

Corrales International School
Governing Council Regular Meeting
5500 Wilshire Ave. NE
Albuquerque, NM 87113
March 14, 2022 – 5:00 p.m.

DRAFT meeting minutes: not the official minutes and are subject to approval by the public body.

1. Call to Order 5:04 pm

Roll Call: Lily Perez, Nicole Palacios, Raj Shethia, Sheley Wimmer, Rhonda Ledbetter, Mark Tolley (Head of School), Rebekah Runyan (Business Office), Kimberly Romero (Scribe)

Absent: Ana Perea (Admin), John Roumpf

2. Adoption of agenda, March 14, 2022

Motion to adopt agenda for March 14, 2022, with change of date from Feb. 7th to March 14th.

Motion Rhonda L

2nd Lily P

Discussion: n/a

No opposition

Motion Passed

3. Adoption of Minutes, February 7, 2022, and February 18th, 2022

Motion to adopt Meeting Minutes for February 7, 2022, and February 18th, 2022, with change of date to agenda

Motion Rhonda L

2nd Nicole P

Discussion: n/a

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. <u>BARs*</u>				
	<u>BAR #</u>	<u>Fund Description</u>	<u>Reason/Type</u>	<u>Amount</u>
1	2122-0027-I	11000 - Operational	Increase	\$ 14,223.00
B. <u>Accounts Payable Payment Vouchers*</u>				
1	February 2022			
C. <u>Financial Statement Reports - as of February 28, 2022</u>				
1	Financial Reports			
2	Bank Reconciliation			
D. <u>Other</u>				
1	Current Capital Resources for Building Purchase			
2	Journal Entries - None			

* Requires GC approval

A. Motion to approve BAR's 2122-0027-I, (\$14,223.00)

Motion: Lily P

2nd Rhonda L

Discussion: Increase in operational for budget adjustment – PED increased employer portion of employee benefits by 1%.

No opposition

Passed

B. Accounts Payable Payment Vouchers February 2022

Motion to adopt accounts payment vouchers February 2022

Motion Sheley W

2nd Nicole P

Discussion: Statement reviewed. Question: cables were replaced by T3.

Cornerstone? Website adjustments to be compatible with phones. Switch

Network? PowerSchool alerts.

No opposition

Motion Passed

C. Financial Reports/Bank Reconciliation as of February 28, 2022

1. Financial Reports

Notes/Discussion: End of February fund balance reviewed. Showing where we are by fund as of end of February. Reimbursements received after funds spent. 2.5 mil. as of end of February. Actual Expenditures reviewed.

2. Bank Reconciliation
Notes/Discussion: Reviewed bank statement and bank transactions. Budgeted Expenditures reviewed. ESSR II and ESSR III are included in budget. Cash balances reviewed

D. Other

1. Current Capital Resources for Building Purchase
Notes: . Current Capital Resources for Building Purchase reviewed
2. Journal Entries: n/a
Notes n/a

7. GC Business

A. Training update

Update-on demand training will be available in the next week or so. Materials are being finalized this week.

B. G.C. Member Vacancy

Possible candidates to be discussed

8. Head of School update

A. School updates

1. Covid – masks are no longer required. More and more students are no longer wearing masks. Some students and staff are wearing masks. Some requirements for quarantine and testing have changed. We are continuing to follow ventilation requirements, sanitizer, etc.

2. Marketing – Ads are starting to show up on billboards and we are beginning to receive some feedback. With our lottery, our numbers are back up. Things will continue to fluctuate as it usually does, however, numbers are looking a lot better than this time last year.

3. Building update and discussion-Land being considered for building, close to current building. This would need to be investigated further to determine feasibility.

4. Budget-Tier for employee pay, level 1, 2, & 3 will be based on experience and license level. Passed by legislature: Tiers updated with new starting salaries. 3% increase for the remainder of this school year or used as a retention bonus for next year. 4% + tier increase for next year. This is expected to be the largest pay increase in history. The salary schedule has been updated based on new increases. Each individual employee will be receiving a different amount as everyone is at different places in levels and experience. More information on the budget will be presented at the next GC meeting. Mr. Tolley to meet with staff members individually.

9. Other Business/ GC Member Comment: This is an opportunity for any GC member to comment. Change of date for next GC meeting from April 11th to April 19th at 4:30 pm.

10. Adjournment 6:00 pm
Motion to adjourn at 6:00 pm
Motion Rhonda L
2nd Lily P
Discussion: n/a
No Opposition
Passed

The next regular meeting of the Governing Council will be on April 19th, 2022, at 4:30 pm and will take place at 5500 Wilshire Ave. NE, Albuquerque, NM 87113 or Zoom remote as needed.

"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."