 Current Capital Resources for Building Purchase
2 Journal Entries
3 Fixed Asset Inventory*

* Requires GC Approval

Motion to approve BAR's 2122-0001-D, 2122-0003-IB, 2122-0008-IB, 2122-0009-IB, 2122-0010-I & 2122-0011-T

Motion: Rhonda L

2nd Nicole P

Discussion: 1st BAR is for Perkins with a decrease of 23,929.00. APS adds it into our budget each year. Unsure why they need to do this on their end but they do. It is a redistribution as it is not paid in the same year. This is just placed briefly put into our budget and it works on their end. We were not accounting for that money and they initiated the BAR. They also initiated the maintenance BARS. The 2nd BAR is new money coming in from Carl's Perkins. This is basically a prior year award that was not spent, not with us necessarily but with APS. This was our allocation. APS discussed adding several PLTW programs within their schools and our funding would be reduced, however, it never really happened and they ended up reissuing those funds back. We were required to spend it all in June to meet the requirements. We did meet the requirements and was able to fund materials we normally need to stock up on. The first two BARS were initiated by APS. BAR #3 is the Public School Capital Outlay. This is our lease assistance for our current building and covers a portion of our lease. The next BAR is part of our ESSR funds. This is specifically for our air filters, HVAC and independent air filtration. Question regarding current filters or system in place? Mr. Tolley stated that the merve filters were replaced in the Spring as they were already needing replacement. This helps cover that plus additional. The next BAR is a category two funding to help extend the internet. This portion is from the Federal Government E-Rate plus PSFA

cover portion. These are their portions together. The project is in the pricing fund technology and the school covered the difference. E-Rate has been around a long time and a lot of schools have not really taken advantage due to the application process requiring basically someone full-time to complete it. The PSFA decided they would help charter schools this year. Through ACES, the group that does a lot of the bidding, they did all the work and the bidding in order to receive this. We contract with certain vendors through ACES. There are categories associated with this. Category 1 is the hardware, category 2 is the internet service. They pay 40% of the hardware and 100% of the internet service. Our bandwidth went from 50 MB per second to 500, supporting a much faster internet. They also went the remote signal system to a new system called Rucus. Fortunately with their aid, we were able to receive quite a bit of support that was a lot less expensive. We do not appear to have as many students dropping off with too many students being on. It also appears we can use all of our computers in house and not experience slow down. This is a huge improvement. We did initially purchase four new remote signal systems but we were able to return them. We are in discussions with our IT and they may want to purchase the ones we already have so they can refurbish them for someone else. The only place in the school the new ones have not been placed are upstairs. Everything downstairs is the new Rucus. Everything will move with us to the new building except anything connected to the building. \$44,812 was the total. E-Rate and PSFA paid \$21,000 and the school paid the \$23,000. The school paid it all, but is reimbursed the \$21,000. Question regarding Rising Sun? There are three checks for Rising Sun. Rising Sun did the labor on it, (several projects at the beginning of the year, checking for compatibility, etc.). Mr. Shethia asked if Gaggle was part of the same project. Gaggle is not part of the same project. Gaggle is a program used to flag emails, text messages, and chats on our student computers for words or phrases related to violence, self-harm, drugs, etc. Going back, E-Rate actually paid Rising Sun directly. We still have to report and capitalize the whole value. The last BAR is for teacher-principal training. We initially placed all the funds in the teacher training line but we needed to move it to the administrative training line making a transfer BAR. As part of the IB requirements, Mr. Tolley and Mrs. Perea will need to attend training for IB.

No opposition

Passed

1. Accounts Payable Payment Vouchers September, 2021

Motion to adopt accounts payment vouchers September 2021

Motion Lily P

2nd Rhonda L

Discussion: Question on A&R, lines 1 & 2 by Mr. Shethia. A & R is our Gestetner, and it is for replacing the ink. Line 2 was for our Gestetner. One of the rollers needed to be replaced. This is a high-capacity device which is why it has Masters. This is used for copies that the teachers mostly use.

No opposition

Motion Passed

A. Financial Reports as of September 30th, 2021

1. Financial Reports

2. Bank Reconciliation

Notes: Fund balance update. Operational fund is currently at \$918,000. We do sit at a higher balance, however, in June all of the summer payroll is paid out. Everything else is pretty much where we were. The reimbursement fund is still outstanding as we are waiting for APS to approve the ESSR III. In the meantime, we have access to the ESSR II. We are just waiting on reimbursement.

Other

1. Current Capital Resources for Building Purchase

Notes: HB33 and SB9 reviewed. This is lease assistance which we can invoice quarterly for reimbursement.

2. Journal Entries

Notes: Cash balances reviewed. Our outstanding reimbursement funds are higher because of the additional ESSR funds that we normally do not receive. The drop in the cash balance is will change once reimbursement funds are received. Actuals vs. where we are currently was reviewed. Payroll and lease are the largest expenditures and are steady.

Current revenue reviewed, (fund balance and what we have to date). Expenditures reviewed, (encumbrances, expenditures (what we have acutally spent). Cash balance by fund reviewed. The cash will tie back to the bank reconciliation. HB33 and SB 9 reviewed. This is being saved for the new building purchase.

Two journal entries: the first one is covered by E-Rate. The second one is a transfer.

3. Fixed Asset Inventory

Motion Nicole P

2nd Lily P

Discussion: We are required to keep a fixed asset inventory listing. This includes anything that originally costs over \$5000. This is as of as of June 30th. There is a couple of items on the list that are from 2012 and 2015. Question about how long items are on the list? We cannot remove until we get rid of an item. The GC would approve disposing of the item and then we are required to let the PED and PSFA know. The depreciation begins from date of purchase. Full depreciation takes from 5-8 years, (Ms. Runyan will check on the exact timeline).

No opposition

Motion Passed

7. GC Business

A. Training

- Question: have any board members been contacted via email from the Public Authority regarding training. Mr. Tolley will check into this as no one has been contacted. It has been very difficult to get a response. We will try to get it in earlier, but this can be a challenge. We just need to make sure we get it in.

8. Head of School update

A. School updates

- Audit is pending. Rebekah did a great job getting in what was required early.
- Our music program is thriving. The music teacher is fantastic. He would like to start a guitar program with our 7th grade class. We might be able to do a club or competitions. We will look into this to provide what is needed. This will be a nice addition to our program. Anyone can join the club if we are able to start one.
- Tutoring: Due to last year's pandemic, tutoring is being offered for all grades. We are really supporting our students with catch up or gaps in learning.
- Substitutes: If you know of any good substitutes, please let us know. They will need an APS background check. Mr. Tolley taught English today. We are struggling to find subs and was able to increase pay for this position. We have used younger college students, but they are not as reliable. We are going to try and move forward building our substitute pool.
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B. NMPED updates

- The new secretary has promised to look at the overall requirements and workload being asked of schools to look at essential. One example is the five reports that were due in one day to the state. This is making it difficult to track what has been done and what still needs to be done as each report is connected to different areas.
- No real new things. We do have upcoming items based on new Acts, (Black Education, Native Education, etc.), YazziMartinez and new requirements from the last legislative session. There is more training for these that will be required as well.

C. Building updates

- The last building discussed at our previous meeting has not gone through as the owner wants too much for the building, however, that could change. Other properties are still being explored. Lots are also being considered as a possibility.
- There are a lot of options on the westside and that is not where we want to be. We are centrally located and would like to stay that way. We are in a good area in the NE Heights.
- I want to make sure we are in a situation that is practical and not overly priced.
- Questions regarding land around Louisiana and Alameda or San Antonio. Louisiana and Alameda is out of our price range. San Antonio might work.
- A building committee might be a good next step.
- Question: is there a deadline to get this completed? Yes, due to the small school size adjustment funding being pulled at 20% each year. We are financially good at this time; however, we need to double our size, so we do not require that funding. The deadline would be to get into a building in the next year or two. We want to be on the positive side of this.
- The building is a slow process and then it will speed up considerably as we get closer to the end of the process.
- Question regarding applications and timelines with moving buildings. We do our lottery in February or March. We have taken about six more students in the past two weeks. Parents are looking for something different and we make sure our advanced program is understood so the parents can make an informed decision for their child's education.
- Phones were out for 18 days, and they are finally back up.

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

'Inaudible'

10. Adjournment

Motion to adjourn at 5:55pm

Motion Raj S

2nd Lilliana B

Discussion: n/a

No Opposition

Passed

The next regular meeting of the Governing Council will be on November 8th, 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."

